TO: University of Idaho Faculty and Staff
FROM: University Budget and Finance Committee
DATE: November 7, 2017
SUBJECT: UBFC Academic Year 2018 Request for Proposals

As part of the FY2019 and FY2020 budget process, the University Budget and Finance Committee (UBFC) will receive and review requests for permanent funding in excess of $40,000 and one-time funding in excess of $100,000. All academic and non-academic departments and units are invited to participate in this process. Capital building project requests should also be requested through this submission process.

The UBFC request process is designed to provide transparent and equal access to the university’s funding streams and mechanisms. Requests received by the UBFC will be evaluated and prioritized and will be used to recommend investment opportunities for FY2019 and FY2020.

**Timeline**

January 31, 2018  
Proposals due

May 1, 2018  
UBFC evaluation process completes

Fall, 2018  
Funding announcement made for FY2019 and FY2020

**Guidelines**

1. Funding requests will submitted online through the UBFC request portal (see submission details below). The UBFC will review and evaluate requests as well as forward requests received to the applicable Dean or Vice President for ranking.
   
   *Funding requests, including both the online form and the budget template, are due to the UBFC on January 31, 2018.*

2. Proposals may be for
   
   a. Permanent funding. Requests will be considered for funding or inclusion in the university’s state budget request to the SBOE for the FY2020 budget.
   
   b. Requests for one-time funds. Requests will be considered for funding from internal resources and/or re-allocations for FY2019.

3. Requests will be evaluated by the UBFC based on:
   
   a. Alignment with the University of Idaho Strategic Plan
      
      1) Scholarly and creative work (Innovate)
      
      2) Outreach (Engage)
      
      3) Educational experiences (Transform)
      
      4) Valued and diverse community (Cultivate)
   
   b. Need to support compliance with specific legal or regulatory requirements

   c. Quality or necessity of administrative needs to support other programs

**Submission Process**

Both UBFC and capital building project proposals are submitted through the UBFC portal.
**UBFC proposals** are funding requests for programs and initiatives that promote the university’s strategic plan.

**Capital building project proposals** include building improvements, new building constructions, space remolds, renovations, and retrofits to building spaces such as classrooms, offices, building interiors, labs, etc. Capital building projects generally cost over $5,000.

The first question on the Online Proposal Form will route you to either the UBFC Proposal Form or the Capital Projects Proposal Form. If you have proposals for both, complete your first proposal and then start again, using the same link.

Proposals will be submitted at 2017-2018 UBFC BUDGET SUBMISSION (website is not current). In addition to completion of the online form, all requests must include a completed budget template. This template can be downloaded here. Completed templates are uploaded to the online proposal form following the guidelines below.

Units needing assistance completing the budget template should contact Trina Mahoney or Kim Salisbury in the Budget Office.

**Links:**
- 2017-18 Proposal Submission Portal
- Proposal Budget Template

**Online Proposal**

Please note that the Online Proposal form must be completed, including the completed Budget Template, in one session as information will not be saved until submission. We recommend that you complete the Budget Template before filling out the Online Proposal Form.

**The following are the questions asked on the Proposal**

**Contact Information**
- Proposal Title
- Proposer Name
- Proposer Email
- Proposer Phone Number
- College/Division
- Department

**Alignment with the University of Idaho Strategic Plan**

- Which goal of the Strategic Plan does this request most align with (pick only one)?
  - Scholarly and creative work (Innovate)
- Outreach (Engage)
- Educational experiences (Transform)
- Valued and diverse community (Cultivate)
- Support compliance with specific legal or regulatory requirements
- Quality or necessity of administrative needs to support other programs

- Funding Request Description and Rationale. Describe the implementation and goals of this funding request. (Describe how this request advances the strategic plan, is necessary for compliance, or provides support services that will help the university achieve its goals. (3,000 characters)

- Describe any problems your program could face if it does not receive this funding. (500 characters)

- Describe any additional costs that could result if you receive this funding. (500 characters)

**Budget Information**

- Funding request type: What is this request for?
  - One-time funding
  - Multi-year funding
  - Permanent funding

- Supplemental funding. Indicate the amount your unit will contribute to the initiative you are proposing.
  - Budget funds________________
  - Donations______________
  - Grants or industry partnerships______________
  - Other (describe)______________

- Is the additional funding conditional upon this proposal receiving funding? If so, describe. (500 characters)

**Advice from prior year evaluations**

The following list is feedback generated from last year’s UBFC committee. They are not criteria selected by this year’s committee. The following types of proposals were less likely to be funded.

- Proposals that could be funded from alternative sources, such as research grants.
- Proposals that did not give specific details as to how the funds would be used or provide a compelling need for funding.
- Proposals that were not adequately prepared.
- Compliance proposals that did not document the nature of the current deficiency or specify how the funds would be used to rectify the deficiency.
- Proposals from multiple units that duplicated services.
- Proposals that primarily consisted of changing funding sources for positions or programs, without explaining how existing funds released by the proposal would be used.