BOSTON UNIVERSITY

OFFICE OF THE PROVOST

FY 2020 Annual Academic Budget Narrative Memo

This memo defines the areas that should be addressed in the academic budget narratives. For fiscal 2020, please describe your school or college's key strategic priorities, a summary of your funding sources using all funds, and address the specific strategic questions listed below. Funding sources we expect to see discussed include: University-provided recurring and non-recurring dollars; tuition share revenue generated through graduate programs, revenue generated through entrepreneurial programs, and gift, endowment, and discretionary accounts. It is envisioned that your overall proposal will not exceed ten pages in total.

I. Background – Overview of Fiscal 2018

Please summarize your success in achieving your goals during fiscal 2018 and include an overview of how you used all available resources to ensure the school or college's success. You may want to include a summary of your most significant achievements and your major challenges during fiscal 2018.

II. Strategic Questions – Fiscal 2018 and Fiscal 2019

Please describe how you allocated and are allocating resources toward three strategic areas:

1. Recruitment and retention of outstanding and diverse faculty.
2. Creating new, and enhancing existing, revenue streams associated with graduate and professional programs.
3. Improving the quality and stature of select academic programs.

III. Fiscal 2020 Academic Budget Narrative

Please identify your top strategic priorities for fiscal 2020 and describe the support necessary to achieve each of these goals. For each initiative or goal, please identify existing funding or projected funding (gift, endowment, tuition share revenue, etc.) that can be allocated to your top strategic priorities.

Note: We do not envision that an initiative requiring less than $50,000 will be considered a priority for larger schools or colleges. For smaller schools or colleges, the expectation is that no initiative requiring less than $10,000 will be requested.

Strategic changes or new initiatives in online, entrepreneurial, or summer programs should be summarized with one overall initiative for each of these categories. However, the impact of typical annual variances and adjustments to online, entrepreneurial or summer programs should only be included in the separate template provided (see Section IV).

For each individual initiative please complete a summary table that separates recurring and one-time funding. Then please also complete an overall summary table for your total request. A few examples are below.

Please note that this table has been revised from the version used in prior years. Restricted accounts have been consolidated into a single column and columns added for the fringe benefits included in the overall request and the portion of funding requested from the Provost Office. In all cases, the identified Sources of Funding must equal or exceed the Total New Expense Request. (Sources of funding may exceed the expense request in cases where a new service or program is proposed and the revenue generated exceeds the expense, resulting in a favorable program margin.)

If new positions are being requested, please be sure to also complete the New Position Request Template, which can be found on the Budget Office website.

School/College **NAME HERE** **Date**

Initiative 1:

			Total New Expense Request				Sources of Funding						
	RECR / OTO	**FTE**	**Total Expense Excluding FB**	**Fringe Benefits**	**Total Expense**	**Revenue Type**	**New Revenue / Tuition Sharing**	**Existing Base Budget**	**Restricted Accounts - including FB expense**	**Request from Provost - excluding FB**	**Fringe Benefits**	**Total Request from Provost**	**Total**
Research	RECR	1.00	$ 184,000	$ 47,840	$ 231,840		$0	$0	$100,800	$104,000	$27,040	$131,040	**$231,840**
Total		1.00	$ 184,000	$ 47,840	$ 231,840		$0	$0	$100,800	$104,000	$27,040	$131,040	**$231,840**

Initiative 4:

			Total New Expense Request				Sources of Funding						
	RECR / OTO	**FTE**	**Total Expense Excluding FB**	**Fringe Benefits**	**Total Expense**	**Revenue Type**	**New Revenue / Tuition Sharing**	**Base Budget**	**Restricted Accounts - including FB expense**	**Request from Provost - excluding FB**	**Fringe Benefits**	**Total Request from Provost**	**Total**
Quality Grad Education	RECR	5.00	$ 190,000	$ 49,400	$ 239,400	FEES	$100,800	$56,700	$0	$65,000	$16,900	$81,900	**$239,400**
Quality Grad Education	OTO	0.00	$ 20,000	$ -	$ 20,000		$0	$0	$0	$20,000	$0	$20,000	**$20,000**
Total		5.00	$ 210,000	$ 49,400	$ 259,400		$100,800	$56,700	$0	$85,000	$16,900	$101,900	**$259,400**

Overall Summary *

			Total New Expense Request				Sources of Funding						
	RECR / OTO	**FTE**	**Total Expense Excluding FB**	**Fringe Benefits**	**Total Expense**	**Revenue Type**	**New Revenue / Tuition Sharing**	**Base Budget**	**Restricted Accounts - including FB expense**	**Request from Provost - excluding FB**	**Fringe Benefits**	**Total Request from Provost**	**Total**
Initiative 1: Research	RECR	1.00	$184,000	$47,840	$231,840		$0	$0	$100,800	$104,000	$27,040	$131,040	**$231,840**
Initiative 2: Clinical Education	RECR	0.40	$130,000	$33,800	$163,800		$50,400	$0	$50,400	$50,000	$13,000	$63,000	**$163,800**
Initiative 3: Interdisc. Ed.	RECR	1.00	$70,000	$18,200	$88,200		$0	$0	$0	$70,000	$18,200	$88,200	**$88,200**
Initiative 4: Quality Grad.	RECR	5.00	$190,000	$49,400	$239,400		$100,800	$56,700	$0	$65,000	$16,900	$81,900	**$239,400**
Initiative 4: Quality Grad.	OTO	0.00	$20,000	$0	$20,000		$0	$0	$0	$20,000	$0	$20,000	**$20,000**
Total		7.40	$ 594,000	$ 149,240	$ 743,240		$151,200	$56,700	$151,200	$309,000	$75,140	$384,140	**$743,240**
												plus TBD amounts	

*Please be sure to adjust Overall Summary Formulas as needed

IV. Fiscal 2020 Summer, Online, or Entrepreneurial Programs

The Budget Office will not be issuing full-detail templates for these programs. We are asking that you use the template for summer, online, and entrepreneurial programs to document the impact of typical annual variances and adjustments to online, entrepreneurial or summer programs.

In most cases you will only need to submit a single line per program. If multiple revenue commitment items/GL accounts are to be adjusted, please provide details in the comment section. Items listed on this template should not be included in the Initiatives Summary Template.

Please note that this table has been revised from the version used in prior years with the addition of a column for fringe benefits expense associated with salary revisions.

If new positions are being requested, please be sure to also complete the New Position Request Template, which can be found on the Budget Office website.

An example is shown below:

School/College **NAME HERE** **Date**

Please use this template to document typical annual adjustments and revisions to summer, online, and entrepreneurial programs. In most cases you will only need to submit a single change line per program. If multiple revenue commitment items/GL accounts are to be adjusted, please provide details in the comment section. If you are including a postion request, please provide additional details, and justification, for the position request. Items listed here should not be included in the Initiatives Summary Template.

Summer Programs

					Proposed Revisions - Increase/(Decrease)								
	RECR / OTO	FTE	Program Type	Cost Center Number	Tuition Revenue	Fees Revenue	Sales & Services/Other Revenue	Total Revenue	Expense Excluding FB	Fringe Benefits	Total Expense	Net Revision Fav./(Unfav.)	Comments
Summer Program 1 Name - additional 20 enrollments	RECR	0.00	SUM	199XXX0001	$ -	$ 20,000.00	$ -	$ 20,000.00	$ 6,000.00	$ 1,560.00	$ 7,560.00	**$ 12,440.00**	**Workshop Tuition**
Summer Program 2 name - 7 less students	RECR	0.00	SUM	199YYY0001	$ (7,000.00)	$ -	$ -	$ (7,000.00)	$ (5,000.00)		$ (5,000.00)	**$ (2,000.00)**	
Summer Online Program Name - Operating expense savings	RECR	0.00	SUM-OL	199ZZZ0001	$ -	$ -	$ -	$ -	$ (5,000.00)		$ (5,000.00)	**$ 5,000.00**	
Summer EP Program name - 10 fewer enrollments	RECR	0.00	SUM-EP	199AAA0001	$ (60,000.00)	$ -	$ -	$ (60,000.00)	$ (10,000.00)		$ (10,000.00)	**$ (50,000.00)**	
												$ -	
												$ -	
Total		0.00			$ (67,000.00)	$ 20,000.00	$ -	$ (47,000.00)	$ (14,000.00)	$ 1,560.00	$ (12,440.00)	**$ (34,560.00)**	

Academic Year Programs

					Proposed Revisions - Increase/(Decrease)								
	RECR / OTO	FTE	Program Type	Cost Center Number	Tuition Revenue	Fees Revenue	Sales & Services/Other Revenue	Total Revenue	Expense Excluding FB	Fringe Benefits	Total Expense	Net Revision Fav./(Unfav.)	Comments
AY Online Program Name - increase enrollments by 11 students	RECR	0.00	AY-EP	199XXX0000	$ 55,000.00	$ 10,000.00	$ -	$ 65,000.00	$ 30,000.00	$ 7,800.00	$ 37,800.00	**$ 27,200.00**	**Application Fees $3,000; Continuing Student Fees $7,000**
AY EP Program name - increase enrollments	RECR	0.00	AY-EP	199YYY0000	$ 30,000.00	$ -	$ -	$ 30,000.00	$ 5,000.00		$ 5,000.00	**$ 25,000.00**	
								$ -				**$ -**	
								$ -				**$ -**	
Total		0.00			$ 85,000.00	$ 10,000.00	$ -	$ 95,000.00	$ 35,000.00	$ 7,800.00	$ 42,800.00	**$ 52,200.00**	