



Budget Office
Business and Finance

MEMORANDUM

To: Vice Presidents
Columbia Campus

From: Leslie Brunelli
Associate Vice President for Finance & Planning and
University Budget Director

Date: March 1, 2010

Subject: Initiative Requests
Identifying New or Expanded Programmatic Needs for 2010-2011

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 2010-2011. The weak economy has created budget problems for our institution and State this fiscal year and future budget projections do not indicate any relief. We expect to lose a significant amount of state funding in the next 12-18 months. Per the President's recommendation, only mission critical initiatives that have required cost increases should be submitted for the next fiscal year. Unfortunately even those initiatives are unlikely to be fully funded.

The web-based tool developed two years ago provides units a user-friendly process to request mission critical funding for support of expansion to existing activities or programs as well as the development of new activities or programs. The identification of new or expanded programmatic needs provides a process where a Vice President can communicate a prioritized listing of divisional funding needs to the Budget Office. The Budget Office uses the information provided to prepare a summation of requests for review and consideration by the President.

The web-based system for submitting initiative requests is available today, Monday, March 1, 2010 and can be accessed at the following link: All initiative requests should be completed prior to March 31, 2010. All initiative requests should be reviewed and approved by the respective Vice President of each unit before being submitted to the Budget Office. The "Initiatives' User Guide" has been updated and is available on the Budget Office's website. Please use the following link to access the user guide: http://busfinance.admin.sc.edu/budget/doc_11/2011InitiativesUserguide.pdf

Should you have any questions or need additional clarification, please feel free to contact me by email lgbrunel@mailbox.sc.edu or by phone at 7-1967.