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Budget Assist

Budget Assist, the university's Mission focused, standardized budget request platform, is open for fiscal year 2025 initiatives. For both new and contractual budget initiatives, users provide a set of qualitative inputs and budgets. The Office of Planning and Budget welcomes FY25 Budget Assist Proposals in the following categories:

- Proposals classified as Existing Contract Increase (ECI) requests.
- Proposals classified as Non-Discretionary Increase (NDI) requests.
- Discretionary initiatives (see criteria below).

The President's Cabinet will evaluate discretionary proposals using the following criteria:

- Health and safety
- Campus and cyber security
- Revenue generation
- Essential student need

The submission window for requests will continue until the end of business on Friday, November 10, 2023.

Once requests are reviewed for completeness, they will be forwarded to their respective unit and division leaders for electronic approval. The University's Cabinet will consider all division-approved requests for funding.

Please contact Michael Harrington, harrington@usfca.edu with any questions.

With each change in a Request's status, notification emails will be sent to unit contacts, as well as the Request's sponsor.

If desired, supporting files can be uploaded and attached to a Request using the paperclip icon at the top right corner of the form.

If provided, please make reference to any attachments within the Initiative Description field below.

Once complete, please click on Submit to forward your request to the Office of Planning and Budget. Please note after hitting Submit, a dialog box will ask if you wish to Leave site? You want to click Leave.

You are welcome to work on your request offline, then copy and paste your work into the submission form

Thank you.

Link to: [USF 2027 Strategic Plan](#)

Link to: [Offline Submission Form](#)

Link to: [Budget Development Timeline](#)

Enter Initiative Name

[Click here for more information](#)

Enter a name for your Initiative Budget Request (up to 100 characters).

Select Primary Strategic Goal

[Click here for more information](#)

Select your Primary Strategic Priority from the choice list.

Enter Brief Initiative Description

[Click here for more information](#)

In a few sentences, please describe how this initiative supports the specific strategic priority identified above.

Select your Primary Unit

Enter Primary Contact for this Initiative (if not yourself)

[Click here for more information](#)

Enter the primary contact's USFconnect username or USF email name. As you type the application will begin to match names in the user list.

Select Initiative Type

[Click here for more information](#)

Capital Project – an expense request in support of a large-dollar plan or project which involves acquisition or construction of capital assets, e.g. buildings; typically, such projects make use of restricted university funds, e.g. funds available through debt proceeds, designated gifts, and/or grants.

Enrollment Related – an expense request supporting the expansion of student enrollment or instructional capabilities, e.g. recruitment, online instruction delivery training, etc.

Existing Contract Increase – an expense request based upon previous university agreements with associated levels of required financial support, e.g. employee compensation increases, utilities, leases, service agreements, software licenses, etc.

New Academic Program – an expense request supporting a new academic program offering. Budgets here would follow from a detailed description which includes a market assessment and curriculum; as well as, a New and Continuing Academic Program (NCAP) Workbook which outlines enrollment projections, tuition, financial aid, required instructional and support resources.

Discretionary Increase – an expense request supporting a new or expanded university resource or service which does not generate student credit hours, e.g. annual license for a new software, university website redesign, new or expanded student service, etc.

Non-Discretionary Increase – an expense request supporting increased expense in providing a required existing service, good, or operating budget which is not governed by a contractual obligation, e.g. the university's target operating reserve, ITS hardware/service/maintenance costs, etc.

True-Up (Match to Current Actual) – an expense or revenue adjustment requested to bring an operating activity's budget closer to recent actual activity, e.g. application fees, university compensation salvage, etc.

Enter the Finance Organization Code (6 numbers)

Select Request Budget Type

[Click here for more information](#)

Base - Continuing budget request
One-Time - Single fiscal year budget request

What budget reallocations will you make to partially self-fund this initiative? Please include dollar amounts.

[Click here for more information](#)

Any dollar amounts provided here are in addition to requested amounts following.

Note: Fiscal year box must be checked in order for entered budget values to be saved.

Does your Initiative Extend to Fiscal Year 2024?

Does your Initiative Extend to Fiscal Year 2025?

Initiative Support

[Click here for more information](#)

To assist with the initiative approval process, please provide short answers to the following questions regarding your request.

Relative to other proposals submitted by your unit or division, how does this proposal rank?

Are there ongoing maintenance or other costs associated with this budget request?

Explain how this proposed initiative will eliminate a redundancy, enhance capacity, or reduce future costs for the university.

Will this initiative produce revenue?

How does this initiative improve compliance, respond to a security obligation, or mitigate risk?

For which stakeholders, if any, will this initiative enhance satisfaction? How will satisfaction be enhanced for these stakeholders?

The University of San Francisco is a mission-driven institution. How does this initiative resonate with the institution's mission, vision, and values?

Please explain how you will measure the results of this initiative, i.e How will we know we are successful?

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submit

Response time(ms): 2090, network: 21, server: 1825, browser: 244