

**GEORGIA INSTITUTE OF TECHNOLOGY
BUDGET SUBMISSION INSTRUCTIONS FOR FISCAL YEAR 2015**

Purpose: The principal purpose of the budget planning process is to provide Georgia Tech's senior leadership the essential information needed to:

- Make responsible decisions about the Institute's allocation of limited resources; and
- Determine how those resources will contribute to achievement of Georgia Tech's Strategic Plan goals and strategic initiatives of the divisions.

The budget planning process focuses not only on dollars, but also, on the strategic utilization of resources for Georgia Tech's instruction, research, public service, student support, and administrative support activities.

I. Applicability: Forms for Resident Instruction (RI) Divisions only

II. Key Dates – See attached calendar

➤ **Month of March**

- Preliminary budget meetings with Provost and executive vice-presidents with their respective direct reports

➤ **Friday, March 7th**

- Submission of final Form 2 to the Office of Institute Budget Planning and Administration ("Budget Office") c/o each division's respective budget analyst and **also** to Robert Foy for *academic units* (robert.foy@business.gatech.edu) OR Dan Taylor for *non-academic units* (daniel.taylor@business.gatech.edu)

➤ **March 10th and 17th and April 9th and 11th** – separate strategic planning sessions for all divisions (*to be scheduled*):

- Separate presentations of all divisions' strategic initiatives by deans and other division heads to senior executives, including the President, Provost, Executive Vice President for Research, and Executive Vice President for Administration and Finance; schedule and guidelines for meetings to follow
- Submission of backup materials for strategic planning meetings five working days prior to a division's Strategic Planning Meeting (submitted to analysts AND to Robert Foy for academic units or Dan Taylor for administrative units)

➤ **Friday, April 25th** – Original Budget submission via Internet Budgeting Solution (IBS)

III. Checklist of Budget Submission Forms (blank forms at [Budget Office website](#))

√ **Form 1** [*completed by Budget Office; verified by units*] – FY15 Base Budget Computation

- Budget Office will furnish form for each division, with updates during the budget process
- Forms include details of changes to Fiscal 2014 Original Budget per IBS as of the first of March 2014 (*can be produced as a draft at any time by request to budget analyst*)

- Verify changes in Columns D, E, F, and G to FY14 Base Budget (Column H) for accuracy; see backup in Form 1A
- Columns I through N to be completed at later date

√ **Form 2** [*completed by units*] – Requests for New General Operations Funds for FY15

- List and justify with accompanying narrative specific funding requests associated with the strategic initiatives to be identified in presentations to the Office of the President.
- As part of your narrative, please identify: (1) restricted or unrestricted endowment and non-endowment resources that you intend to use to fund proposed initiatives; and (2) space improvement and related support requirements.
- Requests should be reasonable in magnitude, considering Georgia Tech’s continuing fiscal challenges.
- Requests should be divided between recurring and non-recurring items and should be *prioritized for the entire division. There should be only one Priority 1, Priority 2, etc.*
- For recurring items, a three-year projection of costs should be provided on Form 2. These columns are only to be used to project costs of FY15 proposed initiatives and not for programs that begin in FY16 or FY17.
- **Form 2A** (*new*) – In this form include and highlight any new items previously approved by the Office of the President. The Budget Office will verify this approval with executives. Please provide to your analyst any backup documentation of pre-approvals.

NOTES:

- *The policy established by the President’s Office is that funding be allocated to units for new positions from the date that those positions are filled. The funding will then be annualized in the following fiscal year’s budget at 100%.*
- *Deans and other division heads may need to adjust their Form 2 requests following review by their respective Office of the President executives.*

√ **Form 3a** [*completed by Budget Office and IRP for all colleges*] and **Form 3b** [*optional form completed by administrative and other units*] – Key Performance Measures and Personnel; data for colleges to be provided for previous and current fiscal years; projections by colleges for future years in Form 3a optional

√ **Form 4 – Base Budget Analysis for Fiscal 2013 and 2014** (FY14 as of the first of March 2014) [*completed by Budget Office for all units*]

NOTES:

- Electronic copies of forms will be made available to all division budget directors. Blank electronic forms are found on the Budget Office web site.
- Limited funding for merit, market, and retention pay adjustments will be available for FY15. Guidelines for implementing these adjustments will be provided. The salary computation spreadsheet is required for all units and all employees (IBS report 707). The Budget Office will upload “@ rate” information to IBS from report 707 for all units. Units must then enter the budgets by position.

FY15 BUDGET PLANNING CALENDAR		
When	Who*	What
November 2013 thru January 2014	MSFAC	- Committee meetings; recommendations to President on mandatory fee requests to BOR
November 25, 2013	Auxiliary Services, Athletics, Tech Fee Comm., Student Govt. Assn.	- Mandatory fee submissions to Budget Office and MSFAC
November 2013 - January 10, 2014	EBST and Senior/Executive VP, Admin and Finance/ President	- Review of elective and mandatory fee submissions for recommendation to President - President approval of fees
December 2, 2013	Budget Office	- Revenue estimate submission to BOR
December 13, 2013	Auxiliary Services	- Elective fees due to Budget Office - dining, housing, parking
	Selected Campus Units	Submissions to IBPA: - Professional program tuition requests - Miscellaneous fee requests
December 13, 2013	Executive VP, Admin and Finance President	- Submission of FY15 budget narrative to BOR - Submission of FY15 tuition recommendations to BOR
January 13, 2014	Budget Office	- Miscellaneous fee requests to BOR (only for information)
January 17, 2014		- Mandatory fee requests to BOR - Professional program tuition requests to BOR (for approval)
January 17, 2014	President	- Graduate and Undergraduate Tuition Proposals to BOR
February 21, 2014	Budget Office	- Budget & Planning Process Instructions to issued
Month of March	Deans and Cabinet Members and Individual OOP Executive Staff	- Budget development activities/presentations with individual executives; executive staff development of strategic priority lists and associated budget requests
March 3, 2014	President and Executive Staff	- Budget hearing with Chancellor and BOR staff
March 3 and March 7, 2014	IBPA Campus Units	- Distribution of Form 1's to units - Verification of base budget computation in Form 1
March 7, 2014	Campus Units	- Submission of Form 2 requests & backup documents to IBPA
3 Working Days before Strat. Plg. March 10, 17	Campus Units	- Submission of full presentations to Budget Office for strategic initiative meetings with OOP Executive Staff (below)
April 9, 11, 2014 Late March 2014	Deans and Cabinet Members and Individual OOP Executive Staff General Assembly	- Strategic planning presentations by deans and division heads to Office of the President Executive Staff - Approval of Appropriations Bill (pending Governor's vetoes)
Week of April 7	Budget Office	- Form 1 revisions to campus units based on March BA - Salary plan forms to campus units (including March BA)
April 10-18, 2014	Budget Office	- Internet Budgeting Solution (IBS) open to campus - Detailed budget instructions to campus units - Hands-on budget workshops for IBS users
Month of April	OOP Executive Staff	- Meetings to review budget requests and allocations (pending approval of tuition, fees, & allocs. by BOR at April mtg.)
April 15-16, 2014	BOR	- BOR funding decisions: allocations, tuition, mandatory fees
April 18, 2014	OOP Executive Staff	- Target for final budget decisions (target date)
Late April 2014	Budget Office	- Target for allocations to units
April 25, 2014	Campus Units	- Detailed original budget submissions due from campus units
May 2, 2014	Budget Office	- GT detailed budget submission to BOR
May 13, 2014	BOR	- Final BOR budget approval of Original Budget
July 1, 2014		- Begin Fiscal 2015
July through October, 2014	Campus Units, OOP and IPRM Staff	- Planning reviews and updates of strategic plans and goals; review of progress of academic and administrative units

NOTE: Dates may be delayed if the General Assembly does not complete the budget by the end of March.

BOR defined dates highlighted in red

Key dates pertaining to campus units highlighted in yellow

***Abbreviations for "Who" Column:**

MSFAC - Mandatory Student Fee Advisory Committee

BOR - Board of Regents of the University System of Georgia

IBPA - Office of Institute Budget Planning & Admin ("Budget Office")

OOP - Office of the President

EBST - Executive Budget Support Team (Sr VP, A&F; Exec Dir IBPA; Dir Acad & Res Finance; Dir Bud Dev'tment & Cap Budgets; Dir Admin Finance)

