

Administrative Unit Name: Office of Global Affairs

Please complete this Word document and the accompanying Excel workbook (both of which were provided to your unit via email), and submit them to the Office of Planning & Budgeting (OPB) on or before **Friday, November 18**. Please email your materials to [Becka Johnson Poppe](#).

1. In the **“Planned Expenditures”** tab of the Excel workbook, please provide the following information for each functional area of your unit:¹
 - a) A description of how the functional area **contributes to the University’s missions** (research, service and teaching) and the risks the University would face if this work were no longer funded;² and
 - b) Provide information regarding your unit’s **projected FTEs and planned expenditures for FY17 and FY18**:
 - i) Expenditure estimates should be broken down by:
 - *Fund type*: permanent ABB funds (i.e. GOF and DOF, excluding carryover) and, if applicable, funds derived from self-sustaining efforts, grants and contracts, philanthropy, and other sources.
 - *Expenditure type*: salaries and benefits, goods and services, contractual services, travel, and other.
 - ii) Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the “other” category, if you put expenses into that column.

For guidance, please see the example posted at the [FY18 Budget Development webpage](#).

See attached

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¹ “Functional area” is most easily described as a level of granularity that reflects your unit’s org chart and is reconcilable to your unit’s organization code structure. However, if this results in an unwieldy number of “functional areas” for your unit (i.e. more than 7 or 8), please note this in your materials and provide a more manageable level of granularity. As a general guideline, we anticipate 3-7 functional areas per unit.

² Please refer the following document for more information about the [University’s Sustainable Academic Business Plan \(SABP\) goals and top institutional risks](#).

2. A number of variables (e.g. the outcome of the 2017 legislative session) will heavily influence the availability of funds for FY18 merit increases. Despite these unknowns, planning for compensation increases has no doubt begun already. Units should plan to receive less funding than may be necessary to implement the full average merit increases for GOF- and DOF-funded positions. **Please tell us how your unit plans to deploy existing resources, establish new revenue streams (if applicable), and/or pursue additional efficiencies to support merit increases in FY18. Please respond in 300 words or fewer.**
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We will continue with our goal of increasing access to study abroad. As we grow our numbers, additional student fees combined with a request for a modest fee increase will help us to provide merit increases in FY18 on our self-sustaining funds. We have asked our Study Abroad team to focus on growing the number of faculty led programs and have seen a modest increase in the number of faculty-led program proposals for next academic year. In anticipation of these increases in self-sustaining resources, we have taken steps to place a portion of some positions onto the self-sustaining budget. We have also reduced the IT FTE from 2 to 1 by using Software as a Service model for our core study abroad application. Our office stood vacant for a number of years and was resourced in a very limited way upon the Vice Provost's arrival. We are still in a startup mode. We do not have a good answer for how we can support merit increases beyond FY18 without significantly impacting the work of the office in a negative way over time.

3. In spring 2015, Provost Baldasty initiated the **Transforming Administration Program (TAP)**, which encompasses all central administrative units and focuses on fulfilling the need for greater collaboration, clearer priorities, increased accountability, and elimination of unnecessary bureaucracy and redundancies.

Please answer the following questions:

- What are 3-5 new things that your unit is doing this fiscal year to align with the [TAP principles for central administrative units](#) and to create and enhance a culture of service? *Please respond within a 300-word bulleted list and please be specific.*
 - How can your unit collaborate with other units (academic and administrative units outside of your own) to be more effective and reduce costs? *Please respond in 200 words or fewer.*
-

Office of Global Affairs (OGA) led cross-campus efforts in these areas:

Student Services

Streamline study abroad scholarship process for underrepresented students

Partnering with Undergraduate Academic Affairs (UAA) and Office of Merit Scholarship Fellowships & Awards (OMSFA), we changed the process to better serve students. For example, we will now be able to notify students about whether they received a scholarship before they are required to financially commit to their study abroad program.

Safety and Compliance

Consistent messages and services to faculty, staff and students experiencing mental health crises abroad

11 units from the three UW campuses now work more seamlessly and provide mutual support.

Ensuring provision of appropriate resources for programs involved in Title IX-reportable incidents abroad

This includes improving procedures to reflect national best practices and institutional changes.

Ensuring compliance with the Clery Act for University-owned or controlled space abroad

Together with UW Police Department (UWPD), UW Study Abroad (UWSA), and Global Operations Support, we are improving our process for collecting and reporting incidents abroad and enhancing student safety. This will also provide data to make better-informed decisions.

Operational Efficiencies and Enhancements

Online credit evaluation process

Created with input from UW Information Technology (UWIT), Registrar, Graduate and Academic Records (GARS), and academic advisers, the new process creates efficiencies in generating and processing forms, minimizes paper waste, and improves security.

Standardizing and automating study abroad contracting

We worked with stakeholders including the Registrar, the Attorney General (AG), and DocuSign software. Benefits include: efficiencies in generating and processing contracts and minimalizing billing discrepancies.

Paperless filing

We consulted with UW Records Management and created a draft scanning policy. Next steps include purchasing hardware and setting timelines. Benefits include: minimize paper waste, efficient document processing, and elimination of operational redundancies.

Analyzing application data to understand when, why, and which students drop out of the UW Study Abroad application process

We seek to identify data-driven outreach strategies to support successful student applications as well as operational improvements to streamline application processes and help with future data collection and monitoring.

4. Please describe **your unit's emerging or changing personnel needs**—prompted by changes that either your unit or the institution is facing—**and what your unit will do to meet these needs without creating new FTE positions** (e.g. redeploying FTE among other functional areas). *Please respond in 300 words or fewer.*

At your unit's meeting with the Provost, **please be prepared to discuss your unit's succession planning activities.**

We will continue our focus on access for underrepresented student populations in UW Study Abroad (e.g. deployment of new scholarship funds; new programs) and on seeding innovative, cross-college faculty projects through the Global Innovation Fund. On scholarships, we seek to increase services without new FTE by strengthening partnerships between Office of Global Affairs (OGA), UW Study Abroad, and the Office of Merit Scholarships, Fellowships & Awards.

In addition, OGA increasingly plays a leadership role for the President and Provost for global issues and travel. OGA coordinates and convenes relevant parties, sifts through and makes recommendations on varying and competing claims on President and Provost time, and serves as point on all related briefing documents. We are also working with Vice Presidents/Provosts (VPs) and deans on strategic travel so that they may play a role in ensuring that the UW is appropriately represented around the world. We draft international correspondence for the executive office, and serve as point for incoming delegations and agreements from across the university (often involving off-hours work). We have deployed related FTE in these efforts. Finally, the international advancement team and OGA must continue to work hand in hand to ensure new resources are available in support of the institution's global priorities.

The Global Travel Security Management program continues to be essential for our faculty, staff, and students abroad. This program, which started in 2009 after a major incident abroad, has now expanded its scope in the number of faculty, students and staff covered in the context of heightened risk and security issues worldwide. In order to be responsive, we have re-tasked 4 members of the existing study abroad team to backstop the Global Travel Security Manager as it is not sustainable for one staff member to be on call 24 hours a day, 365 days a year for an institution with the size and global footprint of the UW. Moreover, we committed to the Board of Regents that we will gather the same data overseas for Clery reporting purposes.

In response to the ever-growing staff needs to maintain study abroad software and applications, we are moving to a Software as a Service model for our core study abroad application. In doing so, we have reduced the number of information technology professionals required to meet our technology needs.

5. Please identify any significant obstacles or challenges that your unit faces, other than resource constraints. Please plan to discuss these with the Provost. If applicable, please summarize any operational risks that, from your perspective, the UW must work to mitigate over time. *Please respond in 300 words or fewer.*

With heightened health and security risks worldwide, our institutional needs and expectations for Global Travel Security and Management are continuously increasing in scope and complexity. Demands are also increasing as we improve faculty, staff and student awareness of our global travel security and management services. New and impending national policy on international affairs necessitate stronger university-wide coordination on these emerging complex issues.

Our initiatives and efforts as an institution could be greatly enhanced by finding opportunities to convene relevant Vice Provosts and Vice Presidents on key topics where they could provide cross-unit leadership and support. This could further strengthen our institutional excellence. Convening these institutional leaders would help coordinate and amplify our individual units' effort and influence and provide cross-unit insights, leadership and support of executive office initiatives.

6. Please **update the carryover usage plan you submitted as part of last year's budget development process**. To do so, please complete the **"Updated Carryover Usage Plan" tab** of the Excel workbook. Please note:

- Your worksheet is pre-populated with the carryover usage plan you submitted last year, new estimated carryover totals, and new reserve figures.³
- Please provide updated numbers under "Updated Plan" (Columns H-K).
- If you have new line items, please add rows, as needed.
- For any major updates, please provide a brief description of the change (Column L).

Please note, although cost allocations for the HR/Payroll Modernization Program won't be available until the new system goes live, units are encouraged to incorporate the original allocations (from the HR/Payroll Cost Allocation plan) into their carryover spending plans. For units that made prepayments, all funds have been held in reserve, and will be applied to your future cost allocations.

If you would like to describe any items from the worksheet in greater detail, please use the space below. For **additional guidance**, please see the example posted at the [FY18 Budget Development webpage](#).

If your unit has a **deficit** instead of a carryover, please confirm that you have an updated deficit mitigation plan in place with OPB. If you do not, please explain why.

We will deploy:

- \$375,000 in carryover over the next 3 years to continue to fund the Global Innovation Fund (GIF) to seed key global projects and innovations in student international education. We will seek Provost reinvestment funds for GIF in FY19.
- \$85,000 for the closure of the China office. This office did not have permanent funds associated with it, so we will need to use carryover funds to finalize the closure of the office.
- Funds for graduate assistants in support of the Vice Provost or other essential Global Affairs-related research projects. Please note that the Vice Provost *did not* receive a distinct research budget upon his arrival.
- \$10,000 each year over the coming three years for the operational costs of the Corporate and Foundation Relations Advancement Officer.
- \$15,000 each year in support of leadership travel. Upon the arrival of the new Vice Provost, only \$10,000 in annual travel funds had been allocated. Given the scope and scale of UW's global engagement, additional resources are needed to adequately represent the UW internationally.

7. For FY18, the Provost will be deploying *permanent* Provost Reinvestment Funds (PRF) primarily, if not exclusively, to cover compensation increases. Thus, **units are asked to limit PRF requests to temporary funding needed to address critical compliance and/or high institutional priority needs.**⁴

If your unit has a PRF request that fits within these strict parameters, please describe it in the **"PRF Request" tab** of the Excel workbook. Please also indicate what you are willing to commit as a match for PRF support.

No PRF requests.

³ As a reminder, carryover balances are calculated at the end of each biennium and can only be *estimated* mid-biennium.

⁴ Please refer to the University's [Sustainable Academic Business Plan](#) for more information about top institutional goals.

FY17 & FY18 Planned Expenditures - Administrative Units

Please use the fields below to provide information for each functional area of your unit. "Functional area" is most easily described as a level of granularity that reflects your unit's org chart and is reconcilable to your unit's organization code structure. However, if this results in an unwieldy number of "functional areas" for your unit (i.e. more than 7 or 8), please provide a more manageable level of granularity. As a general guideline, we anticipate 3-7 functional areas per unit.

For guidance, please see the example posted at the FY18 Budget Development webpage: <http://opb.washington.edu/fy18-unit-budget-development>

BT = Budget Type OC = Object Code

NAME OF AREA: Office of Global Affairs Vice Provost Office - Strategic Initiatives and Administration						
<i>Office of Global Affairs (OGA) is a catalyst and hub for cross-college and cross-continental partnerships and a central point of contact for global partners from the academy, industry, and non-governmental organizations (NGOs). Our strategic initiatives aim to elevate the UW's image as a global leader in research, service and teaching; further the University's strategic initiatives in the global space; and create new opportunities for global engagement by our faculty, staff and students.</i>						
<i>Our communication and marketing efforts have led to an update in the UW brand language to better reflect our global reach and impact. OGA's global mapping project provides data about international students, study, alumni and research via UW Profiles. This information will be shared publicly starting winter 2017 on our new website representing the entire UW's global impact. The Global Innovation Fund provides initial funding for faculty and researchers launching innovative programs that enhance the UW's global engagement and advance the Population Health initiative, the Race & Equity Initiative, and/or the Innovation Imperative. Through corporate and foundation relations, and in partnership with Advancement, OGA is identifying new sources of funding to support global engagement opportunities for the UW's diverse faculty, staff, and student communities.</i>						
FISCAL YEAR 2017						
Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	7.15	\$ 973,436	\$ 45,000	\$ 3,500	\$ 35,000	\$ -
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)		\$ -	\$ 3,800	\$ -	\$ 1,000	\$ -
Total	7.15	\$ 973,436	\$ 48,800	\$ 3,500	\$ 36,000	\$ -
FISCAL YEAR 2018						
Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	7.15	\$ 1,012,373	\$ 45,000	\$ 3,500	\$ 40,000	\$ -
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)		\$ -	\$ 2,500	\$ -	\$ 1,500	\$ -
Total	7.15	\$ 1,012,373	\$ 47,500	\$ 3,500	\$ 41,500	\$ -
<i>Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the "other" category, if you put expenses into that column.</i>						

NAME OF AREA: UW Study Abroad (UWSA)

UWSA develops, manages, and promotes global engagement opportunities for UW students. Each year through our programs, 2200 undergraduate and graduate participants enhance their Husky Experience and engage globally in over 70 countries. We are working to further align leading edge student experiences – including study, research, internship and experiential learning abroad - with faculty research. Close partnerships with the Office of Student Financial Aid, the Office of Minority Affairs and Diversity, and colleagues in academic advising units are important as we work to further reduce barriers to international education opportunities. Our accessibility focus has resulted in an increase in EOP and Pell Grant-eligible participants in the last five years. Our exchange programs allow over 200 students from partner universities worldwide to attend the UW.

UWSA works with more than one hundred UW faculty and staff each year. Together, we leverage their research expertise and international experience to develop and carry out faculty-led programs. Our staff support faculty program directors in managing complex logistical and fiscal responsibilities in the field. We partner with units such as Health and Wellness, the Counseling Center, and Student Conduct to give program directors the training and resources needed to keep students safe and manage student life during study abroad.

The UWSA Finance & Administration team manages the budgetary operations for the Study Abroad Office. The team provides fiscal and administrative services and subject matter expertise that support the academic and program activities of study abroad. The team ensures consistency of business policy, procedures and processes to minimize institutional risks and non-compliance.

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	1.75	\$ 203,335	\$ 1,750			
Self-Sustaining Funds (BT 10, 11)	11.85	\$ 886,056	\$ 80,000			
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	13.60	\$ 1,089,391	\$ 81,750	\$ -	\$ -	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	1.75	\$ 211,468				
Self-Sustaining Funds (BT 10, 11)	11.85	\$ 916,959				
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	13.60	\$ 1,128,427	\$ -	\$ -	\$ -	\$ -

Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the "other" category, if you put expenses into that column.

NAME OF AREA: Overseas Travel Safety and Security

Office of Global Affairs (OGA) provides international health, safety, and security assistance to all University of Washington students, faculty, and staff overseas on university-related business, research, or study abroad programs. With thousands of students and faculty traveling each year, this is a critical service for addressing a range of risks at the UW. The Global Travel Security Manager (GTSM) provides all University travelers abroad pre-departure training, orientation, and assistance; manages the relationship with our medical and travel assistance insurance provider for faculty, staff and students travelling abroad; and coordinates the needed response to incidents abroad, whether moderate or major. In each of the last few years, there have been more than 100 reported incidents involving University travelers abroad. OGA partners closely with Risk Management, the School of Medicine, Student Life, and Global Operations Support to ensure the safety of all UW travelers abroad. UW Study Abroad also provides staff who act as duty officers for emergency case management during weekends, and who otherwise support the GTSM. UW Study Abroad staff are also critical to working with students, faculty, and staff before international departure to ensure that they have safe and successful experiences abroad and are properly oriented to resources and services available to them in an emergency abroad.

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	0.75	\$ 70,686				
Self-Sustaining Funds (BT 10, 11)	0.65	\$ 68,304				
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	1.40	\$ 138,990	\$ -	\$ -	\$ -	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	0.75	\$ 73,513				
Self-Sustaining Funds (BT 10, 11)	0.65	\$ 71,036				
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	1.40	\$ 144,549	\$ -	\$ -	\$ -	\$ -

Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the "other" category, if you put expenses into that column.

NAME OF AREA: OGA Scholarships

Office of Global Affairs (OGA) administers and funds Global Opportunities in partnership with Undergraduate Academic Affairs and the Office of Minority Affairs & Diversity. Global Opportunities expands access to study abroad for underrepresented students through outreach, advising, and financial support (scholarships). This program is critical to providing UW students with equal access to global learning opportunities, an integral part of the Husky Experience.

Each year, through the work of 1.75 FTE, Global Opportunities processes 650+ scholarship applications, holds 10 student information sessions and events, offers hundreds of hours of student advising, and awards almost 200 scholarships. This includes managing a committee of 80+ faculty and staff. The program expanded in 2015-16 to provide additional resources for Pell and Husky Promise students as well as WA resident students participating in university exchanges. The expansion allowed us to provide scholarships to 55% more qualified applicants than in 2013-14.

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	1.75	\$ 123,287				
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	1.75	\$ 123,287	\$ -	\$ -	\$ -	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	1.75	\$ 128,219				
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	1.75	\$ 128,219	\$ -	\$ -	\$ -	\$ -

Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the "other" category, if you put expenses into that column.

NAME OF AREA: Overseas Operations (UW Rome Center, UW China Center)

The UW Rome Center (UWRC) fosters disciplinary and interdisciplinary programs that benefit from the broadened perspectives afforded by its unique location. The UWRC provides an exceptional scholarly workplace in Rome's historic center, offering outstanding facilities and local logistical support for academic programs and students. The UWRC has hosted undergraduate and graduate study abroad programs from dozens of UW academic departments as well as several programs from other U.S. academic institutions. In 2015-2016 more than 400 students participated in 20 programs with 31 faculty.

The UW China Center is currently a legal representative office. We are exploring alternative opportunities to leverage resources for all UW programmatic and research activities in China. This office should be closed by the end of FY17 or early in FY18.

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)						
Self-Sustaining Funds (BT 10, 11)	2.00	\$ 138,985	\$ 600,000		\$ 5,000	\$ 6,000
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	2.00	\$ 138,985	\$ 600,000	\$ -	\$ 5,000	\$ 6,000

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)						
Self-Sustaining Funds (BT 10, 11)	2.00	\$ 143,155	\$ 625,000		\$ 5,000	\$ 6,000
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	2.00	\$ 143,155	\$ 625,000	\$ -	\$ 5,000	\$ 6,000

Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the "other" category, if you put expenses into that column.

NAME OF AREA: Confucius Institute of Washington State (CIWA)

Confucius Institute of the State of Washington (CIWA) is the first state-wide Confucius Institute. It was established through a partnership between the Ministry of Education of China, the University of Washington, and Seattle Public Schools. Vice Provost Jeffrey Riedinger serves as Director of CIWA, and the Office of Global Affairs provides administrative support to CIWA staff in order to further CIWA's core activities: providing pathways for students of all ages to learn Chinese language, training and supporting Chinese language teachers, and sharing Chinese language and culture. CIWA has a strong collaboration with K-12 education that provides resources for teaching Chinese. CIWA also partners with nine higher education institutions across the state.

FISCAL YEAR 2017

Fund Source	FTE	Projected Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	0.50	\$ 48,220				
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)		\$ -	\$ 42,000	\$ 5,000	\$ 20,000	\$ -
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	0.50	\$ 48,220	\$ 42,000	\$ 5,000	\$ 20,000	\$ -

FISCAL YEAR 2018

Fund Source	FTE	Planned Expenditures (in \$)				
		Salaries & Benefits (OC: 01, 07)	Goods & Services (OC: 03, 05, 06)	Contractual Services (OC: 02)	Travel (OC: 04)	Other (OC: 08-21)
GOF/DOF, excluding carryover (BT 01)	0.50	\$ 50,149				
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)		\$ -	\$ 40,000	\$ 5,000	\$ 20,000	
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	0.50	\$ 50,149	\$ 40,000	\$ 5,000	\$ 20,000	\$ -

Please describe any assumptions you are making in your response, such as those related to the availability of state or federal funding or projections based on the first complete month of expenditures in FY17, etc. Also, please explain the "other" category, if you put expenses into that column.

Updated Carryover Usage Plan - Administrative Units

Please use this template to provide an update on the carryover usage plan you submitted last year.

INSTRUCTIONS: Please do not change the numbers under "Previous Plan" (Columns C-F). Instead, please provide updated numbers under "Updated Plan" (Columns H-K). If you have new line items, please add rows, as needed. For any updates, please provide a brief description of the change (Column L). See the Word template for notes regarding HR/Payroll cost allocations.

For additional guidance, please see the example posted at the FY18 Budget Development webpage: <http://opb.washington.edu/fy18-unit-budget-development>

Unit:	PREVIOUS PLAN (Do Not Update)				Carryover into FY16:	UPDATED PLAN (Please Complete)				Est. Carryover into FY17:
Global Affairs (Provost Unit)					\$ 816,750					\$ 916,018 *
Usage Categories and Descriptions	Committed Year(s)	# of Years	Annual \$ Amount	Totals		Committed Year(s)	# of Years	Annual \$ Amount	Totals	Explanation of Changes/Updates
Unit's Reserve (10% of permanent ABB budget)	FY17	1	\$ 180,000	\$ 180,000		FY18	1	\$ 183,018	\$ 183,018	
	Total Unit's Reserve: \$ 180,000					Total Unit's Reserve: \$ 183,018				
Central Commitments				\$ -		e.g. FY17- FY19	e.g. 3		\$ -	
				\$ -					\$ -	
<i>Add more lines as needed</i>				\$ -					\$ -	
	Total Central Commitments: \$ -					Total Central Commitments: \$ -				
"Spending Plan" Permanent Costs & Other Projects						e.g. FY17- FY19	e.g. 3			
A. Perm expenditures funded with temp funds										
1. Corporate and Foundation Relations Advancement Officer						FY17-19	3	\$ 10,000	\$ 30,000	Ongoing operations cost
2. Global Innovation Fund						FY17-19	3	\$ 125,000	\$ 375,000	Ongoing funding
3. Strategic Travel for leadership						FY17-19	3	\$ 15,000	\$ 45,000	Ongoing funding
				\$ -					\$ -	
B. Possible multi-year commitments										
1. China Office	FY17	1	\$ 90,000	\$ 90,000					\$ -	Transitioned to immediate year, see below
2. Global Innovation Fund	FY17	1	\$ 35,250	\$ 35,250					\$ -	Transitioned to perm expenditure, see above
3. ASE Position						FY17-19	3	\$ 16,000	\$ 48,000	
C. Immediate, current year use										
1. GOI Scholarship	FY16	1	\$ 182,000	\$ 182,000		FY17	1	\$ 150,000	\$ 150,000	Out of carryover
2. IT/Web/Data Person	FY16	1	\$ 99,000	\$ 99,000					\$ -	Moved to permanent funding
3. PTSA Events and Admin Specialist	FY16	1	\$ 65,500	\$ 65,500					\$ -	Moving to permanent funding
4. China Programs Office (maintain legal status)	FY16	1	\$ 90,000	\$ 90,000		FY17	1	\$ 85,000	\$ 85,000	Deregistering office by July 2017
5. International Corp.&Foundation Relations	FY16	1	\$ 25,000	\$ 25,000					\$ -	Transitioned to perm expenditure, see above
6. Global Innovation Fund	FY16	1	\$ 50,000	\$ 50,000					\$ -	Transitioned to perm expenditure, see above
				\$ -					\$ -	
<i>Add more lines as needed</i>				\$ -					\$ -	
	Total Permanent Costs & Other Projects: \$ 636,750					Total Permanent Costs & Other Projects: \$ 733,000				
PRIOR PLAN TOTAL: \$ 816,750						UPDATED PLAN TOTAL: \$ 916,018				

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* As a reminder, carryover balances are calculated at the end of each biennium and can only be *estimated* mid-biennium.