

Instructions for the E&G Budget request process for Fiscal Year 2020-21.

All E&G requests need to be submitted using the New E&G Funding Request Form (google form) that is linked on the forms page of the Budget Office [website](#). The E&G budget request form includes a number of questions which are included below. Please review the questions below so you know what information will be requested on the form. You will not be able to save the form and come back to it later so plan on submitting request after starting the form.

All budget request will be consolidated and sent to the appropriate Vice President so it can be prioritized. All prioritized budget requests are due to the budget office by **November 1, 2019**. There are other preliminary deadlines for departments and divisions in order to meet the November 1st deadline.

All academic requests, all areas reporting through the Provost, are due to the budget office by **September 11th**. Following the 11th the budget request list will be sent to the appropriate Dean for review and prioritization. The Dean must prioritize and submit their request list back to the budget office by **October 1st**. The budget office will then forward all academic requests to the Provost for review prioritization. The Provost will return all prioritized requests for academics to the budget office by **November 1st**.

All other requests (non-academic) are due to the budget office no later than October 1st. After the **October 1st** deadline all requests will be sent to the appropriate Vice President for review and prioritization. All prioritized requests are due back to the budget office by **November 1st**.

Please refer questions regarding the E&G budget process to Zachary Murray in the budget office (zacharymurray@suu.edu).

Section 1 – All questions from section are required. Section 1 includes the general Information regarding the budget request

Section 1 of 10



E&G Budget Request Form

All requests should be discussed with the departments, division heads, and vice president prior to submitting to the Planning and Budget Office. Please work with department heads and vice president to ensure requests have been discussed with them prior to the November 1, 2019 deadline. Once this form is submitted it will be forwarded to the VP based on the division selected.

Fiscal Year *

Department *

Dean / Division Head *

Division *



Department Contact *

Contact Email *

Organization Code *


Request Description *



Section 2 & 3 – Salary information for E&G request. If the answer to the question on section 2 is “No” then section 3 is skipped. If the request includes salaries section 3 must be filled out.

Section 2 of 10  

Salary Request

Does this request include Salaries? *

After section 2 [Continue to next section](#) 

Section 3 of 10  

Salary Information

Please provide information about salary request

Request Type *

Budget Line *

Job Title *



Position Description *

Number of Positions *

FTE per Position *

Salary Request Amount *



Section 4 & 5 – Wage information for the budget request. If the answer to the question on section 4 is “No” then section 5 is skipped. If the request includes wages section 5 must be filled out.

Section 4 of 10  

Wage Request

Does this request include Hourly Wages? *

After section 4 [Continue to next section](#) ▼

Section 5 of 10  

Wage Information

Request Type *

Budget Line *



Job Title *

Position Description *

Number of Positions *


Request Amount *



Section 6 & 7 – Operating information for the budget request. If the answer to the question on section 6 is “No” then section 7 is skipped. If the request includes operating expenses section 7 must be filled out. **NORE: Every request should include at least one category (salaries, wages, or operating). If a request has the answer for the questions on section 2, 4, & 6 as “No” the request will not be included on the list that is sent to Vice Presidents for prioritization.**

Section 6 of 10  

Operating Request

Does this request include Operating Expense? *

After section 6 [Continue to next section](#) 

Section 7 of 10  

Operating Information

Request Type *

Budget Line *

Request Amount *

Operating Request Description *

Section 8 – Strategic Plan Alignment, all questions have to be answered for section 8. Please select the objectives of the strategic that best align with the funding request and provide information regarding how the request aligns with the selected objectives. Provide a justification for the request as well as how success will be measured if the request is funded.

Section 8 of 10

Strategic Plan Alignment

Strategic Plan Alignment *

Please describe how the request aligns with the strategic plan objective(s) selected *

Request Justification *

Measurement of Success *

Section 9 – Provide any additional information that helps support the E&G Request. This section is optional, however uploading job descriptions, detailed spending plans, supporting research, and backup documentation can be helpful during the review process.

Section 9 of 10

Additional Information

Additional Information File Upload (Optional)

Any additional comments or information regarding the request (Optional)

Section 10 – The submission page includes a brief recap of the process and has no questions. There is an option to have a copy of the sent to your email as a receipt. If you would like to receive a copy of the request please select this option and an automated email will be sent including your responses.

Section 10 of 10



Budget Process

All budget requests will be reviewed and the department will be contacted for additional information if necessary. Submissions will be sent to appropriate Dean and/or Vice President for their review and prioritization. Prioritized list of requests are due back to the Budget Office November 1st. Vice Presidents will present their prioritized budget request during the public budget hearings that will be held in January.