



## **Process for submitting an exceptional funding request**

The University of Central Florida is dedicated to providing our students the highest quality education at the lowest cost by leveraging all available financial resources to their full potential. Student accessibility is a fundamental value. Resource allocations will advance, support, and enable the primary missions of instruction, research, public service and other related strategic priorities.

Central funding may be requested by an academic or administrative unit to manage significant unforeseeable challenges or strategic opportunities that are not sustainable with the unit's available resources. Requests are expected to be infrequent. The following procedures are set forth to provide a framework by which funding requests shall be evaluated and to ensure that mindful planning and assessment of resources is occurring at every level of the organization.

### **Guiding Principles:**

1. Resource allocation decisions at all levels within the organization should be aligned to advance the common good of the university.
2. Entrepreneurship, innovation, and efficiency through integrated planning among internal and external partners is encouraged.
3. Units are expected to make optimal use of recurring and non-recurring resources, including their non-E&G funds as well as endowed/ donated funds held by UCF Foundation.
4. Recurring expenses may be funded from non-recurring resources to the extent possible, with a plan to replace non-recurring with recurring funds.
5. Vice presidents, deans, and their delegates are expected to balance their budgets while maintaining a modest three to seven percent reserve for unforeseen needs or opportunities, and update at least annually a three-year plan for the use of E&G carry forward funds.
6. Responsible fiscal planning and effective decision making, to include the continuous evaluation of previously earmarked funds, should be visible and supported by reliable, trusted, and timely financial data.

### **Procedures for submitting an exceptional funding request:**

1. Prior to submitting a funding request, the college/ unit should evaluate its own recurring and non-recurring resources (i.e. E&G, C&G, Auxiliary, etc.). All unit resources should be considered available unless existing commitments are expected to exhaust those resources within three years.

Existing initiatives/commitments may need to be deferred or eliminated in order to better align resources with the strategic goals of the college/ unit or the university.

2. If funding is unavailable within the college/unit, a funding request form should be submitted to the divisional budget officer for evaluation at the divisional level. The divisional budget officer will gain an understanding of the purpose, anticipated outcome and strategic impact of the request, as well as the planned use of resources within the college/unit prior to approving the request. The divisional budget officer may require documentation supporting the college/unit's analysis of available funding sources to be submitted with the request. The budget officer will evaluate the resources available at the divisional level and across units within the division. The reallocation of resources within the division, even on a temporary basis, is strongly encouraged when possible. Requests for \$25,000 or less are expected to be managed within the division. The divisional budget contacts are listed at the bottom of this document.
3. If funding is unavailable at the divisional level, the divisional budget officer may submit a funding request to the Office of Budget, Planning and Administration using the **Exceptional Funding Request Form** which can be located in the Budget section of the UCF Finance & Accounting website. The request must contain an explanation of the purpose, anticipated outcome and strategic impact of the request, as well as an explanation of unavailable divisional resources. Requests will be compiled and submitted to the committee for consideration on an annual basis in March. Funding decisions will be based on available resources and communicated no later than July 31<sup>st</sup>. If an earlier decision is required, include the rationale and timeline with the request.

NOTE: The effectiveness of approved financial planning and budget strategies can be undermined if non-emergency resource allocation decisions are made outside of the established annual process for evaluating all needs and opportunities relative to strategic goals. Therefore, academic and administrative units and individual members of the campus community will be discouraged from seeking off-cycle consideration of additional funding for such purposes. In addition, budget requests that have not been affirmed by the responsible vice president or dean will be referred back to the vice president or dean.

## Divisional Budget Contacts

Unit/ Division	Vice President/ Division Budget Officer	Budget, Planning and Administration Office
Colleges, Graduate and Undergraduate Studies, UCF Global, Faculty Excellence, Teaching and Learning, Provost Office Operations, UCF Connect	Dale Whittaker Megan Diehl	Megan Diehl Christy Tant
MD Health Affairs	Deb German David Noel	Megan Diehl Christy Tant
Office of Research & Commercialization	Liz Klonoff Chris Hale	Donna DuBuc Christy Tant
Student Development & Enrollment Services	Maribeth Ehasz Sharon Ekern	Donna DuBuc Christy Tant
Information, Technology, and Resources	Joel Hartman Karen Cobbs	Megan Diehl Christy Tant
University Relations	Dan Holsenbeck Stefanie DelGiudice	Donna DuBuc Christy Tant
Communications and Marketing	Grant Heston Tammy Forrester	Donna DuBuc Christy Tant
Administration and Finance	Bill Merck John Pittman	Donna DuBuc Christy Tant
President's Division	Rick Schell Heather Simeon	Donna DuBuc Christy Tant

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