

UNIVERSITY OF SOUTH CAROLINA (COLUMBIA CAMPUS)
BUDGET DEVELOPMENT PROCESS
INSTRUCTIONS FOR INITIATIVE REQUEST FORM

GENERAL INSTRUCTIONS

This form should be used by Columbia Campus units to request funding associated with the expansion of existing programs and the development of new programs. This process does not supersede the established procedures for new academic programs as prescribed in *The Faculty Manual*.

1. Each completed initiative request should be a stand alone decision package. Do not combine several initiatives/ideas on a single set of initiative request forms.
2. The justification section of the form should clearly address why the initiative must be supported through the use of new funding and how the initiative will impact the unit's ability to maintain or accomplish the specific planning objectives for 2007-2008.
3. This attached workbook consists of six worksheets. These sheets provide a written justification, resource streams, and requests for full-time, part-time, recurring operating, and/or one-time equipment or start-up funding. The sheets are titled justify, resource, full-time, part-time, operating, and one-time. All sheets should be submitted for review and approval by the respective Vice President of each unit before being submitted to the Budget Office.
4. The Initiative Request Form is an Excel template. Prior to entering any data, save the file using a unique name for each initiative preceded by your responsibility number. Repeat this process for each initiative. The detailed instructions listed below will provide guidance in completing the individual spreadsheets required for an initiative. Completed initiatives should be forwarded to your Vice President for review and approval. Your Vice President will electronically submit approved initiatives in priority order to Leslie Brunelli, Budget Director (LGBrunel@gwm.sc.edu).

SPECIFIC INSTRUCTIONS

UNIVERSITY OF SOUTH CAROLINA (COLUMBIA CAMPUS)
BUDGET DEVELOPMENT PROCESS
INSTRUCTIONS FOR INITIATIVE REQUEST FORM

The section that follows details the information to be provided by each organizational unit in completing the initiative request form.

Sheet 1 of 6 – Justify

INITIATIVE HEADING

1. **VICE PRESIDENT’S INITIATIVE PRIORITY NUMBER:** After review, the Vice President will assign a priority number to this initiative with the number one (1) representing the highest priority rating.
2. **UNIT’S PRIORITY NUMBER:** Enter the priority number that this initiative represents for your unit with the number one (1) representing the highest priority ranking.
3. **INITIATIVE TITLE:** Enter the title of this initiative.
4. **DEPARTMENT NAME:** Enter the title(s) of the individual department(s) or major organizational unit for which this initiative provides resources.
5. **FISCAL YEAR:** Enter the fiscal year in which the initiative is to be implemented. An explanation should be provided if implementation is beyond the 2007-2008 fiscal year.

The Excel template will carry forward the information provided above in column B to the remaining sheets of the template.

RESOURCES SUMMARY:

1. **RESOURCE \$:** Excel calculation carries forward the resource total from sheet 2 (resources) of 6.
2. **FULL-TIME PERSONNEL FTE/ \$:** Excel calculation carries forward the full-time personnel total from sheet 3 (full-time) of 6.
3. **PART-TIME PERSONNEL FTE/ \$:** Excel calculation carries forward the part-time personnel total from sheet 4 (part-time) of 6. Note: Part-time personnel may or may not occupy an FTE. If in doubt, consult your budget analyst.
4. **RECURRING OPERATING EXPENDITURES \$:** Excel calculation carries forward the operating expenditures total from sheet 5 (operating) of 6.
5. **ONE-TIME EQUIPMENT OR START-UP COSTS \$:** Excel calculation carries forward the equipment total from sheet 6 (one-time) of 6.

UNIVERSITY OF SOUTH CAROLINA (COLUMBIA CAMPUS)
BUDGET DEVELOPMENT PROCESS
INSTRUCTIONS FOR INITIATIVE REQUEST FORM

6. TOTAL REQUEST FTE/ \$: Excel calculation summarizes the total FTE and dollars related to this initiative. NOTE: Requests for FTE slots is a separate process.
7. NET FUNDING NEEDED \$: Excel calculation indicates the amount of funding needed to support this initiative request.

REQUEST JUSTIFICATION:

This section must be completed to provide the unit's Vice President with a concise description/justification for this initiative request. The justification section of the form should clearly address why the initiative must be supported through the use of new funding and how the initiative will impact the unit's ability to maintain or accomplish its specific planning objectives for 2008.

Sheet 2 of 6 – Resources

1. DEPT/FUND: Enter the corresponding department/fund number(s) for which this initiative requests resources.
2. RESOURCE DESCRIPTION: Enter the type of departmental revenues or fund transfers that will be available to support this initiative.
3. OBJECT CODE: Enter the corresponding object code for the resource types entered above. Please do not use general object codes such as 50000, 53000, etc.
4. TOTAL \$: Enter the dollar amount associated with each resource type requested in this initiative.
5. TOTAL RESOURCE REQUEST: Excel calculation summarizes the data entered in \$ column.

Sheet 3 of 6 – Full-time Personnel

1. DEPT/FUND: Enter the corresponding department/fund number(s). If more than one dept/fund is being affected by this initiative, enter the dept/fund number followed by the applicable titles and codes. The department/fund numbers must be within the same responsibility code.
2. POSITION TITLE: Enter the position title in the appropriate classification section (Classified, Administrative, Faculty, Librarians).

UNIVERSITY OF SOUTH CAROLINA (COLUMBIA CAMPUS)
BUDGET DEVELOPMENT PROCESS
INSTRUCTIONS FOR INITIATIVE REQUEST FORM

3. FTE/ \$: Enter the appropriate number of new full-time positions for a particular title and the salary dollars required to support this initiative using January 2007 salary costs. If new or additional FTE slots will be required, please follow the process established by the Division of Human Resources.
4. TOTAL FULL-TIME SALARY COSTS FTE/ \$: Excel calculations summarize the full-time FTE and required salaries.
5. FRINGE BENEFIT CALCULATIONS: Excel calculations provide information related to fringe benefit costs. The fringe benefit rates shown are as of January 2007 and subject to change once the General Assembly session is completed. The Budget Office will make the appropriate corrections for all approved initiatives. The fringe benefit rate calculations are as follows:

Benefit	Rate	Base
SC Retirement	11.40 %	Classified Salaries
Optional Retirement	11.40 %	Administrative, Faculty, Librarian Salaries
Social Security	7.65 %	Total Salaries (Social Security Base of \$87,900)
Group Life	.15 %	Total Salaries
Unemployment Compensation	.20 %	Total Salaries
Workers Compensation	.60 %	Total Salaries
Health/Dental Insurance	See below	See below

Health Insurance Coverage - Effective 1/1/2007-6/30/2007

Coverage Type	All Health Plans Except TRICARE	TRICARE Supplement
Employee Only	\$ 242.22/ month	\$ 67.08/ month
Employee/Spouse	\$ 471.04/ month	\$ 126.08/ month
Employee/Child	\$ 340.58/ month	\$ 126.08/ month
Full Family	\$ 549.80/ month	\$ 167.08/ month

Dental Insurance – per covered employee - \$11.71/ month

The following link <http://sam.research.sc.edu/fringebenefits.html> will provide information related to calculation of fringe benefit costs and health insurance costs based on the type of employee. The health insurance rate is based on the coverage type. Please contact the Budget Office for additional guidance.

PLEASE NOTE THAT RETIREMENT SYSTEM contributions increase by .50% on July 1, 2007.

UNIVERSITY OF SOUTH CAROLINA (COLUMBIA CAMPUS)
BUDGET DEVELOPMENT PROCESS
INSTRUCTIONS FOR INITIATIVE REQUEST FORM

*FOR health and dental insurance, please check your numbers. It may be best to calculate these costs with the calculator on the SAM website and manually enter a value over the calculation.

6. **TOTAL FULL-TIME PERSONNEL REQUEST:** Excel calculation summarizes the estimated total full-time personnel costs related to this initiative.

This process coordinates approval of the funds needed to support new positions. Any additional FTE slots required to support an approved initiative should be handled according to the process established by the Division of Human Resources' Salary Administration.

Sheet 4 of 6 – Part-time Personnel

1. **DEPT/FUND:** Enter the corresponding department/fund number(s). If more than one dept/fund is being affected by this initiative, enter the dept/fund number followed by the applicable titles.
2. **POSITION TITLE:** Enter the position title in the appropriate classification section, i.e., Teaching Faculty (See ACAF 1.06 for approved titles), Graduate Assistants (See ACAF 4.00 for titles), General Wages, Undergraduate Student Assistants, or Undergraduate Federal Work Study Students. See <http://hr.sc.edu/salaryadm/jobclass.html> for classified state titles.
3. **RATE:** Enter an hourly rate for general and student positions requested in this initiative that is equal to the January 2007 rate for a particular title. Enter the requested academic year (August – May) compensation amount for graduate assistantships and teaching positions requested in this initiative.
4. **HOURS:** Enter the number of hours that the general, student and federal work study position is expected to work during the academic year. Enter the number 1 for graduate assistantships and teaching & research positions.
5. **\$:** Excel calculation provides the total estimated cost by multiplying the annual hours by the rate.
6. **TOTAL PART-TIME WAGE COSTS \$:** Excel calculations summarize the estimated total required wages.
7. **FRINGE BENEFIT CALCULATIONS:** See <http://sam.research.sc.edu/fringebenefits.html> for current rates and calculation method based on employee type and appointment.
8. **TOTAL PART-TIME PERSONNEL:** Excel calculations that summarize the part-time estimated total personnel costs related to this initiative.

UNIVERSITY OF SOUTH CAROLINA (COLUMBIA CAMPUS)
BUDGET DEVELOPMENT PROCESS
INSTRUCTIONS FOR INITIATIVE REQUEST FORM

Sheet 5 of 6 – Recurring Operating Expenditures

1. DEPT/FUND: Enter the corresponding dept/fund number. If more than one dept/fund is being affected by this initiative, enter the dept/fund number followed by the applicable titles and object codes.
2. OPERATING EXPENDITURE DESCRIPTION: Briefly describe the expenditure, i.e., contractual services for design, microscopes, etc.
3. OBJECT CODE: Enter object code related to the operating expenditure description.
4. \$: Enter the dollar amount for a particular title related to this initiative.
5. TOTAL OPERATING EXPENDITURE REQUEST: Excel calculation summarizes the total operating expenditures.

Sheet 6 of 6 – One-time Equipment or Start-up Costs

NOTE: EQUIPMENT ITEMS INCLUDE ALL OBJECT CODES BEGINNING WITH "56XXX."

1. DEPT/FUND: Enter the corresponding department/fund number(s). If more than one dept/fund is being affected by this initiative, enter the dept/fund number followed by the applicable titles and codes.
2. DESCRIPTION: Enter the description of the one-time cost anticipated.
3. OBJECT CODE: Enter the OBJECT CODE related to the description.
4. \$: Enter the dollar amount for a particular item requested in this initiative.
5. TOTAL ONE-TIME REQUEST: Excel calculation summarizes the total required one-time funding amount.

Typically, large equipment purchases will include maintenance costs for one-year or more. However, if maintenance costs are significant or are not part of the purchase price, you may wish to note this in your narrative.