STRATEGIC BUDGETED CARRYOVER

PROVOST ENHANCEMENT
ACADEMIC ENHANCEMENT FEE

Guidelines and Practices

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. Requests for SBC should address projects/initiatives that might require a collection of funds from two fiscal years. Each project/initiative must be specific and clearly described in the budget documents. 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, at the end of the fiscal year the requested carryover dollars will be transferred to the Provost's Office and maintained centrally by Finance and Planning until the identified expenditure year. **SBC requests should be for a minimum of $5,000.**

Types of Allowable Requests

It is preferable to SBC funds to the same budgetary category (operating to operating, personnel to personnel). Because of the continuing demand for instructional capacity funding, it is logical to assume that personnel variance is less likely to be requested as carryover to operating funds. Thus, requests to SBC funds from personnel to operating will require a very strong justification and will only be approved if there are extenuating circumstances. SBC requests for planned personnel needs will be considered, but there should not be a continuous cycle of requests for carryover between operating and personnel. When making a request to SBC funds for instructional capacity needs, specific information about circumstances that necessitate that need should be included. If a unit has requested extra funding from the college or Provost's office during the current year, a request to SBC these funds will not be approved unless 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.

Request Category

This field allows the Provost Office to separate out all SBCs by specific initiative categories, allowing the Provost Office to analyze requests more efficiently. There is a dropdown for more common categories, and "other" option for less common categories. SBC category dropdown box includes the following items: Equipment, Facilities, Instructional Capacity, Startup Packages, Summer Salaries, Travel/Conference (non-annual), Other, provide info in notes (non-annual).

Indirect Cost SBC Request

All Indirect Cost SBC requests must label their initiatives as "Indirect Costs SBC" e.g., Indirect Costs SBC-Computers for Lab. When the SBC dollars are returned, they must return to the originating GR Indirect Cost account. All IDC SBC requests must follow all SBC guidelines with the exception of the $5,000 minimum amount. IDC SBC requests can be submitted for research expenses, professional travel, startup costs for new faculty, etc.

Multi-Year SBC Request

If you are considering a multi-year SBC request, please contact the Provost's Office prior to the Planning Documents due date to get pre-approval to submit a multi-year SBC for consideration.

Quotes Required

All requests should be limited to items that are accompanied by quotes. 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 upcoming fiscal year Planning Document. All worksheets will be loaded on the *Budget Docs* drive in your folders. The worksheets provide a summary of currently approved requests and required Accountability Reports.

Completing PERS 937 Forms

Review the PERS 937 SBC instruction sheet attached to these guidelines to properly complete this form.

PROVOST ENHANCEMENT &
ACADEMIC ENHANCEMENT FEE FUNDS

What are Provost Enhancement (PE) & Academic Enhancement Fee (AEF)?

These funds are temporary dollars allocated for one fiscal year at a time. If you are unable to spend these dollars for the requested initiative allocated, please contact the Provost's Office to arrange for a return the unused dollars.

Types of Allowable Requests (PE)

Provost enhancement (PE) funds have typically been requested for such things as facility projects (prior to AEF requests), large equipment purchases, and computer recapitalizations. These requests should be for items that are well beyond the capability of the unit budget to afford. These are temporary (one-time) funds so personnel requests (e.g. lab supervisor, academic advisor, graduate assistants) are not appropriate PE requests and will not be approved. Additionally, PE requests should not be made for ongoing/annual costs related to a lack of operating funds. A PE request that involves a cost-share commitment from a department/school and/or college is highly encouraged.

Types of Allowable Requests (AEF)

Academic Enhancement Fee (AEF) funds can be requested for classroom technology or facility initiatives that could directly benefit the academic experience for students and/or support faculty in a way that directly benefits student learning. Like PE funds, these are temporary (one-time) funds so personnel or software with annual expenses are not appropriate and will not be approved. College, schools/departments are encouraged to consider cost-sharing projects by pooling AEF technology funds distributed to colleges with AEF facility project funds requested in this annual budget process.

Request Category

This field allows the Provost Office to separate out all PE's and AEF's by specific initiative categories, allowing the Provost Office to analyze requests more efficiently. There is a dropdown for more common categories, and "other" option for less common categories. SBC category dropdown box includes the following items: Equipment, Technology, Facilities, Startup Packages, Travel/Conference, Other, provide info in notes.

Quotes Required

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 **annually** as a component of the Planning Document. For Colleges/Units, all worksheets will be loaded on the *Budget Docs* drive in your folders. Department Chairs and School Directors should contact their College for the templates and due dates to the College.

Completing PERS 937 Forms

Review the PERS 937 PE_AEF 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 March deadline?**

   Units should consider Strategic Budgeted Carryover early in the budget planning process. Verify that your units are reconciling their accounts often in an effort to identify what possible 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. As long as your unit continues to think strategically and reconcile their accounts often, your unit should not have to be concerned over large positive or negative variances at the end of the fiscal year.

2. **Can you still request Provost Enhancement funds with Strategic Budgeted Carryover?**

   In previous years, we had a feature for a PE + SBC option. Since we have an option for a PE request and a SBC request, this combination PE + SBC is no longer necessary. Rather, if you want to connect a PE request to an SBC request, simply indicate this information in your justifications for your PE request and again for your SBC request. There is no guarantee that a PE will be funded so it would be wise to consider alternative funding options.

3. **How will I be able to distinguish between requests from permanent funds and requests for temporary funds?**

   No permanent fund requests will be made through the Provost Enhancement request process. Permanent fund requests will be handled in a separate section in the Annual Planning Document. Based upon the current fiscal climate it is highly unlikely permanent funds will be made possible through the Provost's Office, but the request process is available to emphasize specific needs that can only be addressed by permanent funds (graduate assistants, academic advisors).

4. **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.

5. **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.

6. **How will SBC funds and PE funds be received?**

   All dollars will be distributed to the College or primary Unit the year identified as "Expenditure Year" on the PERS 937 spreadsheet(s). 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.

7. **How will Academic Enhancement Fee funds be received?**

   All dollars for approved projects and initiatives will be transferred directly to Colleges. 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.

8. **When do I get my money?**

   The 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 SBC request. The timing of disbursement can vary from year to year, but typically is completed by mid-September.

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

   SBC: The total dollar figure approved and carried over will be transferred to the unit. If the planned expenditure is completed under budget, the use of residual dollars for any other expenses in the same fiscal year must be approved by the Provost's Office. The dollars are not eligible for automatic carryover. Units should not inflate SBC requests to have additional funds for miscellaneous expenses. This is not an intended use of SBC and will not be permitted to maintain the integrity of a very important SBC process.

   PE: Unused Provost Enhancement dollars must be returned to the Provost Office

10. **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.

11. **When do I complete the Accountability Report(s)?**

    Please review the current Annual Report posted on the Provost Office Website for due dates for all accountability reports.

12. **Do you have instruction sheets to assist with completing the PERS 937 forms?**

    Yes, please see attached PERS 937 SBC Instruction sheet, and PERS 937 PE_AEF Instruction Sheets attached to these guidelines to properly complete these forms.

PERS 937 PE_AEF Instruction Sheet

(Note: All fields are required, unless indicated otherwise)
College/Unit: Indicate College or Unit.

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

Funding Source: This field has a drop down for two options, Provost Enhancement Funds or Academic Enhancement Funds. Please carefully review these guidelines to ensure you have chosen the most appropriate funding source.

Request Category: This field allows the Provost Office to sort all requests submitted. There is a dropdown for the more common category's and an "other" option, for less common categories.

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

Brief Description & Plan: Provide rationale for requesting this initiative and your offices plan.

Quote Required: Quotes are required for all requests that are quantifiable. If you have questions on when a quote should be required, please contact the Provost Office.

Priority Rank: Indicate rank of each request.

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

Expense Year (FY): This is the fiscal year you need the funds transferred to your College to purchase the approved initiative.

Expense Year Contribution: 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 Enhancement plus Expense Year Contribution)

Notes: This is an extra field for any additional rationale as needed. (*Note: This is not a required field).*

PERS 937 SBC Instruction Sheet

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

College/Unit: Indicate College or Unit.

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

Request Category: This field allows the Provost Office to sort all requests submitted. There is a dropdown for the more common category's and an "other" option, for less common categories.

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

Brief Description & Plan: Provide rationale for requesting this initiative and your offices plan.

Quote Required: Quotes are required for all requests that are quantifiable. If you have questions on when a quote should be required, please contact the Provost Office.

1st Year SBC Amount: Amount SBC'd from current fiscal year to next fiscal year.

Expense Year (FY): This is the fiscal year you need the funds transferred to your College to purchase the approved initiative.

Expense Year Contribution: 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. (Total Amount SBC 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 from the SBC category.)*