SBPC Divisional Budget Request Process Overview/Calendar

January 23, 2014 Updated 5.1.14; 11.20.15; 12.18.15; 4.14.16

THINK BIG WE DO™
Clearly identifies:

- What is requested; Rationale & Assoc. Costs
- Possibility of alternative (partial) funding source(s), including reallocation, co-share
- How request relates to Strategic University Academic Plan
- How benefits URI (no requirement to address each point in plan and benefits individually)
- May provide data (incl. benchmarking) to help justify request
15 minutes allotted for division head

Standard power point slide (created by BFPO) summarizing budget info

15 minutes allotted for 2 or 3 person team (drawn randomly from SBPC members (excluding VP’s))

2 or 3 person team provides: pros and cons of the proposal and comments on how the proposal relates to the Academic Plan and the Benefits

Critique should not be an endorsement or rejection of the proposal
Critique should address:

- Benchmark Data provided by division and other related benchmark data
- Alternative Suggestions
- Potential Benefits or Drawbacks
- Suggestions for creating cross-divisional efficiencies

30 Minutes for questions and discussion
In order to reduce the number of proposals for detailed, final consideration, each SBPC member will be asked to identify (in non-ranked order) their top 30% of proposals (or top 10 proposals, whichever number is bigger)
Frequency distribution for all selected proposals will be created in order to provide data for selection of proposals for further discussion. The top 25% (or top 8, whichever is >) of all proposals based on frequency of endorsement at step 3 be selected, incorporating flexibility to take advantage of clear breaks in frequencies.
The selected proposals (from Step 4) will be discussed by the members of the Strategic Budget and Planning Council.
RATING OF FINAL PROPOSALS (STEP 6)

Rating: on 5-point Likert scale. Raters required to distribute their ratings across the 5 response alternatives of the scale. Raters to be guided by Academic Plan elements & previously approved benefits criteria in making their ratings. Option reserved for creating quartiles for rating so there is a requirement to rank 2 proposals for each quartile.
To review proposal ratings and decide which proposals to recommend to the President. Also, discussion whether to forward to President any of suggestions for cross-divisional efficiencies, revenue generation that arose during evaluation process. End with critique of evaluation process, improvements for next year.
### FY20XX Budget Request
#### SBPC Divisional Request

<table>
<thead>
<tr>
<th>Division:</th>
<th>Date:</th>
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<tbody>
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**Input required in blue shaded cells only**

<table>
<thead>
<tr>
<th>Type of Request (select from drop down)</th>
<th>Description (list all positions separately)</th>
<th>Amount Requested (list salary only for all positions)</th>
<th>Fringe (calculated for all positions)</th>
<th>Total Amount Requested</th>
<th>Notes</th>
<th>Co-Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Humanities Tenure Track</td>
<td>$60,000</td>
<td>$22,800</td>
<td>$82,800</td>
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<tr>
<td>NonClassified Staff</td>
<td>Info Tech</td>
<td>$40,000</td>
<td>$18,000</td>
<td>$58,000</td>
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<tr>
<td>Other Personnel</td>
<td>Student Help Lab equipment</td>
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<tr>
<td>Operating/Capital</td>
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<td>$5,000</td>
<td>$</td>
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<td>Total Request</td>
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<td>$148,800</td>
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**Timeline**

**Presentation by:**

- **Feb 4, 2016**
  - Teams randomly selected for divisional critique
- **March 10**
  - CIP Presentation
- **March 27**
  - Division Request submitted to Bud & Fin Planning Office
- **April 7**
  - CIP Discussion
- **April/May**
  - Teams review division presentation and prepare for their critique
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>May 5, 2016</td>
<td>Agenda TBD</td>
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<tr>
<td>June 1, 2016</td>
<td>Presentations by Student Affairs; Research &amp; Economic Development; President’s Team</td>
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<tr>
<td>June 3, 2016</td>
<td>Presentations by Athletics; Administration &amp; Finance; Academic Affairs</td>
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<tr>
<td>June 15, 2016</td>
<td>Identification of top proposals; Final recommendations completed</td>
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<tr>
<td>July 2016</td>
<td>Recommendations forwarded to President with write-up</td>
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