

# **STRATEGIC BUDGETED CARRYOVER ACADEMIC ENHANCEMENT FEE**

## **Guidelines and Practices**

**Academic Affairs**

Fall 2022

## STRATEGIC BUDGETED CARRYOVER

### What is Strategic Budgeted Carryover (SBC)?

Strategic Budgeted Carryover (SBC) provides the opportunity for units to address needs that would otherwise be too great of a financial burden during one fiscal year. Each project/initiative must be specific and clearly described in each SBC request. For Colleges and Units with direct reporting units, the dollars requested for carryover may be collected from various sources but will be considered a carryover for the College or Unit only. Once approved, the requested carryover dollars will be transferred to the Office of the Provost at the end of the fiscal year and held centrally by Finance and Planning until the fiscal year from which the funds are carried over is reconciled. In the noted expenditure year, each College/Unit will need to submit a request to the Office of the Provost for the transfer of the SBC funding. The request must include documentation (quote and/or detailed breakdown) of expense for that initiative. If the SBC request does not provide sufficient documentation, it will not be approved. If the funding that was approved for carryover is unused based on expense reports, these funds will be returned to Finance and Planning and will not be available for further carryover. **SBC requests should be for a minimum of \$5,000. Small initiatives should not be combined to meet this minimum.**

### Approved SBC

The Office of the Provost will notify the Colleges of the approved SBC requests. The Office of the Vice President of Finance and Planning office will determine if a College/Unit ran a budgetary deficit in the previous year. If there was a deficit, it is possible that they will deduct those dollars from your approved SBC. The timing of disbursement can vary from year to year, but typically is completed by mid-September to the Colleges or AVP. The College/AVP will transfer funds to the Unit based on timing of plans/need. Our goal is to ensure the SBC funds transferred out to Dept/Schools are expensed on the approved initiative. Colleges are highly encouraged to transfer funds for facility projects to Facilities Planning and Construction and technology projects to Administrative Technologies at the beginning of each fiscal year.

### Types of Allowable Requests

Documented expenses will be the only allowable requests for SBC. For all items that cannot be documented with a quote or a detailed plan, it is recommended that the Unit use their opening PERM or another source for these types of expenses. All SBC requests will require quotes or a detailed breakdown (see quotes section for more information). SBC requests should be used for one-time, strategic initiatives that are too expensive to afford in one fiscal year. It is preferable to SBC funds to the same budgetary category (operating to operating, personnel to personnel). Requests to SBC funds from personnel to operating will require a strong justification and will only be approved if there are extenuating circumstances. It is not appropriate to request to SBC unused funds that remain at the end of the fiscal year due to a lack of planning and fiscal management. School/Department/Unit permanent budgets will be carefully reviewed during

the approval process and requested SBC amounts should be consistent with the “Available Balances” report in Cognos. Requests that are not strategic in nature and/or not aligned with Cognos or other documentation will not be approved under any circumstances.

NOTE: Purchase Orders rolled to the following FY: Please work with the Budget Office to ensure those funds are carried over separately, these SBC requests should not show up on the SBC Request Forms.

### **Request Category**

This field allows the Office of the Provost to examine all SBC requests by initiative category. A dropdown is available for common (and appropriate) request categories. The SBC category dropdown cell includes Equipment (too expensive to afford in one FY), Facility Projects with quotes (too expensive to afford in one FY), Startup Packages (too expensive to afford in one FY), and PERM Summer. Summer funding provided by the Office of the Provost should not be an SBC request. Instead, the Office of the Provost will transfer the summer funding in the appropriate fiscal year after being provided with a detailed breakdown of expense year. Permanent summer funding can be included in an SBC request with appropriate documentation for the upcoming summer only. i.e., Summer 2023 ONLY (FY23 to FY24)

### **Indirect Cost SBC Request**

All Indirect Cost SBC requests should select the IDC SBC drop down in the “Funding Source of SBC Funds” column. When the SBC dollars are returned, they must return to the originating GR Indirect Cost account. IDC SBC requests can be submitted for research expenses, professional travel, startup costs for new faculty, to enhance scholarly productivity. All IDC SBC requests must follow all SBC guidelines except for the \$5,000 minimum amount. In addition, if the request category does not match the need for IDC SBC, please leave that cell blank. The SBC guidelines require a strategic plan for the SBC funds, in addition, the Unit must adhere to spending the funds in the fiscal year the funds were returned to the Unit.

Example: IDC SBC to FY23, funds must be expensed in FY23.

Example: IDC received in FY23, can be carried over to FY24 with an expense year of FY24.

### **Expense Year**

All SBC requests must be expensed in the expense year the funds are returned. Unused SBC will return to central.

Example: SBC funds returned to you in FY23, the funds must be expensed in FY23, or the funds will return to central.

### **Multi-Year SBC Request**

If you are considering a multi-year SBC request, please contact the Office of the Provost prior to

the Planning Documents due date to get pre-approval to submit a multi-year SBC for consideration.

### **All Requests: Require Quotes**

All requests should be limited to items that are accompanied by quotes. When considering large equipment purchases or facilities projects that are too expensive to afford in one fiscal year, a current year quote must be obtained and included with the request. Appropriate adjustments should be made to account for inflation during the carryover period. For an SBC request for which a quote may not be appropriate (Summer funding, faculty startup costs) a detailed document should be uploaded to summarize the projected expenses that support a need to carry over funds. Quotes should be labeled the “Initiative Name”. ***This assures that funds are being tracked and projected at the unit level.***

### **Timeline of Submissions**

All requests will be submitted **one time annually** as a component of the annual budget request process. All submissions will be available on the Office of the Provost website (Budget tab). Accountability reports will be distributed directly from College/AVP.

### **SBC Request Forms**

Review the instruction sheet (attached to these guidelines) to assure proper completion of these forms.

## **ACADEMIC ENHANCEMENT FUNDS**

### **What are Academic Enhancement Funds?**

These funds are **temporary** dollars allocated for one fiscal year at a time for **one-time** funding requests. If you are awarded these funds in a fiscal year and unable to spend these for the approved initiative, please contact the Office of the Provost to arrange for a return the unused dollars.

### **Types of Allowable Requests (Academic Enhancement Funds-AEF)**

Academic Enhancement Fee (AEF) funds can be requested annually during the annual budget request process, instructional equipment, technology for course instruction, furniture for students, or facility initiatives that will **directly** benefit the academic experience for students. This fund is reserved for **temporary (one-time)** requests so ongoing personnel needs, software with annual expenses, or faculty computers are not appropriate and will not be considered/approved. No facility requests should be submitted for spaces that are not highly utilized by students. All requests must include a rationale that provides the number of courses/students that will be directly impacted by these enhancement funds. Any requests without this information will not be approved. Because of potential construction scheduling limitations each year, not all worthy facility project will be funded; it will be critically important for College Deans/AVPs to appropriately prioritize these requests. It is highly encouraged to

consider cost-sharing projects by pooling AEF technology funds distributed to colleges with AEF funds requested in this annual budget process.

### **AEF Request Category**

This field allows the Office of the Provost to examine all requests by initiative categories. A dropdown is available for common (and appropriate) categories, as well as an “Other” option for less common categories. The dropdown box includes the following items: Facilities, Technology/Student Use, Equipment, Furniture.

### **All Requests: Require Quotes**

All requests should be limited to those items that are accompanied by a quote. When considering large equipment purchases or facilities projects, a current year quote must be obtained and included with the request. Appropriate adjustments should be made and reflected in the original request to account for inflation during the carryover period.

### **Timeline of Submissions**

All requests will be submitted **one-time annually** as a component of the annual budget request process. All submissions will be available on the Office of the Provost website (Budget tab). Accountability reports will be distributed directly from College/AVP.

### **Academic Enhancement Fee Request Forms**

Review the instruction sheet attached to these guidelines to properly complete these forms.

## **FREQUENTLY ASKED QUESTIONS**

### **1. What can we do as a Unit to assure that we do not leave large positive variances in our account after the May deadline?**

Units should consider Strategic Budgeted Carryover early in the budget planning process. Verify that your units are reconciling their accounts often to identify what dollars are available for SBC. If your unit believes that there will be funds available for a SBC initiative, please submit proposed initiative and a tentative dollar amount that you plan to SBC with your planning documents. If the unit continues to think strategically and reconcile their accounts often, there should be no concern for large positive or negative variances at the end of the fiscal year.

### **2. Will I receive permanent funds or temporary funds from the Provost Innovation fund and Academic Enhancement Fee?**

No permanent fund requests will be made through the Provost Enhancement: Provost Innovation fund request and Academic Enhancement Fee request process. Permanent fund requests will be handled in a separate section in the Budget Documents. Based upon the current fiscal climate it is highly unlikely permanent funds will be made possible through

the Office of the Provost, but the request process is available to emphasize specific needs that can only be addressed by permanent funds (graduate assistants, academic advisors).

**3. Can I carry over personnel funds for a planned operating expenditure?**

Yes, but this request will only be approved in rare circumstances. We are often reminded that personnel needs exceed available resources. If dollars are consistently requested for SBC from personnel for a planned operating expense, it makes it counterintuitive for the Office of the Provost to then support staffing requests. However, we do recognize that there may be unique situations where personnel dollars may offset a strategic, high-need operating expense.

**4. What if I have no idea how much the project/equipment will cost?**

A quote for the project/item must accompany the original request. Inflation should be considered when identifying a final expenditure estimate.

**5. What if my actual expenditure is less than my planned expenditure?**

SBC: Unused SBC dollars must be returned to Finance and Planning

PE: Unused Provost Innovation funds and Academic Enhancement fee funds must be returned to the Office of the Provost

**6. What if my actual expenditure is greater than my planned expenditure?**

The unit(s) will be required to address the additional amount locally. No requests for additional Provost Enhancements will be entertained outside the annual submission process.

## Academic Enhancement Fee Request Instruction Sheet

*(Note: All fields are required, unless indicated otherwise)*

**College/Unit:** Indicate College or AVP.

**Department/School/Unit:** This is a field for the College/AVP. This field assists in assigning funds that are approved, etc.

**Request Category:** This field allows the Office of the Provost to sort all requests submitted. There is a dropdown for categories.

**Short Title of Proposed Initiative:** Indicate a short title describing the initiative.

**Brief Description & Plan:** Provide rationale for requesting this initiative and the plan.

**Describe Student Impact:** Provide detailed information about how many students/courses will benefit from this request.

**All Requests- Require Quotes:** Quotes are required for all requests.

**Priority Rank:** Indicate priority rank of each request.

**FYXX Amount Requested:** Funds are requested for the next fiscal year ONLY. Unused funds must be returned to the Office of the Provost.

**Cost Share Amount:** These are the additional funds the College/Dept/School/Unit plan to supplement to the initiative. If there is no additional contribution, please indicate \$0.

**Total Amount of Initiative:** This is a calculated field. No entry is required. (Provost Innovation plus Expense Year Contribution)

**Notes:** This is an extra field for any additional rationale as needed. *(Note: This is not a required field, except when selecting the “other” option when applicable).*

## **Strategic Budgeted Carryover Request Instruction Sheet**

*(Note: All fields are required, unless indicated otherwise)*

**College/AVP:** Indicate College or Unit.

**Department/School/Unit:** This is a field for the College/AVP. This field assists in assigning funds that are approved, etc.

**9 Digit Umbrella Unit Code:** This field is used to communicate data to Finance and Planning. Indicate the 9 digit unit code only.

**Funding Source of SBC Funds:** There is a dropdown for the categories.

**Request Category:** There is a dropdown for the categories.

**Short Title of Proposed Initiative:** Indicate a short title describing the initiative.

**Brief Description & Plan:** Provide rationale for requesting this initiative and the plan.

**All Requests- Require Quotes:** Quotes are required for all requests. For an SBC request for which a quote may not be appropriate (Summer funding, faculty startup costs), a detailed document should be uploaded to summarize the projected expenses in the following fiscal year.

**SBC Expense Year Amount:** Amount SBC'd from current fiscal year to next fiscal year.

**Notes:** This is an extra field for any additional rationale as needed. *(Note: This is not a required field, except when selecting the “other” option from the SBC category.)*