

College of Sciences
Standard Operating Procedures

BO.03.01	College of Sciences Request for Financial Support
Owner/Contact Information:	COS Office of Finance and Business Management
Effective Date:	March 1, 2019
Last Revised/Reviewed:	November 22, 2021
Related Policies:	

1. PURPOSE/INTRODUCTION

The College of Sciences (COS) Requests for Financial Support procedure prescribes the process for college units to submit a request to the college for financial support beyond their department base budget.

The request must be submitted using the [College of Sciences Financial Support Request Form](#) created for this purpose.

This form is **NOT** to be used to request startup/retention funding or cost share on a grant.

For any financial requests involving salaries (new position, retention, temporary or permanent increases, reclassifications, etc.), please note this is **ONLY** a request for financial support. It **DOES NOT** mean the increase or the new position is approved. Approval for the increase or the new position is a human resources process. Please contact the College of Sciences Human Resources office if the financial support request is approved for next steps.

College Requestors are limited to Leadership Team Members and Academic Department Business Officers. Requests for support to units outside the college are to be sponsored by a College Requestor.

2. DEFINITIONS

2.1 – Department Base Budget – the budget allocation provided to a college unit to include state funds, distance education (DE) funds, facilities and administrative (F&A) funds, summer session (SS) funds and educational technology funds (ETF) to meet its normal, departmental recurring needs. The Department Base Budget DOES NOT include funds provided by the college for startup/retention expenditures. The Department Base Budget DOES NOT include funds provided for other obligations that are committed on a case-by-case basis (perhaps for multiple years) that require a review each spring to determine if commitment should or will continue.

2.2 – Requestor – person submitting the form

2.3 – Leadership Team – Dean, Senior Associate/Associate/Assistant Deans, Department Heads, Directors who are direct reports to the Dean

2.4 – Dean/Dean’s Designee – Dean, Senior Associate/Associate Deans, Assistant Dean for Finance and Business Management or Assistant Dean for Culture, Talent and Human Resources

2.5 – Owner – Dean/Dean’s designee who will communicate with the Requestor

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3. PROCEDURAL STEPS

- 3.1 – Requestor conducts a preliminary discussion with the appropriate responsible individual at the college level to review:
 - 3.1.1 – Purpose of Request
 - 3.1.2 – Description of request, scope of impact and time sensitivity
 - 3.1.3 – Total projected amount of expense
 - 3.1.4 – Frequency of funding request (one-time or recurring)
 - 3.1.5 – Total amount unit will contribute to total projected amount and amount requesting from college
- 3.2 – Requestor fully completes and submits [College of Sciences Financial Support Request Form](#). Form will automatically route to the COS Office of Finance and Business Management (OFBM).
- 3.3 – COS OFBM will add the request as a topic for discussion on an agenda with the Dean/Dean’s designee to determine if support is approved and the dollar amount of support.
- 3.4 – The Dean/Dean’s designee will assign an Owner for communication with Requestor
 - 3.4.1 – If additional information is required, the Owner will obtain this information from the Requestor and communicate back to the Dean/Dean’s designee for further consideration
 - 3.4.2 – If no additional information is required, the Owner will communicate back to the Requestor the decision via email with a cc to the Dean/Dean’s designee
 - 3.4.3 – If the request was not approved, no further action is required
 - 3.4.4 – If the request was approved, OFBM will add the obligation to the Other Commitments Tracking Sheet and process a budget transfer to move the funds from the college to the unit.

4. CHARTS/GRAPHS/FORMS

[College of Sciences Financial Support Request Form](#)

[College of Sciences Financial Support Request Process](#)

5. REVISION TABLE

Revision #	Subsection #	Summary of Changes	Approval Date
BO.03.00		Original Version	02/20/2019
BO.03.01	1. 2.4 & 2.5 3.4	<ul style="list-style-type: none"> • Eliminate restriction of use for permanent personnel and to make clear this is only for financial support to fund increases or new position • Change College Operations Team to Dean/Dean’s Designee 	11/22/2021