



Budget Office
Business and Finance

MEMORANDUM

To: Vice Presidents
Columbia Campus

From: Leslie Brunelli, Budget Director

Date: February 6, 2006

Subject: Identifying New or Expanded Programmatic Needs for 2006-2007

As part of the annual budget development process, the Budget Office is seeking your assistance in developing a comprehensive list of your unit's new or expanded programmatic needs for 2006-2007. This process should not be viewed as "opening the gates," but as a tool for communicating mandatory programmatic needs for next academic year. The Budget Office hopes to accomplish the following related objectives for 2006-2007:

- Provide a process where units can request funding to support the expansion of existing programs or the development of new programs to their Vice President;
- Provide a process where a Vice President can communicate a prioritized listing of divisional funding needs to the Budget Office; and
- Provide a process where the President is presented with a complete and timely package of all funding requests approved within each Vice Presidential area for his review and consideration.

The Budget Office has developed an Excel template titled, "Initiative Request Form," to be completed by each unit and returned electronically by **April 12, 2006** to me (LGBrunel@gwm.sc.edu). The form and related instructions are available on the Budget Office's website under the section titled FY2007 **Budget Development Process**. A completed Excel template will provide you with the following types of information from your units:

- Request justification to include a concise description of what the unit wants to achieve; if (and why) it has to be supported through the use of new funding; and how it supports the unit's goal and objectives.
- Identifies resources from existing or new departmental sources to support the request.
- Identifies costs to include position specific listing of full-time salary and fringe benefit costs, part-time wage costs, recurring operating costs, and one-time equipment or startup costs.

Please provide a separate listing of your unit's programmatic needs or simply note your priority ranking in the space provided on the summary page of each initiative request form. The Budget Office will use this information to prepare a consolidated presentation for the President's review and consideration.

In a separate request, the Budget Office will send to all units receiving FY2006 Board of Trustee allocations for FY 2006 initiatives a form to report on progress and use of initiative funding. Should you have any questions or need additional clarification, please feel free to contact me by email or by phone at 7-1967.