

GEORGE MASON UNIVERSITY
Office of Strategic Budgeting and Planning

FY 2021 BUDGET REQUESTS

Each fiscal year, the Office of Strategic Budgeting and Planning develops Mason's annual operating budget. The operating budget supports Mason's mission and strategic goals with core financial principles serving as a guide. Financial planning is the key to successfully managing resources and ensuring funding is linked to the core mission and strategic goals of the university.

The FY 2021 budget request process allows Non-Academic E&G and Auxiliary Enterprise units to submit budget requests for the top 1-2 priorities. These requests are submitted through the Budget Information and Request System (BIRS). The instructions for using BIRS' are located at <https://budget.gmu.edu/wp-content/uploads/FY21birsinstruction.pdf>.

When completing the BIRS form, please use the following guidelines:

- 1) Identify new revenues associated with the requested funding or initiatives.
- 2) Identify critical unit operating needs with specific connections to the university's strategic plan found in: <https://strategicplan.gmu.edu/>.
- 3) Submit a budget request reflecting **only** 1 -2 top priorities.
- 4) Upload unit level strategic plans, if available.

For questions about your submission, please contact your budget contact: Dorian Mroz (x3-8643) or Li Zhou (x3-3806). For help with system access or technical issues, please contact Jieping Li at jli17@gmu.edu.

The BIRS will be available for units on **November 1, 2019**, with a final submission due date of **December 2, 2019**.