



March 15, 2018

Board of Deans and Chancellors
Vice Presidents
Vice Provosts

RE: Proposals for the University's 2019-21 State Operating Budget Request

Dear colleagues:

Though the 2018 legislative session concluded only recently, plans for the 2019-21 biennial state budget (which encompasses fiscal years 2020 and 2021) are already underway. Every even-numbered calendar year, all state agencies must submit to the Office of Financial Management (OFM) a suite of materials that includes biennial state operating budget requests. The University of Washington's biennial state operating requests are carefully selected through a consultative process that involves reviewing proposals from across all three campuses, and discussing those proposals with UW leadership, faculty, and students. This letter is to announce that we will be accepting proposals for 2019-21 state operating fund requests between now and April 13, 2018.

As many of you know, a separate effort is underway to update our ten-year capital plan, which is due to OFM in July. For more information about the state capital budget development process, please email Michelle Reed (mreed1@uw.edu).

Please note that this state operating fund proposal process is separate and distinct from the Annual Review process, in which I have been engaging units over the last few months. As a reminder, the Annual Review process is meant to garner a holistic view of unit finances and operations, which will help inform the development of the University's FY19 operating budget. This process, however, is to identify the most critical and compelling candidates for state funding in the 2019-21 biennium.

Even though recent legislative attention to fully fund K-12 education (due to the *McCleary* decision) is mostly resolved, the state still faces significant financial needs in terms of mental health caseloads, emergency response and preparedness, tax relief, and more. We need to be strategic about what we submit and focus on mandatory expenses that benefit the entire University community, as well as efforts that align priorities of the University, legislature, and Governor. Since improving compensation for our dedicated faculty and staff continues to be the highest priority for President Cauce and me, one of the University's main requests will likely be for compensation, which will leave room for few other requests. Please note that proposals you have submitted in the past for Provost Reinvestment Fund requests may not necessarily be compelling candidates for state funding. If you have any questions about what may or may not be appropriate, please feel free to reach out to Becka Johnson Poppe, at jbecka@uw.edu, before beginning to craft proposals.

Please review the [proposal template](#) and complete one copy for each operating budget proposal you wish to submit for review. In order to set proposals up for success, the proposal template mirrors OFM's submission requirements. At a minimum, each submission must include a short summary of the request, the amount of funding requested, justification for the request and a description of how

the funds would be used. Requested funding should reflect your best projections of actual operating fund expenditures for salaries, benefits, minor equipment, goods and services, and any other items. If your proposal is selected for submission, you will have an opportunity to refine or update this estimate, but please make every effort to ensure your estimates are as close to final as possible.

President Cauce and I will review these proposals and, after consulting with the Faculty Senate Committee on Planning and Budgeting (SCPB), Provost's Advisory Committee for Students (PACS), Board of Deans and Chancellors (BODC), and the Board of Regents, will make decisions about which proposals will be submitted to OFM in September 2018 for the Governor's, and eventually the legislature's, review.

Please submit your proposals to Becka Johnson Poppe at jbecka@uw.edu by **Friday, April 13, 2018**. Please note that there is no requirement or expectation that your unit submit proposals for state funding. However, unless a proposal is submitted through this process **and** selected for inclusion in the UW's final submission to the state, it will not be part of the UW's official legislative agenda.

We will not post individual proposals to the web, though we will post a *summary* of all requests to the Office of Planning & Budgeting (OPB) website, as soon as possible. According to normal practice, we will post the UW's complete 2019-21 state operating budget submission to the OPB website once the submission is finalized in September.

Should your proposal be one of a small number that is selected to become part of the UW's formal budget submission, you will be notified by OPB and asked to help finalize the request to the state. Due to the volume of proposals, units will not be notified individually if a proposal is *not* selected. However, after preliminary decisions are made in May, I will inform you at either BODC or Cabinet, and we will reflect the preliminary decisions in the June materials for the Board of Regents. Feel free to reach out to OPB if you have questions.

Thank you very much for participating in this important planning activity.

Sincerely,



Gerald J. Baldasty
Provost and Executive Vice President
Professor, Department of Communication

cc: Ana Mari Cauce, President
Sarah Norris Hall, Associate Vice Provost, Planning & Budgeting
Faculty Senate Committee on Planning & Budgeting
Provost Advisory Committee for Students