



Budget Office  
Business and Finance

MEMORANDUM

To: Vice Presidents, Columbia Campus  
From: Leslie Brunelli  
Associate Vice President for Finance  
Date: Tuesday, March 11, 2008  
Subject: Identifying New or Expanded Programmatic Needs for 2008-2009

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 2008-2009. 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 2008-2009:

- 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 a new web-based tool for submitting initiative requests that is very similar to the Excel file used in previous years. The web-based system walks the user through the same questions to build the initiative request. Service Units must print and attach to the Blueprints for Service Excellence that are due on April 1, 2008. Academic Units should forward a copy of any initiative requests to the Provost's Office and/or the Vice President for Research and Health Sciences. The academic units will be meeting prior to the end of March, and may be asked questions about initiatives during those meetings.

The completed web-based program will require with the following types of information from the 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.

The Budget Office has previously sent out to all units receiving FY2008 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.