

## SCHEV Organizational Change Budget Forms

Institutions are to submit a budget form for new and reorganized academic units and off-campus sites. The budget form is a part of the Resources/Budget section and should be placed at the end of the section.

**Note:** The margins for each of the budget forms have been reduced to ensure the form fits on one page. If copying and pasting into a Word document, the margins of the page on which the budget form will be placed must be reduced to ensure the budget form fits on one page. The margins should be reduced only for the page on which the budget form will be placed. The budget form may be imported as an Excel object or a picture. Adjustments to scale size will be necessary for some of the forms. The budget form may also be completed, printed, and included in the proposal document. The page should not be paginated as a part of the document.

### Instructions for Budget Forms

- Round all values to the nearest whole number.
- Unit names are indicated in the yellow spaces. When a unit name is too long for a cell in the budget form, use abbreviations for the words or for the unit's name. At the end of the Resources/Budget section, under a sub-heading entitled "Abbreviations" indicate the full unit name and its abbreviation as written in the budget form. For off-campus sites, if the site will not have a name, leave the yellow space blank.
- Indicate the position title for administrative personnel described in the proposal document. If the number of administrative positions exceeds the available spaces in the budget form, in the last "Position Title" cell on the form indicate "All Other Personnel" and provide the total salaries and total benefits for all other personnel noted in the proposal document.  
**Note:** A detailed description should be included in the proposal document and should include: the position title, primary duties, salary, and benefits (if applicable) for all administrative positions and proposed new hires.
- The "faculty" line item is the total of all faculty. If the academic unit/site will have a separate line item for other faculty categories (e.g., adjunct, term, contract, part-time), information should be provided under the "Faculty" heading in the proposal document. Include a sub-heading, a detailed explanation, and the budget amount for each category.
- The "other costs" line item is the total of all other expenses not previously indicated. In the Resources/Budget section, under a sub-heading entitled "Other Costs" provide the name of the expense, the dollar amount, and a detailed explanation of the expense. Expenses should be presented separately.
- Footnotes cannot be added to the SCHEV budget form. Specific information about dollar amounts should be explained under the appropriate sub-heading in the proposal document.

See the SCHEV policy **ORGANIZATIONAL CHANGES AT PUBLIC INSTITUTIONS: POLICIES AND PROCEDURES FOR INTERNAL AND OFF-CAMPUS ORGANIZATIONAL CHANGES** for instructions and requirements <http://www.schev.edu/index/institutional/guidance-policies/academic-affairs-policy/approval-of-organizational-changes>