

## FY11 & FY12 BUDGET

### NARRATIVE PROPOSAL TEMPLATE

*[approximate length in brackets]*

- Prior Year Accomplishments/Major Resource Categories Required *[half page - full page]*
- Future Trends/Strategies/Impediments *[half page – full page]*
- Assessment of Units - Strengths, Weaknesses, and Opportunities *[half page – full page]*
- Assumptions for FY11 and FY12 Planning *[half page]*
  - Staffing levels
  - Funding levels, changes in income streams (increases/reductions)
  - Other (Economic environment, etc.)
- Planned Changes *[one – two paragraphs]*
  - Programmatic/Organizational/Head Count/Other
- Reductions/Reallocations *[two/three paragraphs – full page]*
  - Staffing
  - Other
- Description of Financial Resources *[one - two paragraphs]*
  - Current
    - Sources
      - University/unrestricted, income associated, revenue streams, gifts, endowment, research, budget carry forwards, fund balances, other
    - Uses
      - Staffing
        - Faculty, staff, wages, other
      - General
        - Programs, research, instructional, etc.
- Budget flexibility *[one – two paragraphs]*
  - Adjust to issues (economic, etc.)
- Additional requests *[one - two paragraphs]*
  - Narrative
    - Brief description of new project/statement of purpose as tied to the strategic plan
    - Brief description of request
    - Priority
      - Mission critical
      - Essential operating needs
      - Other

*Note: complete spreadsheet template as well*