

# UHD Planning and Budget Development

## Explanation of the Initiative Request Form (**Administrative Units**)

### Spreadsheet Detail

- 1) This spreadsheet is set to **landscape** mode and on **letter** size paper. You cannot expand the spreadsheet horizontally or it will not print on one letter sheet of paper. Cells will expand vertically as you type in your text. The font size is preset at 10 point Arial Narrow and should not be changed.
- 2) There is a limit of 1024 characters per cell in all excel files. If you need to write more than the maximum characters allowed, you can add another line of cells by right-clicking on the number margin on the far left of the worksheet, and selecting **insert**. You may also submit additional information explaining the need for the initiative as an appendix to your plan.
- 3) This worksheet can be expanded to add more lines for additional initiatives. To add another line, right-click on the number margin on the far left of the worksheet and select **insert**; another line will appear above the current number.
- 4) When you copy information from a Word file and paste it into a cell, the text might not wrap automatically. To wrap text, right-click in the cell and then select **format cells**, then click the **Alignment** tab. Under **Text control**, select the **Wrap text** check box, and then click **OK**.

### Column Contents

#### Column 1: **Rank**

Indicate the numerical ranking (1, 2, 3 ...) of each initiative in this column.

#### Column 2: **Brief Description of Initiative**

Place a description of the initiative in this column. The description of individual initiatives must be clear and concise. If the description is too long for the cell, a reference to an appendix where additional material describing the initiative can be found may be included.

#### Column 3: **Estimated Cost**

Provide an estimate of the full cost of the proposed initiative. If an initiative calls for new technology, consult with IT regarding both the initial acquisition costs as well as any ongoing support costs. Consult with Facilities for estimates on any construction projects. If the initiative calls for adding new staff positions, consult with ESO to determine what the appropriate salary range will be for the positions. Position requests should show both the base salary and the additional cost of benefits, with the assumption that any new positions will have to be funded with local dollars, which means all benefits costs must be covered by the university. Departments requesting new faculty positions should use the CUPA survey of Public Master's-Level Universities in estimating salary costs. Copies of the CUPA survey are available in the deans' offices and in the Provost's office.

**Column 4: Rationale for Initiative / [UHD Revised Strategic Plan 2015-2020 [Goal/Obj Supported]**

In this column *briefly* describe why the unit believes the proposed initiative is important. It is here that the specific strategic plan goal/objective that is supported by the initiative should be cited. If the request ties to a specific strategy contained in the strategic plan, include that as well. Place a number indicating the goal/objective from the strategic plan that this initiative supports in brackets at the end of the rationale, for example [1.5]. If you include a specific strategy, include the number for it as well, for example: [1.5.2].

**Column 5: Collaboration with Other Units**

In this column, indicate whether or not the initiative requires the cooperation of or collaboration with other units. Because many aspects of university operations do not fall under the clear jurisdiction of any one particular unit (e.g., construction, renovation, purchases of classroom furniture and equipment), units are urged to plan collaborative initiatives to address concerns that transcend unit boundaries.

**Column 6: Support Requirements**

In this column, list any support from other areas that the unit will need to implement the proposed initiative. The list should include new facility (space) requirements, new technology requirements, human resources, and other resources that might be required.