Annual Budget Request for Funding
Guidelines & Instructions

I. Form Purpose

As a part of the integrated annual budget process, it is important that the institution, each year, does an assessment of its funding needs. This form provides departments and units the opportunity to request annual budget funding to meet their needs.

Although funding is not guaranteed, the purpose is to gather all needs and determine what can be funded according to stated criteria and funding availability.

II. Definitions

A. Personnel
This request category identifies staffing needs. This includes permanent unclassified and university staff, limited term appointments, student assistant funds, and work study.

B. Supplies & Expenses
This request category identifies additional funding needed for departmental operating budgets, including supplies and expenses and travel. Requested funding should be in addition to the current departmental budget. Please do not include information technology expenses such as software, hardware, computer replacements, or printers. Do not include equipment needs, as those should be placed in the “Equipment” category.

C. Space/Facility Needs
This request category identifies space and facility needs and/or changes. Requests in this category include classroom or laboratory modernizations, additional space needs, remodeling of current space, and/or other facility needs. If a major remodeling project includes equipment, IT, or funding needs from other request categories, please do not check those boxes in addition to the “Space/Facility Needs & Changes” category. Detail the other category needs in the request impact section.

D. Information Technology
This request category identifies needs in information technology. This includes both hardware and software needs. If multiple pieces of equipment are requested, please include a list of the equipment and estimated prices along with your request form. Please also consult with DoTS regarding potential installment and/or maintenance needs. Do not request individual computer replacements as we have a separate process to meet those needs.

E. Equipment
This project category identifies needs for special equipment. Special equipment includes laboratory equipment, facilities equipment, classroom equipment, farm equipment, and/or other equipment needs. Requests in this category are typically for one time purchases.
III. Step by Step Form Instructions

A. General Information
1. Requested by – this includes the individual who is making the request.
2. Submitted by – this includes the department chair/manager who is submitting the request.
3. Authorized by – this includes the Dean/Unit Head who is recommending the request to move forward in the budget process.

*Deans/Unit Heads should sign and date the request to verify that it has been reviewed at the College/Unit level. Since requests are transmitted electronically, please type the names as authorization.

B. Request Classification
1. Check the appropriate box for the request category. Request Category definitions are included in Section II of this document. Please only select one box. For projects that include multiple categories, please select the category that most identifies the need and then reference the other category needs in the “Request Details & Objectives” section.
2. For consistency and tracking ease, all requests must use the same titling format. All requests should be saved as a Word document.
3. All requests should include the four character department abbreviation and the consecutive number of the request and the year in which the department is making the request. For example, ENGL10-13 for the 10th request submitted by the English department for the 2012-13 fiscal year.

C. Request Details, Objectives, and impact
1. Request Name – this includes the title of the project. Please make this as descriptive as possible.
2. Request Details and Objectives – provide a one paragraph summary describing the request and summary of why you need the request funded. What are you trying to achieve?
3. Impact on University Strategic Plan – provide information about how the request, if funded, would help the University achieve the goals of our strategic plan.
4. Impact on Students/Faculty/Staff, Teaching & Learning/Research, Operational Improvements – provide information about how the request, if funded, would help the department/college/university improve teaching and learning, improve operational efficiency, and/or other impacts such as the growth agenda, State or System mandates, or policy changes. Also state what the impact would be if the request is not funded.
5. Priority – Deans and Unit Heads should select a priority for each request that is relative to all other requests from the college/unit. Please select whether the request is a critical, high, medium, or low priority. Not all requests can be “critical”. Colleges/Units must prioritize which requests are the most important to the department.

D. Cost Estimate
Provide estimates for the cost of the request. One-time costs include costs for purchases that only need to occur once and the need is satisfied. For example, purchasing a microscope or remodeling an office. On-going costs are costs that continue year after year such as salary for permanent staff or increases to a department’s operating budget. If permanent staff are
requested, please include the amount of FTE that is requested. Also subtract from the cost of the request any potential savings that the request might generate. A description of the cost savings should be included in the impact section.

IV. Review Process

1. Requests that are authorized to move forward by the Deans and Academic Affairs Units should be submitted to the Provost. Requests by administrative units should be submitted to the Chancellor, Assistant Chancellor for Business and Finance (ACBF), or Associate Vice Chancellor for Student Affairs by their department heads. The Budget Office is copied on all requests.

2. The Chancellor, Provost, ACBF, and Associate Vice Chancellor for Student Affairs, after discussing the requests with those who forwarded the requests to them, will forward the appropriate requests to the Budget Review & Recommendation Committee.

3. University Wide Strategic Initiatives should be submitted to the Provost, ACBF, or Associate Vice Chancellor for Student Affairs for submission to the Budget Review and Recommendation Committee. The Budget Office is copied on all requests.

4. The Budget Review & Recommendation Committee reviews and recommends the appropriate requests to go to the Chancellor for his final decision.

5. Once the decision is finalized, and the budget is approved by the System, a note will go out to the campus community informing them of the approved requests.

** If data or other information is needed to support the request, the Budget Office will work with institutional research to supply any data that is held centrally. Data that is specific to a program and is housed only within a department should be included as justification within the request. If it is not included, the Budget Office will contact the requestor to gather that information.