

# **FY 2016 ANNUAL BUDGET REQUEST SUBMISSION UPDATE**



Office of Budget and Planning  
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# FY 2016 ANNUAL BUDGET REQUEST SUBMISSION

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# Section 1: Overview

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**This section provides a general overview of the budget submission**

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The process of developing the University's FY 2016 annual budget will allow the institution to pursue funding for institutional goals, objectives and priorities. These instructions provide guidance for developing your unit's annual budget request for the fiscal year beginning July 1, 2015 and ending June 30, 2016 (FY 2016). Information provided in your budget submission will be used to assist in the development of Mason's amendments to the state as well as for local budget allocations for FY 2016.

*These instructions apply to all major units within George Mason University.*

## Key Information

The following information will be helpful as you prepare your submission for the FY 2016 Annual Budget Request.

- Enrollment Targets - The Provost is currently holding discussions that are providing Deans and Directors the opportunity to discuss enrollment planning. Your request for new funding should identify how you would allocate the funding allocated to your unit for additional enrollment.
- Enrollment Projections - If your request is tied to additional enrollment beyond your current enrollment target for FY 2015, an estimate of the headcount and course FTE to be generated should be included.
- Revenue Projections - If your request will generate additional revenue beyond your current target, an estimate of the additional revenue to be generated must be included.

If you have a request for a rate change or a new revenue source, a justification for the increase and an estimate of the additional revenue to be generated must be included as a separate request. Additional guidance and request for specific fee and rate increases will be distributed in September.

- Additional Space, IT, Library, or Student Services Support and Regional Campuses - If your request requires additional support in the categories of Administrative/Office Space; Lab, Animal or Secure Space; Information Technology; Library; Student Services; or Regional Campuses, it should be identified in the request narrative and you should respond to the resource question in the submission. This will allow the central units to be aware of these needs.

## Calendar of Dates

<i>Date</i>	<i>Action</i>
Aug 5	Budget instructions available
Aug 5	Budget request files available
September 2	Budget submissions due from units
September/Dec	Budget discussions between units and the Budget and Planning Team as needed
August/September	Enrollment discussions to develop FY 2016 annual enrollment targets
September/October	Share preliminary budget priorities with Board of Visitors
September/October	The FY 2016 Decision Packages submitted to the Commonwealth
December	Governor's Budget Amendments for FY 2016 available

# Section 2: FY 2016 Annual Budget Request Submission Requirements

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This section provides details on requirements for budget request submissions

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The FY 2016 annual budget requests is a submission of the highest priority which will be a change to your unit's current FY 2015 funding level. **Your unit's budget requests must be submitted via email to Jieping Li at [jli17@gmu.edu](mailto:jli17@gmu.edu) by 5:00 p.m. on Tuesday, September 2, 2014.**

## Content of a Good Request

A budget request is a proposal to modify your unit's FY 2015 funding level. The following elements are contained in a good budget request.

1. *Quality* - The quality of your submission is important. Remember: Decision-makers may have only your description as a basis for evaluating your unit's proposal. You will need to thoroughly explain what the proposal involves and why the proposal should be funded. Be as thorough and complete as you can. Be concise but feel free to provide all the narrative you think necessary to fully explain each request.
2. *Documented* - Be sure to include with your submission any supplementary documents, background information, or other material you think will support your submission and explain your proposal. Please attach the materials with the on-line submission as per the on-line instructions.
3. *Complete* - You must respond to all the items in the required format. If you do not complete an entry you will get an error message and will be unable to submit your request.

## Budget Criteria

Budget requests are limited to those necessary to meet one of the strategic goals listed below.

### Goals for Students:

- 1) Innovative Learning; 2) Accessible Pathways; 3) Return on Investment

### Goals for the Community:

- 4) 100,000 Career-Ready Graduates; 5) Innovation Engine; 6) Community Builder

### Goals for Faculty and Staff:

- 7) Well-being; 8) Diverse Academic Community; 9) Support Teaching and Scholarship Excellence

### Goals for the World:

- 10) Elevate Research; 11) Research of Consequence; 12) Global Learning Platform

*Note: See Appendix A starting on page 10 for brief descriptions.*

Further detailed description for each goal can be found in:

[George Mason University Strategic Plan 2014 – 2024](#)

([http://strategicplan.gmu.edu/wp-content/uploads/2013/07/GMU\\_Strategic\\_Plan\\_Web.pdf](http://strategicplan.gmu.edu/wp-content/uploads/2013/07/GMU_Strategic_Plan_Web.pdf)).

## Guidelines

Each budget request should justify an action or strategy proposed to address a critical issue. The action proposed in each request should be evaluated on its own merit, independent of any other proposals. Under certain circumstances, several strategies or actions may be tightly interrelated and cannot be viewed independently. If so, they may be grouped together in one request package. Your budget analyst (<http://budget.gmu.edu/staff-listing/>) can provide guidance if you have questions about whether to submit a request.

To be considered complete, your unit's FY 2016 annual budget request submission must include the following major elements.

1. Description and justification narrative - For each individual request your unit submits, you must provide a description and justification narrative. The description and justification narrative which explains and justifies your budget request will assist decision makers in consideration of funding the request.
2. Prioritization - Your requests must be prioritized in a concluding single list. Please identify those requests that merit the top 1-3 highest priority for your unit.
3. Category – Your request should be linked to strategic goals.
4. Financial Detail - For each request, the personnel and non-personnel financial requirements must be detailed.

# Section 3: Budget Request Form Access, Training and Instructions

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## Access

Submit requests by using the attached Budget Request Form, a zipped MS Access file, or you can download the zipped MS Access file from <http://budget.gmu.edu> and click on Budget Request System link. If there are any questions, please contact Jieping Li at 3-8648, or email her at [jli17@gmu.edu](mailto:jli17@gmu.edu).

## Training

One-on-one training for the Budget Request form will be offered to those who need training. Please find your budget analyst at <http://budget.gmu.edu/staff-listing/>  
Or contact Jieping Li at 993-8648 or [jli17@gmu.edu](mailto:jli17@gmu.edu) to schedule training.

# Instructions

After you download the zipped Access file to your local drive, unzip the file and open it, you will be able to see the Budget Request Form.

This form will allow you to enter and print your request.

## 1) Budget Request Form Data Fields:

**ID** – Auto filed number. You DO NOT need enter it.

**Unit** – select your unit from the drop-down list.

**User Name** – Requestor’s name, so we can contact you if there is any questions.

**Request Title** – provide a request title that is descriptive and concise. The request title is limited to 50 characters. Since the unit has been identified, there is no need to include your unit name in the request title.

**Description** – Provide a brief paragraph, 2 lines or 100 characters, describing this request, including how the resources requested will be used. The opportunity to provide more detail or additional justification will be an option after the initial submission.

**Respond to Three Request Justification Questions** - Provide a brief paragraph, 2 lines or 100 characters, answering the following questions.

- **What are the goals and objectives this request supports, including the extent to which the request enhances achieving strategic goals, or addresses issues identified through Program Review?**  
*Provide a brief statement of goals and objectives that will be obtained if funding is provided.*
- **What are the measurable outcomes that will be realized if this funding is supported, and over what period of time?**  
*Briefly identify the measurable outcomes that will be realized if the funding is provided.*
- **What are the ramifications and alternative plans if this funding is not provided?**  
*Indicate what the ramifications and alternative plans are if funding is not provided for the request.*

**Fund Source** – select one of the following fund sources from the drop-down list:

- **E&G Central** - Educational and General central funding is university support from state appropriations, tuition, or miscellaneous revenue;
- **E&G Self Supporting** - Educational and General self-supporting is support from self-generated activity;
- **E&G Combination** - Educational and General combination is support from both Educational and General central and self-supporting funds;
- **AE Student Fees** - Auxiliary Enterprises student fees is university support from student fees;

- **AE Self-Generated** - Auxiliary Enterprises self-generated is support from self-generating activity;
- **AE Combination** - Auxiliary Enterprises combination is support from both Auxiliary Enterprise student fees and self-generated funds;
- **Private Funds or Other** – is support from private sources or other. If the funding for the request comes from either the *combination or other* funding sources, please provide information as to how much is from each source in the area for additional justification.

**Priority** - rank this request's priority (numerically) compared to other requests for the unit. All budget requests must be prioritized in a concluding, single list. If you try to submit a request with a duplicate priority, you will be asked to reorder the priorities of your requests. No alpha characters are allowed.

**Category** - consistent with the priorities as set forth for the university, each request must be linked to one of the budget request categories. Mason's priorities for the FY 2016 supports the goals listed in the University's 2014-2024 strategic plan. Specifically the priorities should be linked to one of the following goals:

**Goals for Students:**

- 1) Innovative Learning; 2) Accessible Pathways; 3) Return on Investment

**Goals for the Community:**

- 4) 100,000 Career-Ready Graduates; 5) Innovation Engine; 6) Community Builder

**Goals for Faculty and Staff:**

- 7) Well-being; 8) Diverse Academic Community; 9) Support Teaching and Scholarship Excellence

**Goals for the World:**

- 10) Elevate Research; 11) Research of Consequence; 12) Global Learning Platform

**Headcount** - identify any additional student head count enrollment to be generated beyond your current FY 2015 enrollment target.

**Course FTE** - identify any additional student course FTE to be generated beyond your current FY 2015 course FTE target.

**Respond Yes/No to Six Funding Questions** – Please use the checkbox to the following questions.

**'Yes'** - the checkbox is checked

**'No'** – the checkbox is unchecked

- **Will this request generate revenue?**

*If yes, provide a dollar estimate of the revenue to be generated. If you have questions about how to estimate the revenue, please contact your budget analyst (<http://budget.gmu.edu/staff-listing/>).*

- **Will this request require new office/academic space?**

*Indicate whether the request requires additional office or academic space.*

- **Will this request require new lab/animal or secure space?**

*Indicate whether the request requires additional lab, animal or secure space.*

- **Will this request require additional IT or library resources?**  
*Indicate whether the request requires additional Information Technology (IT) or Library Resources.*
- **Will this request require additional Student Services support?**  
*Indicate whether the request requires additional Student Services support.*
- **Will these funds be used primarily at the Fairfax Campus?**  
*Indicate whether the request is for funds used primarily at the Fairfax Campus.*

**Funding Request Information** - Enter the funding information indicating the dollars needed to support the request. Please use salary dollars and FTE for the Faculty, PT Faculty, Graduate Assistant, Administrative Faculty, Classified and Wage categories. *The fringe benefits will calculate automatically.* You are given the opportunity to indicate whether the funding will be permanent base funding or one-time special funding. *Do not use a comma separator or dollar sign when entering dollar values*

**Request Total** – The form will calculate based on the values you provided.

**Justifications** – If you have any justifications, please check the checkbox and fill the file name (up to 3 files) in the field: Attached Justification File Name

## 2) Actions

You can ‘Save’, ‘Print’ or ‘Add another request’ at the bottom of the form.

## 3) Return the file via email

Please make sure you zip the MS Access file before you attach it to your email. You also need to attach any supporting documents if you check Justification question as Yes. **Your unit’s budget requests must be submitted via email to Jieping Li at [jli17@gmu.edu](mailto:jli17@gmu.edu) by 5:00 p.m. on Tuesday, September 2, 2014.**

Please note: If you receive error messages or have any other issue with the Access file, please contact your budget analyst (<http://budget.gmu.edu/staff-listing/>) or Jieping Li.

## Appendix A - Budget Request Criteria Categories

Priorities should be linked to one of the following University Strategic Plan goals:

### ***Goals for Students –***

**Goal 1: Innovative Learning –** Deliver a transformative signature Mason Learning Experience that is experiential, global, and technology-rich.

**Initiatives:**

- Provide opportunities for experiential and integrative learning in all programs. This can include research, field work, internships, co-op (paid professional experience related to a student’s course of study), and service learning.
- Provide opportunities for all students to take part in a meaningful global experience. Examples are study abroad, an internship with an international organization, or an online course with international students.
- Create new and innovative physical and virtual learning spaces.

**Goal 2: Accessible Pathways –** Provide multiple pathways and delivery formats to serve the needs of different students.

**Initiatives:**

- Create new collaborations with Virginia community colleges and other institutions to facilitate affordable access.
- Strengthen pathways for international student access.
- Create online pathways for students to complete the general education requirements in high-demand disciplines and to extend our reach to students who cannot attend class at our campuses.

**Goal 3: Return on Investment –** Enable all graduates to pursue meaningful lives and successful careers.

**Initiatives:**

- Adopt a tuition policy that supports a quality education while delivering best-in-class return on investment for students.
- Create systems to assess and showcase workplace competencies.
- Establish innovative partnerships with employers to support career readiness and strengthen career-support services for students and alumni.

### ***Goals for the Community –***

**Goal 4: 100,000 Career-Ready Graduates –** Produce the talent needed to drive economic growth in our region over the next decade.

**Initiatives:**

- Increase enrollment of high-potential students who contribute to our diversity.
- Increase graduation rates, including raising the six-year graduation rate to 78 percent.
- Create new programs in high-demand disciplines and diverse delivery formats. These will include Mason online and partnerships with Northern Virginia Community College and local industry.

**Goal 5: Innovation Engine –** Contribute to the economic vitality of the region by driving innovation and creating learning partnerships with private and public organizations.

**Initiatives:**

- Create spaces and networks of innovation, collaboration, and business acceleration and incubation.
- Create a university-wide executive education center that offers high-quality, nondegree, and custom programs for public and private organizations and professionals.
- Strengthen culture, programs, and systems to encourage and support faculty and student entrepreneurship.

**Goal 6: Community Builder –** Contribute to the cultural vitality of our community through regional partnerships and commitments to the arts, athletics, and community engagement.

**Initiatives:**

- Achieve Carnegie Community Engagement classification.
- Partner with regional constituencies to plan future developments that enrich our communities.
- Strengthen our role as a meeting point for the enjoyment and engagement of art and athletics.

- Be the region’s hub for lifelong learning.

### ***Goals for Faculty and Staff –***

**Goal 7: Well-being –** Become a model well-being university that allows all of its members to thrive.

**Initiatives:**

- Bring compensation of faculty, staff, and graduate assistants to competitive levels.
- Establish a university-wide center for the advancement of well-being.
- Build curricular and co-curricular programs that help students achieve well-being outcomes.
- Provide our communities and alumni with access to well-being assessment and practices.

**Goal 8: Diverse Academic Community –** Create an inclusive and diverse academic community that reflects the diversity of the National Capital Region.

**Initiatives:**

- Recruit, retain, and advance diverse faculty across disciplines and ranks.
- Build a diverse administration and staff.
- Promote an organizational culture where diverse members of our community can thrive.

**Goal 9: Support Teaching and Scholarship Excellence –** Provide an environment and resources to support and encourage academic innovation and excellence.

**Initiatives:**

- Reward and promote innovation and excellence in scholarship, teaching, and global and community engagement.
- Create flexibility in faculty roles and rewards to support strategic plan initiatives.
- Improve support and infrastructure for innovation and excellence in teaching and scholarship.

### ***Goals for the World –***

**Goal 10: Elevate Research –** Expand research and enhance standards of scholarship across disciplines.

**Initiatives:**

- Achieve Carnegie Very High Research classification.
- Improve research infrastructure including faculty support, space, and start-up funds.
- Increase PhD graduates and decrease time to degree.

**Goal 11: Research of Consequence –** Strategically focus on multidisciplinary domains of great societal and economic consequence where we can make a difference.

**Initiatives:**

- Invest in research areas of great societal, economic, and global consequence.
- Create at least five multidisciplinary institutes.
- Translate discoveries from our research to society.

**Goal 12: Global Learning Platform –** Create partnerships and other arrangements to support student and faculty mobility and collaboration.

**Initiatives:**

- Build a global learning platform through partnerships and other forms of presence to support student and faculty mobility.
- Create a “U8” network of universities in key international hubs, committed to collaborating in joint global problem solving.
- Cultivate a global mindset in our student body, faculty, and staff.