MEMORANDUM

To: Provost Council, University of Idaho Community
From: University Budget & Finance Committee
Date: November 10, 2015
Re: Funding Requests

Under the guidance of President Staben’s directive to improve and incentivize our budget process, Provost Wiencek and Vice President for Finance Foisy have charged the University Budget and Finance Committee (UBFC) with soliciting and evaluating requests for both new continuing funding and for one-time funding exceeding $100,000 from all areas of the University of Idaho.

By way of background, each year the State Board of Education (SBOE) announces its budget priorities in April. The University then quickly evaluates its needs and shapes its state budget request to fit the SBOE’s announced priorities. The UI state budget request items are presented to the SBOE’s budget committee in May and the budget request is approved by the SBOE at the June meeting. Once UI requests become part of the budget request approved by the SBOE, the entire budget request moves forward through the state legislative process. Individual requests eventually may become part of budget proposals by both the Governor and the Joint Finance and Appropriations Committee in the next legislative session.

The goal of the University is to develop a transparent process by which all areas may make requests for both new continuing funding and for significant one-time or short-term strategic investments. The goal is to evaluate and prioritize budget requests prior to the announcement of SBOE budget priorities in April. This process will create a pool of requests to inform not only the state budget request process but also to identify internal investment opportunities. The process will allow diverse proposals to percolate through the UI. It also will position the UI to make a more strategic and robust set of requests to the SBOE in the annual UI budget request to the SBOE.

In order to move forward expeditiously, the UBFC has developed the attached Funding Request form and optional Budget Detail form. Any area desiring new continuing funding for fiscal year 2018, or desiring one-time/short-term funding in excess of $250,000 for fiscal year 2017 should complete this form according to the guidelines below.

Guidelines

1. Funding Requests from academic units must be submitted to the Dean of the College. Other areas of the UI should submit Funding Requests to the Vice President in charge of the area. Funding Requests for those areas reporting directly to the President should be submitted to Brenda Helbling. Deadlines for the initial submission of requests to the Deans and Vice Presidents will be determined by each Dean and Vice President. Each Dean and Vice President will evaluate the requests, and will possibly group and combine overlapping requests. **Funding Requests are due to the UBFC from the Deans and Vice Presidents by 5:00 pm on Friday, January 15, 2016.** Funding Requests received after that deadline most likely will not be considered by the UBFC.

2. This Funding Request Form is for:
   - Requests for new continuous funding. Requests will be considered for internal funding or inclusion in the University’s state budget request to the SBOE for the fiscal 2018 budget.
• Requests for new one-time funds. Requests will be considered for inclusion in the SBOE’s request to the legislature for the fiscal 2018 budget or will be considered for funding through internal resources and/or re-allocations during fiscal year 2017.

3. This first cycle of requests will be evaluated by the UBFC based on their alignment with one or more of the goals for the UI announced by President Staben:
   • Transformative Education – Improving recruitment and/or retention
   • Ideas that Matter – Accelerating research success
   • Building our Team – Investing in our people

These goals were announced by President Staben in his address to the University Faculty on September 16, 2015 and in his State of the University address on October 5, 2015. Both speeches can be streamed from the president’s website at http://www.uidaho.edu/president/communications/presentations. A one page summary of the goals is included with this memo and the Funding Request form.

In future years, funding requests will be evaluated based on their alignment with the UI Strategic Plan and the President’s announced goals and plans for implementation of the strategic plan.

4. The Funding Request Form includes a request for basic budget information. In addition, the form contains a Budget Detail worksheet. The Budget Detail worksheet is not linked to the Funding Request. Completion of Budget Detail worksheet is not required in order for the UBFC to consider a Funding Request. However, if a Funding Request is prioritized to become part of the University’s budget request to the SBOE, the detailed budget information will be required.