



MEMORANDUM

To: Vice Presidents  
Columbia Campus

From: Leslie Brunelli, Budget Director

Date: March 1, 2007

Subject: Identifying New or Expanded Programmatic Needs for 2007-2008

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 2007-2008. 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 2007-2008:

- Provide a process where units can request funding to support the expansion of existing programs or the development of new programs to you;
- 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 President's 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 13, 2007** to me ([LGBrunel@gwm.sc.edu](mailto:LGBrunel@gwm.sc.edu)). The form and related instructions are available on the Budget Office's website under the section titled FY2008 **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 FY2007 Board of Trustee allocations for 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.