AERs: Fund Impact Questionnaires (FIQs)

UF ADVANCEMENT - DONOR RELATIONS

2024
1. Submit your Gator Link credentials on the portal login page: [https://intranet.uff.ufl.edu](https://intranet.uff.ufl.edu)

2. E-Mail your department’s AER liaison notifying them that you have provided your credentials.

3. You will receive confirmation from Central UF Advancement that your access to the portal has been granted.
Getting Started: AER Portal Website

https://intranet.uff.ufl.edu/

Click here
Click on the “AER Portal” tile
Fund Impact Questionnaire (FIQ): Creation

- Use the filter or search icon to locate your funds
- Click on hyperlinked fund name

**TIP:** Locate this guide and other endowment materials in the Library icon
Click the “+” icon to create a new report.
• Type in fields to populate the signature block

<table>
<thead>
<tr>
<th>First and Last Name</th>
<th>Position Title(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Mary Smith</td>
<td>Professor and Alberta Gator Chair of Organic Chemistry</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Department</th>
<th>College/Unit</th>
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<tr>
<td>Department of Chemistry</td>
<td>College of Liberal Arts &amp; Sciences</td>
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</tbody>
</table>

Please review the resulting signature block

Dr. Mary Smith  
Professor and Alberta Gator Chair of Organic Chemistry  
Department of Chemistry  
College of Liberal Arts & Sciences
Two types of scholarships:
- Scholarship
- Fellowship

Was the scholarship:
- Awarded?
- Not awarded?
If the scholarship or fellowship was awarded, write in the scholar’s name and major.

For more than one scholar, click the add icon (+) and more fields will appear.

The name(s) will populate in the viewer below, which includes the standard gratitude paragraph with variable information.
• If the scholarship or fellowship was not awarded, a brief explanation (1-3 sentences) as to why funds were held is required

**EXPLANATION FOR NOT AWARDING**

Please explain to the donor why it was not awarded *

Unfortunately, the College was unable to award this past year as there were no eligible recipients.

**NARRATIVE REVIEW**

Please review the resulting narrative

Thank you for supporting the future of the Please select item through your endowment. Your generosity unlocks opportunities for scholastic growth, discovery and achievement. We are writing to inform you that the Leavitt/Lee-McCachren/Boyd Endowed Scholarship was not awarded during the 2023-2024 academic year.

Unfortunately, the College was unable to award this past year as there were no eligible recipients.

At the Please select item, we remain dedicated to fostering a culture of collaboration and innovation for our learners. Thank you for partnering with us to fulfill this mission through your philanthropic vision.

**TIP:** Read full narrative (3 paragraphs) to ensure a cohesive donor story
Unfortunately, the College was unable to award the [scholarship fund name] this past year as there were no eligible recipients. We hope to award this scholarship to a suitable candidate this coming academic year.
• Program & Research funds have 3 questions to answer

• If a question is not answered, the check box next to the question will need to be unchecked to exclude on the final report
• Faculty funds have 3 questions to answer

• If a question is not answered, the check box next to the question will need to be unchecked to exclude on the final report

ANNUAL ENDOWED FUND IMPACT QUESTIONNAIRE

Donors appreciate hearing how their gifts made a difference. Please tell your donor how this endowment helped you accomplish and/or further your teaching, research and professional goals from July 1, 2023, to June 30, 2024. *

Include question 1

Please tell your donor how you hope to use the endowed funds in the coming year. *

Include question 1

Take this opportunity to thank the donor. Well-expressed gratitude helps strengthen future giving. Please include any specifics on activities or results that would not have been possible without the endowed funds. *

Include question 1
Click the export icon in the top right of the FIQ page to view your FIQ report in final form
Authors may save their work using “Save as Draft”

Clicking “Submit” will indicate the author’s FIQ completion & send to the AER Rep for approval
FIQs: Editing (Save As Draft)

- Click on the hyperlinked fund on the home page
- Click the hyperlinked name
- You may now edit the FIQ

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Audiences</th>
<th>Status</th>
<th>Created By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Ray</td>
<td>Director, Poe Business Ethics Center</td>
<td>0004609345 - Mr. Charles E. Poe (Mrs. Corey A. Poe) 0005137302 - Mr. William F. Poe, Jr. 0006778944 - Mrs. Elizabeth B. Poe 0008276750 - Mrs. Marilyn P. Lunskis (Mr. Timothy P. Lunskis) 0008276768 - Mrs. Janice P. Mitchell (Mr. Gregory E. Mitchell) 0008276784 - Mrs. Keren Poe Smith</td>
<td>Fund Administrator Save as Draft</td>
<td>Brian Ray</td>
</tr>
</tbody>
</table>
FIQ: Narrative Tips

• FIQs should be written by the person best suited to report gift impact.

• Show appreciation & gratitude for donor support.

• Illustrate the impact of the donor’s giving through storytelling.

• Demonstrate return on donor(s) investment with examples of how funds were used throughout the fiscal year.

• Make sure your narrative reflects the fund purpose. Fund purpose can be found on the General section of the FIQ.