

GUIDELINES FOR FY23 BUDGET REQUESTS TO THE UNIVERSITY BUDGET COUNCIL

Below you will find some important information for the FY23 budget development and planning cycle. Please carefully review this information and utilize it as you develop your budget requests.

The timeline:

Feb. 1: Division budget call to division directors

Feb. 18: Division leads submit budget request to the Budget Office

Feb. 18 – March 31: UBC review of budget requests

April 1: UBC recommendations due to Budget Office

New features of the budget request form:

- Departments must enter the amounts for all incremental funding (whether on staff or faculty positions, O&M, HEF/Capital requests, one-time requests, etc.) requested for FY23.
- The item submission process will include flagging for each request at least one of the specific campus-wide priorities agreed upon by UBC. (Submission flags may include one of the more recently added options for budget request priorities: addressing state/federal/accreditation mandates, supporting basic and/or enterprise infrastructure, or accommodating “immediate need” requests, or Other, etc.)
- The submission process will also require requestors to enter textual information outlining the targeted rationale for their requests.

Key points to keep in mind in developing budget requests:

- Budget requests should contextually represent a "bare bone" yet still "normal operations" view of a department's needs.
- Budget requests for new funding should allow a department to satisfy its "normal" functions. This request for additional funding should explain how/why this request accomplishes that goal.
- Any new initiatives that require new funding (or older initiatives that require an increase in annual spending) should also be included in a department's set of requests.
- In addition to requiring textual descriptions and rationales, budget requests should (whenever possible) be accompanied by text-based cost justifications.
- Budget requests will be aligned via a memo field containing the budget prioritization categories previously approved by the UBC and shared with the Cabinet.
- Budget requests should also be ranked at a divisional level according to the division's internal order of priority.

It is also important that you review the documents included with this memo. Attached you will find:

- An updated list of the approved budget priority categories.
- A copy of the scoring rubric expected to be used by UBC members.
- A document outlining HEF eligibility (for reference).