

Old Dominion University

Instructions for completing the FY2013 Budget Resource Request Forms

The Budget Resource Request Forms include:

BRR13narrative.doc ---a Microsoft Word file for detailing the justification for the budget initiative.

BRR13xls --- a Microsoft Excel file for computing the expense details of the proposed budget initiative.

Both Budget Resource Request Forms may be found on the Budget Office website at www.odu.edu/budget. Click on the Template Forms link. The Budget Resource Request Narrative Form (BRR12narrative.doc) and the BRR13.xls file can be downloaded from there *by right clicking* on the file and saving to your local drive. **Do not use last year's BRR12 template.**

Specific information

BRR13narrative.doc

Title of Budget Initiative: Self-explanatory

Item 1 Budget code: Insert your department's five-digit code (ex. 1PN00, 3SM33, 6BF01)

Item 2 Department Name: Insert your department's name

Item 3 Funding Priority: Insert the Vice President's ranking/funding priority of this budget resource request.

Item 4 Strategic Goal: Indicate the Strategic Goal that this initiative will contribute to.

Section 1: General Description

Item 5. Summary of cost. Complete this short table to summarize the overall resources required for the budget request. For each year of the five-year financial plan for this objective, show the total base and one-time dollars and number of positions. Show negative numbers (reductions) in parentheses. It is necessary that you cost out your proposal for five years, taking into account one-time and start-up costs. **Do not make any assumptions about future salary, fringe benefit cost increases or inflation. These will be handled centrally.** For FY2013, please reconcile the number of positions and the amounts requested for personal services (Item 10) and the amounts requested for non-personal services (Item 11) with the summary of costs for FY2013. For example, if personal service requests include 1 FTE position at \$55,000 in salary/benefits and NPS requests total \$10,000 in base and \$5,000 in one-time, then the FY2013 summary should show the following: \$65,000 Base Dollar (\$55K for personal services plus \$10K for NPS), \$5,000 one-time dollars, 1 FTE Position. **Years 2014 through 2017 are the total annual costs, not incremental increases**

from the prior year. Assuming no funding changes in the future years, the FY2014-FY2017 entries should show: \$65,000 Base, \$0 One-time and 1 FTE position.

Item 5. Description. Summarize the specific actions your department proposes to take with the requested dollars or positions.

Item 6. Justification for request. Provide detailed information to indicate the need for the proposed service/program/activity. Cite quantitative data wherever possible.

Item 8. Outcomes/results. Identify the anticipated results or outcomes that your department expects to accomplish if the proposal is approved. What issue or problem are you trying to resolve? Be as specific as possible and quantify the results, as this will be used to measure the success of any initiative that is funded.

See Instructions within the BRR13.xls file for detailing the budget initiative costs.

Item 9. Self-Generated Revenue Sources. Put an X in the appropriate box to indicate if any self-generated revenue sources will be used to fund the budget request. If yes, use the embedded Excel table to identify the source of revenues, such as student fees, federal grants or contracts, state grants or contracts, auxiliary enterprise revenues or other. Identify and explain revenues such as grants and contracts, and auxiliary enterprise sources. Include information to justify any proposed increases in student fees.

Section 2: Measuring Results

Item 10. Measurable outcome. Identify how you will measure the success of the effort if this proposal were to be funded, giving the specific outcome you will accomplish should this proposal be funded. You must provide a benchmark measure (preferably a quantifiable performance measure) that is relevant to the proposal in order to measure the outcome. This is the way that the actual results can be compared with the anticipated outcome.

Section 3: File Saving/Naming & Transmittal

After you have downloaded (by right clicking and saving the BRR13narrative and BRR13.xls files to your local drive) and completed all the requested data you will need to save and rename the file specific to your proposed budget initiative. As a safe practice, it is always wise to use templates and rename early and save often. We recommend saving and naming all Budget Request Forms according to the following naming convention:

The template is named "BRR13narrative.doc". As you save a version(s) please amend the BRR13 filename by inserting a two or three letter abbreviation of your VP area (PR, AF, SS, IA, RS, AT) and the budget initiative. Examples:

BRR13narrativeIAadmissions.doc
BRR13SShealthcentermdcontract.doc
BRR13DVcapitalcampaign.doc
BRR13AFfacilityutilities.doc

For Academic Affairs please amend the BRR13 filename by inserting a two or three letter abbreviation of your College/Division (AVP, A&L, BU, HS, SC, EN, ED, LB, IN, HC, DL, AA) and the budget initiative.

Transmittal of your final files should be consistent with directions from your Vice President's Office.