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**POLICY NOTE:** All solicitations of $25,000 or more should be presented in writing. A formal proposal, letter, or gift agreement may accomplish this. After a proposal is delivered it must be documented and tracked by the responsible development officer in the AWA Proposal module.

**ENTERING A NEW SOLICITATION (AWA Proposal):**

**IMPORTANT:** To enter, modify or conclude a solicitation (ANDI Proposal) the entity must have an active prospect record.

1) **NAVIGATE TO THE PROSPECT RECORD**
   a) From the Entity Overview of the entity who is being solicited, scroll down to Prospect Summary and click on the prospect name hyperlink as usual.
   b) Click on Proposals in the page tree on the left.

2) **CREATE A NEW PROPOSAL**
   a) Click “New” on the Proposals form header.
b) You will see the blank Proposal form.

c) Enter information in the following fields:
   i) **Type** (required): Click on the downward arrow beside the field and select value reflecting how the gift will be used from drop down list.
   ii) **School** (required): Click on the downward arrow beside the field and select the College the gift will support from drop down list; for solicitations involving more than one college or campus there are codes for:
      1. Campus-wide HSC
      2. Campus-wide UTC
      3. Campus-wide UTK
      4. Campus-wide UTM
      5. Campus-wide UTSI
      6. Multiple Campus – UWA
      7. University wide admin – UWA
   iii) **Status** (required): Click on the downward arrow beside the field and select the appropriate proposal status from drop down list.
   iv) **Submit Type** (optional): Click on the downward arrow beside the field and select “Written” from the dropdown.
   v) **Start Date** (required): Click on the downward arrow beside the field and enter the date the proposal was delivered to the donor (not the date that you are entering the proposal in ANDI).
   vi) **Active**: (required): ANDI checks this box by default; leave it that way.
      **Note**: This refers to the solicitation (proposal) being active or inactive, not the prospect record.
   vii) **Stop Date**: leave blank (this is used when the solicitation process is complete)
   viii) **Campaign** (required): Click on the downward arrow beside the field and select “The Campaign for UT” from the drop down list unless the solicitation is for one of the specialized efforts that pre-date July 1, 2003, in which case select that campaign from the drop down:
      1. Athletic Department Building Fund (Step Up)
      2. Institute of Ophthalmology
(3) UTC College of Engineering  
(4) UTK ECE Challenge  

ix) **Ask** (required): Place cursor in field and enter dollar amount of ask ($ sign and commas not necessary).

x) **Granted**: Leave blank (this is used when the donor says yes).

xi) **Title** (required): Place cursor in the field and enter a short, meaningful title that identifies the purpose of the solicitation (free form text).

  *Note: This title will appear in Lookup Results and Reports.*

xii) **Description**: Place cursor in the field and enter a brief description of the ask and the hoped-for result.

  1. For multi-campus and campus-wide solicitations, list the $ amount breakdown of the ask (ex. 500K for CBA, 500K for Vet Med-AG, 25K for Athletics-UTM).
  2. If the solicitation seeks a combination of funding types, list them here.
  3. If this is a grant proposal, list the Principal Investigator here.

  *NOTE: The following fields are completely optional: Original Ask, Initial Date, Expected Date, Anticipated, Initial Contribution, Funding Type

**d) SAVE** – Click “Save” on the Proposal form header.

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<thead>
<tr>
<th>Proposal ID</th>
<th>65</th>
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<tbody>
<tr>
<td>Proposal Type</td>
<td>Endowment</td>
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<tr>
<td>Status</td>
<td>Submitted to Donor</td>
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<td>Proposal Type</td>
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**ADDING A STAFF ASSIGNMENT TO A SOLICITATION (AWA Proposal):**

**NOTE:** Any development officer who has written or worked on any portion of a proposal should be given either a “Proposal – Primary” or “Proposal – Secondary” assignment to the proposal.

1) Lookup or navigate to the Proposal Overview for the solicitation to which you need to make a staff assignment.

2) Click on Assignments in the page tree to the left.
3) Click New in the Proposal Assignments form header.

4) You will see a blank Proposal Assignment form.

5) Enter information in the following fields:
   a) **Staff**: Click on the downward arrow beside the field and select the staff member to be assigned.
   b) **Type**: Click on the downward arrow beside the field and either of the following assignment types:
      i) Proposal – Primary: Fundraiser with primary responsibility for developing and writing the proposal (only 1 Proposal – Primary assignment per proposal).
      ii) Proposal – Secondary: Any other fundraiser contributing to the proposal.
      iii) **Warning**: Other assignment types will appear in the drop down list. The two assignment types listed above are the only valid types for Proposals. Do not choose another assignment type.
c) **Office**: The office of the assigned staff member.
d) **Active**: This box is checked by default. Leave it checked. You will want to uncheck it when the solicitation is complete.

6) **SAVE** – Click “Save” on the Proposal Assignments form header.

### UPDATING & MODIFYING A SOLICITATION (AWA Proposal):

**TIP**: When an AWA proposal needs updating, use the procedure below to change the data in the existing proposal. **DO NOT CREATE A NEW PROPOSAL TO MAKE UPDATES.**

1) Lookup or navigate to the Proposal Overview for the solicitation you wish to update.

2) Click on Detail in the Proposals page tree to the left.

3) To change the data values in any field either:
   a) Double click on the downward arrow beside the field and select a new value from the drop down list, or
   b) Place your cursor in the field and type a new date, dollar amount or text for those fields that use dates, dollar amounts or text.

4) **SAVE** - Click “Save” on the Proposal form header.
WHEN THE SOLICITATION IS COMPLETE:

1) Lookup or navigate to the Proposal Overview for the completed solicitation.

2) Click on Detail in the Proposals page tree.

3) Modify the following fields (and any others that may need updating):
   a) **Status** (required): Click on the downward arrow beside the field and select the appropriate status.
      i) Select Funded/Pledged if the prospect has signed the gift agreement.
      ii) Select Declined by Donor if the prospect has said “no”.
   b) **Stop Date** (required): Place your cursor in the field and enter the date the solicitation process is complete (when the gift agreement was signed, when the donor says “no,” or when the fundraiser determines there to be no response).
   c) **Granted** (required): Place cursor in the field and enter the commitment amount ($ sign and commas not necessary).
   d) **Description** (optional): For multi-campus and campus-wide solicitations, list the $ amount breakdown of what the donor agreed to give to each college or campus.
e) **Active**: Uncheck the box (place cursor on the check mark and left click)

4) **SAVE** - Click “Save” on the Proposal form header.

5) Deactivate any staff assignments associated with the proposal.
   a) Click on Assignments in the Proposal page tree to the left.

b) You will see a listing of all staff assigned to this proposal.
HOW TO FIND OR LOOKUP A SOLICITATION (AWA Proposal):

1) Finding all solicitations of a particular prospect:
   a) From the Entity Overview of the person or organization who is being solicited, scroll down to Prospect Summary and click on the Prospect name hyperlink as usual.
   b) Click on Proposals in the page tree on the left.
   c) A list of all proposals for that Prospect will be displayed.
   d) Left click on the selection button for any proposal that you would like to view.

2) Lookup all solicitations benefiting a particular college:
   a) In AWA, click Lookups in the menu at the top of the page.
   b) Under number 1. on the Lookup form (choosing a template), choose Prospect – Proposal from the drop down menu.
c) AWA will automatically fill in numbers 2 and 3 for you (It may take a couple of seconds).

d) Scroll down the Proposal Lookup form to the School field.

e) Left click in the School field and select the school you are interested in from the drop down list. You may need to scroll through the drop down list.

f) If you wish to see all proposals (even those funded or declined) for this college, left click the Search Button now.

g) If you are interested only in active proposals, left click in the Active field and select Active. Then left click the Search Button.

h) A list of proposals benefiting that particular college will be displayed.

i) Use the paging arrows in the Lookup Results form to page through the list.

j) Left click on the selection button for any proposal that you would like to view.
k) **CAUTION:** If a solicitation involves more than one college it will appear under “campus wide” not the individual colleges involved.

**NOTE:** Do not use the “School Range” boxes, “Proposal Purpose” box, or the “Program Prospect” portion of the Proposal Lookup form.

**If you need a list of proposals, send a request to prospect@tennessee.edu. The Prospect Systems Office maintains a list of proposals submitted each quarter and can easily send you the entire report or just a portion upon request. In addition, the Quarterly Proposals Submitted Report and an Open Proposals Report are distributed quarterly.**
DEFINITIONS

**Required Fields:**

**Type** (drop down list): Indicates how the gift will be used. Choose from 1) Capital, 2) Combination, 3) Endowment, 4) In-Kind, or 5) Operating.

**School** (drop down list): The college or campus that will benefit from the gift. If the gift will benefit more than one campus, choose Multiple Campus - UWA.

**Status** (drop down list): The current status of the solicitation. This field will change and will need to be updated as the solicitation progresses.

**Start Date** (mm/dd/yyyy): The date the development officer solicits a prospect in writing by presenting a letter, gift agreement, or proposal.

**Stop Date** (mm/dd/yyyy): When the donor signs the gift agreement, when the donor says “no,” or when the development officer determines there will not be a response.

**Ask** (monetary amount – no $ sign or commas): Dollar amount of the ask.

**Granted** (monetary amount – no $ sign or commas): The dollar amount of the donor's final commitment.

**Campaign** (drop down list): The “Campaign for UT” should be selected unless the solicitation is for one of the specialized efforts that pre-date July 1, 2003, in which case select that campaign from the drop down:
1) Athletic Department Building Fund (Step-Up)
2) Institute of Ophthalmology
3) UTC College of Engineering
4) UTK ECE Challenge

**Title** (free form text): Short, meaningful title that identifies the purpose of the solicitation.

**Active Checkbox:** The active or inactive status of the solicitation (proposal). The box should be unchecked when a solicitation is complete and a Stop Date is entered.

**Planned Gift Checkbox:** Check if the proposal has a planned gift component.
Optional Fields:

Submit Type (drop down list): Current type of proposal submission.

Original Ask (monetary amount – no $ sign or commas): If the ask amount changes, enter the original ask amount here for historical purposes.

Initial Date (mm/dd/yyyy): Date of the ask.

Initial Contribution (mm/dd/yyyy): Amount of initial payment.

Expected Date (mm/dd/yyyy): When granted, the date the first payment is expected.

Funding Type (drop down list): How the gift will be funded.

Anticipated (monetary amount – no $ sign or commas): When granted, the amount of the anticipated first payment,

Description (free form text): Brief description of hoped-for result. If the solicitation seeks a combination of funding types, list them here. If it is a grant proposal, list the Principal Investigator here.