

**FY 2021 BUDGET INFORMATION  
AND  
REQUEST SYSTEM (BIRS):**

*Budget Request Process*



**Office of Strategic Budgeting and Planning  
November 2019**

**FY 2021 BUDGET INFORMATION AND REQUEST SYSTEM (BIRS):**  
***Budget Request Process***

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**FY 2021 BUDGET INFORMATION AND REQUEST SYSTEM (BIRS):  
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**Calendar**

<b><u>Date</u></b>	<b><u>Action</u></b>
<b>November 1, 2019</b>	Budget Information and Request System is available
<b>December 2, 2019</b>	Budget requests due
<b>December 17, 2019</b>	Governor's FY 2021- FY 2022 Budget Recommendations are released.
<b>December 2019- February 2020</b>	Discussions about budget requests with Budget Office
<b>April 10, 2020</b>	Budget Hearings/Budget Discussions with Senior Leadership
<b>May 13, 2020</b>	Budget decisions communicated to units

# FY 2021 BUDGET INFORMATION AND REQUEST SYSTEM (BIRS): *Budget Request Process*

## Guidelines

These guidelines are used to develop units' annual budget requests for the FY 2021 fiscal year. This information will be used to develop Mason's amendments to the state and local budget allocations for FY 2021. **Please note: This process only applies to the Non-Academic E&G and Auxiliary Enterprise units.**

When completing the budget request submission, please include the content and purpose requirements that are listed below.

### Content

1. *Quality* - Decision-makers may have only your description to evaluate your proposal. Thoroughly explain what the proposal involves and why the proposal should be funded. Be thorough and complete, yet concise. Provide all the narrative you think necessary to fully explain each request.
2. *Documentation* - Include any necessary supplementary documents, background information, or other material that supports your submission. Please attach the materials to the on-line submission.
3. *Completeness* - Respond to all the questions and request for information in the required format. Incomplete entries will give an error message and you will be unable to submit your request.

### Purpose

Each action or strategy proposed should address a critical issue and should be evaluated on its own merit, independently of any other proposals. Please contact Rene Stewart O'Neal ([rstewa4@gmu.edu](mailto:rstewa4@gmu.edu)) or Evelyn Frink ([efrink@gmu.edu](mailto:efrink@gmu.edu)) if you have questions about whether to submit a request.

The FY 2021 annual budget request submission must include the following:

1. Description and justification narrative - For each individual request, provide a narrative to assist decision makers in consideration of additional funding.
2. Prioritization - Please identify those requests that merit the top 1-2 highest priority for your unit.
3. Strategic Plan - The request should be necessary to meet one of Mason's strategic goals as outlined here: <https://strategicplan.gmu.edu/>.
4. Financial Detail - Personnel and non-personnel financial requirements must be detailed.

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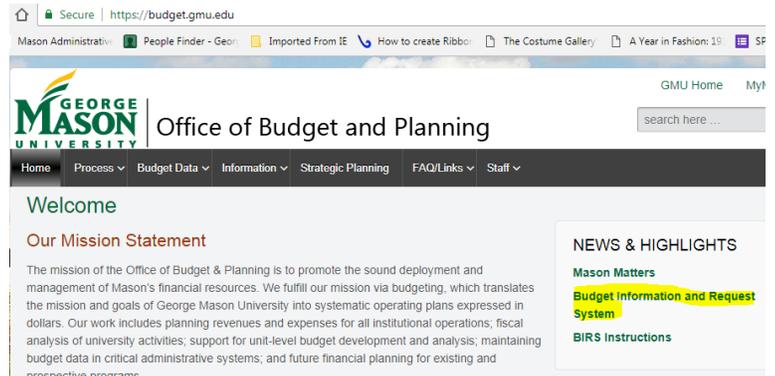
## BIRS Process

### **Access**

Submit requests on-line via the Budget Information and Request System found on the Budget Office website at <http://budget.gmu.edu> and click on Budget Information and Request System.

### **Login:**

Clicking on the Budget Information and Request System will take you to the Mason Central Authentication Service (CAS) login screen where you will be asked to enter your Mason Net ID and Password.



If you believe you should have access to the system and cannot log in with your Mason credentials, please contact Jieping Li at 3-8648, or email her at [jli17@gmu.edu](mailto:jli17@gmu.edu).

### **Training**

Training for the Budget Information and Request System is being offered. Please contact Jieping Li at 3-8648 or [jli17@gmu.edu](mailto:jli17@gmu.edu) to schedule training.

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## System Instructions

### Menu:

After a successful login to Budget Information and Request System, you will be able to access the following menu item:

**Request Form** - Use this tab to submit new budget requests for FY 2021 as well as review budget requests that were submitted for FY 2020.

## REQUEST FORM LIST

[Add New Request](#)

[View previous year data](#)

Click the "Add New Request" to complete a new request.  
Click "View Previous Year Data" to see FY 2020 Budget Requests.

**Unit** – If you only have access to one unit, your unit will default for you. If you have more than one unit, select your unit from the drop-down list.

**Request Title** –descriptive and concise with a limit of 50 characters. There is no need to include your unit name in the request title.

**Description** – A brief paragraph describing this request, including how requested resources will be used. The opportunity to provide more detail will be an option after the initial submission.

**Respond to the Request Justification Questions** - Provide a brief paragraph answering the following questions.

- **All requests must align with Mason’s 2014-2024 Strategic Plan. Please indicate how this request helps the university reach the goals as outlined in the plan.**  
A brief statement of how this request aligns and supports Mason’ strategic goals if funded.

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- **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 will happen if funding is not provided for the request.
- **Is this budget request directly related to a Tier 1 enterprise risk that your unit has identified?** If so, which enterprise risk and action plan does this request address in full or in part? (If you are unsure, please contact the ERM Program at [erm@gmu.edu](mailto:erm@gmu.edu))

**A unit level strategic plan is not required; however, if a strategic plan exists, please upload the document. The purpose of this document is to align the budget request priorities with the unit's strategic goals.**

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

- **AE Self-Generated** – Auxiliary Enterprise self-generated is support from self-generating activity;
- **AE Student Fees** – Auxiliary Enterprise student fees is university support from student fees;
- **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;
- **Indirect** – Indirect Cost Recovery;
- **Private Funds or Other** – if 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.

\*Please note, if your request is funded by a combination of central and self-supporting funds, please select the primary funding source and include in your description the complete anticipated funding resources.

**Priority** – Please rank your two priorities.

**Stakeholder Impact** – Mason's priorities for FY 2021 support the goals listed in the university's 2014-2024 strategic plan. Please link the priorities to one of the goals found in the following link: <https://strategicplan.gmu.edu/>, and choose a stakeholder that will be impacted.

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**If the request generates revenue, please check the box and attach a file with additional revenue details.**

Will this request generate revenue?

**Funding Request Information** - Enter dollars needed to support the request. Please combine FTEs and salary dollars for each personnel category. The fringe benefits will calculate automatically. Do not use a comma separator or dollar sign when entering dollar values.

Enter Funding request information (fringe amounts will be calculated **automatically**)

Permanent Base Funding	Head Count	FTE	Amt	Fringe Amt	Total Amt
FTE Positions					
FT Faculty		<input type="text"/>	<input type="text"/>		
PT Faculty	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Grad Assts	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Admin Faculty		<input type="text"/>	<input type="text"/>		
Classified		<input type="text"/>	<input type="text"/>		
Other Ongoing Adjustments					
Wages			<input type="text"/>		
Direct Expenditures					<input type="text"/>
Briefly describe how the ongoing direct expenditure funds will be used:					
<div style="border: 1px solid black; padding: 2px;"></div>					
One-time Funding					
Wage			<input type="text"/>		
Other Direct Expenditures					<input type="text"/>
<b>Total</b>					

For one-time funding, use the section provided above.

**Request Total** – The system will calculate a total based on the values you provided.

You can now select one of the following options:

- **Save for Later** will allow you to save your request in Draft form.
- **Submit Request Form** will allow you to formally submit your Budget Request Form.

## **FY 2021 BUDGET INFORMATION AND REQUEST SYSTEM (BIRS): *Budget Request Process***

When your request has been successfully submitted, you will receive this message:

Your Budget Request Form was submitted successfully.



Please note: You will be able to print your requests once they are either saved or submitted. You will receive error messages if you do not answer all questions or provide incorrect data for FTE or salaries. Please contact Jieping Li if you have problems submitting your requests.

If you decide you wish to delete a request that is in a draft or submitted state, or wish to make changes to a request previously submitted, please contact Jieping Li or Evelyn Frink.