Budget Assist Overview

Budget Assist, the university's Mission focused, standardized budget request platform, will be open for fiscal year 2021 initiatives beginning Tuesday, October 1, 2019. For both new and contractual budget initiatives, users provide a set of qualitative inputs and budgets. The submission window for budget requests will continue through the end of Friday, November 15, 2019. We are asking that contractual or non-discretionary requests be filed by Wednesday, October 30, 2019, so that that President's Cabinet can review these requests before the Thanksgiving break.

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, x2790, 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 within Initiative Description field below.

Once complete, please click on Submit to forward your request to the Office of Planning and Budget

Thank you.

Link to: Vision & Mission Statement
Link to: Our Values
Link to: Budget Development Timeline
Data Inputs

Enter Initiative Name

Select Primary Strategic Priority (please select one primary)

- USF Distinctiveness
- Campus Environment
- Rigorous Education
- Faculty and Staff
- Enrollment Plan
- Technology Use
- Fiscal Stability

Enter Brief Initiative Description

Select your Primary Unit

Enter Primary Contact for this Initiative (if not yourself)

Select Initiative Type (please select one primary)

- Capital Project
- Enrollment Related
- Existing Contract Increase
- New Academic Program
- New Non-Academic Initiative
- Non-Discretionary Increase
- True Up (Match to Current Actual)

Enter the Finance Organization Code (6 numbers)

Select Request Budget Type

- Base Budget
- One-time Budget

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

Funding Details - Fiscal Year 2021
### Revenue

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>FY21</th>
</tr>
</thead>
<tbody>
<tr>
<td>513010</td>
<td>Tuition</td>
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<tr>
<td>515090</td>
<td>Fees</td>
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</tr>
<tr>
<td>520090</td>
<td>Grants &amp; Contracts</td>
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<tr>
<td>530010</td>
<td>Gifts</td>
<td>530010</td>
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<tr>
<td>589010</td>
<td>Auxillary Revenue</td>
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</tr>
<tr>
<td>590010</td>
<td>Other Revenue</td>
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</tbody>
</table>

### Compensation

<table>
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<tr>
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<th>Description</th>
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<td>610010</td>
<td>Full-Time Faculty</td>
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<td>650020</td>
<td>Full-Time Exempt Staff</td>
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<td>Full-Time OPE Staff</td>
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<td>Part-Time Faculty</td>
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<tr>
<td>670010</td>
<td>Part-Time Staff</td>
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<tr>
<td>680000</td>
<td>Student Staff</td>
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</tbody>
</table>

### Full-Time Staffing Details (i.e. position counts and titles)

Full-Time Faculty FTE FY21
Full-Time Exempt Staff FTE FY21

Full-Time OPE Staff FTE FY21

Full-Time Other Staff FTE FY21

Full-Time Faculty Notes FY21

Full-Time Exempt Staff Notes FY21

Full-Time OPE Staff Notes FY21

Full-Time Other Staff Notes FY21

Other Expenditures

700000 - General Operating - FY21

731010 - Scholarship - FY21

740000 - Facilities Expenses - FY21

760010 - Insurance - FY21

780010 - Debt Service - FY21

790000 - Capital FY21

799910 - Reserves - FY21

Other Expenditure - Finance Account (6 numbers) - FY21
Other Expenditure - Amount - FY21

Does your Initiative Extend to Fiscal Year 2022?
(Enter for additional incremental base budget; or request additional fiscal year one-time budget amounts)

**Initiative Support**

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

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

Will this initiative produce revenue?

- Yes
- No

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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