

**GEORGIA INSTITUTE OF TECHNOLOGY
BUDGET SUBMISSION INSTRUCTIONS FOR FISCAL YEAR 2013
Resident Instruction (RI) Divisions**

Purpose: The principal purpose of the budget planning process is to provide Georgia Tech's Office of the President (OOP), including the President, Provost, Executive Vice President for Research, and Executive Vice President for Administration and Finance, the essential information needed to:

- Make vital decisions about the Institute's allocation of scarce resources; and
- Determine how those resources will contribute to achievement of GT Strategic Plan goals and strategic initiatives of the divisions.

The budget planning process focuses not only on funding, but also, on identifying how to best utilize and prioritize resources to best accomplish Georgia Tech's instruction, research, public service, student support, and administrative support activities.

PART I - - Key Steps and Dates (See attached calendar summary)

Step 1: EVP's Conduct "Division-Specific" Process

The Offices of President, Provost, Executive Vice president for Research and Executive Vice President for Finance and Administration will hold individual budget development activities/presentations as they deem appropriate (instructions to follow from the respective executives).

- **March 15 through April 1**
Budget development activities/presentations will occur with individual executives with the intention of developing a divisional strategic initiative priority list(s) and associated budget requests.

Step 2: Budget Presentations to the Office of the President

- **Friday, March 30**
Divisions provide electronic submission of budget materials to the Office of Institute Budget Planning and Administration (IBPA) for further distribution to the IBPA staff and the Office of the President (OOP) executive team. The budget staff will assemble the packets as well as complete an initial review of forms to confirm base budget figures and assumptions.
- **Monday, April 2 through Friday, April 13**
Presentations from all Deans and Cabinet members to the OOP outlining their respective divisions' strategic initiatives and priorities will be calendared. The focus of the presentations will be the following:
 1. Division strategic priorities for the upcoming year and the near-term (i.e.; 5 to 10 years)
 2. How the strategic priorities and initiatives align with the Institute's Strategic Plan
 3. In general, how the FY13 budget requests supports the strategic initiatives.

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Note: Three (3) working days prior to Division's scheduled presentations to OOP please forward presentation materials to the IBPA office in order that the documents can be provided to the senior leadership in advance of meetings.

Step 3: Office of the President considers Strategic Initiatives and Budget Requests

- **Monday, April 16 through Monday, April 30**

OOP will review and consider budget requests in light of the revenue expectations for FY 2013 and beyond. The timing of the review will depend on the timeliness of the General Assembly's approval of a FY13 budget and the Board of Regents approval of the system tuition and fee rates and state budget allocations. The BOR approval is currently expected at the April 17-18 Board of Regents Meeting. The OOP review and allocation decisions are expected to take approximately two weeks.

Step 4: Campus Communications and Budget Finalization

- **Tuesday, May 1 - - OOP Allocation Decisions Communicated to Campus**
- **Monday, May 7 - - Unit Detailed Original Budget submission via Internet Budgeting Solution**
- **Wednesday, May 16 - - Georgia Tech Budget Submission to the Board of Regents**
- **Tuesday, June 12 - - Board of Regents Approval of USG FY 2013 Budget**

PART II - - Checklist of Budget Submission Forms

- √ **Form 1 [completed by Budget Office; verified by units] – FY13 Base Budget Computation**

- Budget Office to furnish form for each division
- Forms include details of changes to Fiscal 2012 Original Budget per Internet Budgeting Solution (IBS) as of the first of March 2012 (could be produced as a draft at any time by request to budget analyst)
- Units to check changes to Original Budget in Columns B, C, and D for accuracy
- Columns F through I to be completed at later date
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- √ **Form 2 [completed by units] – Requests for New General Operations Funds for FY13**

- List and justify with accompanying narrative documents specific funding requests associated with the strategic initiatives to be identified in presentations to the Senior Leadership Team.
- 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.

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- 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.
- 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 FY13 proposed initiatives and not for programs to begin in FY14 or FY15.
- Include on Form 2 any new items already approved by the Senior Leadership Team.

NOTE: The policy established by the President's Office is that funding will 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%.

- √ **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 2011 and 2012 (FY12 as of the first of March 2012) [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.
- No merit increases are anticipated for FY13. Therefore, salary plans are not required by units. For the optional use of campus budget staff, the usual reports will be produced for local use.

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FY13 BUDGET PLANNING CALENDAR		
When	Who	What
November 2011 thru January 2012	Mandatory Student Fee Advisory Committee (MSFAC)	- Committee meetings; recommendations to President on mandatory fee requests to BOR
December 2, 2012	Office of Institute Budget Planning & Administration (IBPA)	- Revenue estimate submission to BOR
January 9, 2012	Selected Campus Units	<u>Submissions to Budget Office:</u> - Professional program tuition requests - Miscellaneous fee requests
January 13, 2012	Budget Office	- Professional program tuition requests to BOR (for approval) - Miscellaneous fee requests to BOR (only for information) - Mandatory fee requests to BOR
Early February 2012	President	- Graduate and Undergraduate Tuition Proposals to BOR
February 6 - 16, 2012	Office of President (OOP)/ IBPA	- Determination & communication of budget reductions for Fiscal 2011 (<i>1.2% reduction for all units</i>) - Budget amendment to reduce budgets
February 22, 2012	IBPA	- Budget & Planning Process Instructions to issued
March 1, 2012	President	- Budget hearing with Chancellor and BOR staff
March 5 and March 15, 2012	IBPA Campus Units	- Distribution of Form 1's to units - Verification of base budget computation in Form 1
March 15 through April 1, 2012	Deans and Cabinet Members and Individual Office of President (OOP) Executive Staff	- Budget development activities/presentations with individual executives; executive staff development of strategic priority lists and associated budget requests
March 30, 2012	Campus Units	- Submission of Form 2 requests and backup documents to IBPA
Late March 2012	General Assembly	- Approval of Appropriations Bill (pending Governor's vetoes)
First Week of April	IBPA	- Salary plan forms to campus units (including March BA)
3 Working Days before Strat. Plg. Mtg.	Campus Units	- Submission of full presentations to Budget Office for strategic initiative meetings with OOP Executive Staff (below)
April 2 through April 13, 2012	Deans & Cabinet Members OOP Executive Staff	- Strategic initiative presentations by deans and division heads to Office of President Executive Staff
April 16-18, 2012	IBPA	- Internet Budgeting Solution (IBS) open to campus - Detailed budget instructions to campus units
April 16-30, 2012	OOP Executive Staff	- Meetings to review budget requests and allocations (pending approval of tuition, fees, & allocs. by BOR at April mtg.)
April 17-18, 2012	BOR	- BOR funding decisions: allocations, tuition, mandatory fees (pending Legislature's budget completion by end of March)
May 1, 2012	OOP Executive Staff	- Target for final budget decisions (target date)
Early May 2012	Budget Office	- Target for allocations to units
May 7, 2012	Campus Units	- Detailed original budget submissions due from campus units
May 16, 2012	Budget Office	- GT detailed budget submission to BOR
June 12, 2012	BOR	- Final BOR budget approval of Original Budget
July 1, 2012		- Begin Fiscal 2013
July through October, 2012	OOP Executive Staff	- Planning reviews and updates of strategic plans and goals; review of progress of academic and administrative units
September 1, 2012	Deans and Cabinet Members	- Submission of new position/expansion requests for FY14
October 15, 2012	OOP Executive Staff	- Preliminary approval of new positions/expansion for FY14 (final approval pending projected budget status for FY13 and FY14)

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

Key dates pertaining to campus units highlighted