

REPORTING PERIOD: Academic Year 2010-11

INSTITUTIONAL AND CHAIR-LEVEL REPORTS FOR AY 2010-11 ARE DUE THURSDAY, JUNE 30, 2011.

INSTRUCTIONS FOR INSTITUTIONAL REPRESENTATIVES:

For each BoRSF-matched Endowed Chair held by your campus, provide the following information for the current academic year:

- Status of the Chair (vacant or filled)
- Name, email address and letter of appointment for the current chairholder for all filled chairs
- Dates of the current chairholder's appointment and most recent performance evaluation
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Following are instructions for entering information into the system:

BULK UPDATE provides a complete list of all the BoRSF-matched Endowed Chairs held by the institution. From this list, you can indicate whether each chair is filled or vacant for the current reporting period. Using the bulk update option allows you to enter these status updates from a single list, rather than accessing each individual record.

INDIVIDUAL CHAIR DATA allows you to access individual Chair records to enter required information. Once in the individual chair data screen:

- Select the Chair for which you wish to enter data
- If the bulk update option was not used, indicate whether the Chair is vacant or filled. If a chair is vacant, no additional information is required.
- If no information is entered for the Chair, click "Enter New Chair" and complete the required information.
- For each filled Chair:
 - Provide the name, email address, date of appointment and date of most recent performance evaluation for the current chairholder
 - Upload the current chairholder's letter of appointment in the place indicated
 - Click Email Chair to send LOGAN account information to the chairholder, who will use this account to complete required chairholder reporting.
- If any provided information is incorrect or has changed from previous data entry sessions, click "Edit" to revise.
- In future years, some information (chair status, chairholder name & email, letter of appointment, date of appointment) will be retained by the system. Revisions will be necessary only if the information is no longer current.
- Changes to the name of an Endowed Chair (e.g., the Smith Chair for Scientific Research) may not be made in the reporting system. For assistance contact

Carrie Robison, Associate Commissioner for Sponsored Programs
Administration (carrie.roider@la.gov or 225-342-4253).

FISCAL REPORTS provide information about the amount of interest earnings available to the Chair for expenditure during the academic year.

- Fill in the total dollar amount of earnings available for expenditure.

Indicate the percentages of earnings used expended the three categories listed; for other, provide a brief description of the types of expenditures represented by the percentage. The total of the three percentage categories must equal 10