

Administrative Unit Name: CoMotion

Please complete this Word document and the accompanying [Excel workbook](#), and submit them to the Office of Planning & Budgeting on or before **Friday, November 20**. Please email your materials to [Becka Johnson Poppe](#).

1. 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, clear priorities, increased accountabilities, and elimination of unnecessary bureaucracy and redundancies.

Within a **500 word bulleted list**, please answer both of the following questions:

- List 3-5 things your unit is doing to align with the [TAP principles for central administrative units](#) and to create and enhance a culture of service. Please be specific.
 - In what ways (if any) could your unit **leverage activities of other central administrative units to increase efficiency within your unit and/or to streamline activities across the UW?** Are there areas of overlap between your unit and another that **prompt closer collaboration?**
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3 -5 Projects in alignment with TAP

CoMotion has/is:

- Created the Innovation Learning unit which is partnering with various schools and colleges to provide design and innovation thinking workshops and classes, the first one of which was a highly successful 3 day workshop called NextSeattle done in partnership with the program Urban, involving 70 students across many disciplines.
- Reviewing a central database for use organization-wide with side applications that are compatible such as a social networking app, a registration app, an inventory/invoicing app and an LMS app. This will allow for increased automation of processes and the ability to gather metrics and data easily from one central system.
- Launched a project to reduce as many paper files as possible, moving necessary documents onto the database and eliminating duplicate documents already on the database to reduce paper and filing.
- Begun testing a social network system that would automate the process of linking mentors with research teams
- Creating a shared CoMotion intranet for sharing processes and procedures, tracking events, and sharing information and announcements.

CoMotion is working collaboratively on many fronts, including across schools and colleges, with Advancement, Marketing and Industrial Relations, with outside companies and other central administrative units to provide funding, learning and new programmatic opportunities related to innovation.

Most of CoMotion's services and processes are very unique, however the handling of agreements is shared with other central units. It would be beneficial to identify a central unit to handle agreements that are not related to CoMotion's core services, as currently we work on many that are not related to our work.

2. In 200 words or fewer, please **identify plans to adapt functions and services to support changing institutional needs in FY17.**

CoMotion has evolved from a solely “technology transfer” organization, to one that connects the University to the broader innovation ecosystem as stated by our new mission and vision:

Mission: “We deliver tools and connections that the UW community needs to accelerate the impact of their innovations.”

Vision: “We will be the collaborative hub for expanding the societal impact of the UW community by developing and connecting to local and global innovation ecosystems.”

Closely linked to the Innovation Imperative, CoMotion is adapting its core services and functions to provide more collaborative opportunities for learning and connecting the University community with the larger innovation ecosystem, state-wide, nationally and internationally.

In FY 2017, we will:

- Provide more design thinking workshops for students across all disciplines working in teams with industry mentors
- Increase the ability to reach broader audiences and facilitate more connections through on-line learning capabilities, virtual incubators and webinars
- Provide more incubator and accelerator space to research teams for ideas to impact
- Provide more seed funding to launch new ideas
- Increase automation functions through new systems and increased web tools, both internally to CoMotion and externally to our customers.

- 3. Please identify any significant obstacle(s) or challenge(s)** 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.
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CoMotion's challenges include:

- CoMotion wants to be as innovative as possible in working with customers while still insuring that compliance requirements are met. There are always challenges and conflicts when managing both of these areas.
- The Innovation Imperative is growing rapidly at the UW and requires CoMotion staff resources, operational structures and systems for launching various programs and services. Our currently structures and systems at the UW do not support us well in our efforts to work with cutting edge ideas to impact. There are opportunities across campus to leverage our use of systems in order to achieve the greatest efficiencies and obtain the best/lowest prices. Similarly, sound operational structures and best practices can be shared across campus more than is currently done.

4. Though the Provost will soon be laying out requirements for FY17 merit increases, administrative units should begin to plan for a merit allocation equivalent to 90-95 percent of GOF/DOF merit pool. In other words, units should plan to receive less funding than may be necessary for a full merit increase, on average, for all GOF- and DOF-funded positions. **Please tell us how your unit plans to deploy funds for merit increases in FY17.**
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CoMotion has one small budget of DOF funds and operates mostly on a combination of temporary research funds, revenue, grant and gift funds. In our 5 year projections, we have built in averages of 3% year over year. However, if we fall short of our budget ask, which is approved annually, we will need to freeze open positions in order to pay for merit raises.

5. As you may recall, in the summer of 2014, the UW was the sole subject of a state-required audit of net operating fee (tuition) and local fund accounts. The audit reinforced the importance of monitoring expenditures against budgets on a biennial basis, ensuring that colleges, schools and administrative units have plans to spend fund balance in a reasonable and mission-driven manner and that these plans are acted upon.

As such, **we ask that you update the carryover usage plan you submitted as part of last year's budget development process.** To do so, please **fill out the "Carryover Worksheet - Detail" tab** of the "FY17 Administrative Budget Worksheets & References" [Excel workbook](#) using:

- **The carryover plan you submitted last year, as a starting point, modified as needed.** If you need a copy of the plan you submitted last year, please email [Amy Floit](#) or [Becka Johnson Poppe](#).
- **New reserve figures**, as provided in the "Reserve Figures" tab of the aforementioned spreadsheet.
- **New carryover totals**, as provided in the "Carryover into FY16" tab of the aforementioned spreadsheet.

In the space below, please describe and explain any major change(s) to your carryover usage plan.

We will not have any carryover on our DOF budget.

6. The Provost will be making the decision to deploy *permanent* Provost Reinvestment Funds **primarily, if not exclusively, to cover for compensation increases. The only possible exceptions for permanent funds will be for critical compliance issues.** However, requests for temporary funds will only be entertained in areas of high institutional priority and in consultation with faculty, staff and students.

If you have a Provost Reinvestment Fund request that fits within these strict parameters, please describe it using the framework below.

CoMotion does not have a request for Reinvestment Funds at this time.

Administrative Unit Carryover Usage Plan DETAIL

Please use this template to update the carryover usage plan you submitted last year. If you need a copy of your plan from last year, please email Amy Floit (afloit@uw.edu) or Becka Johnson Poppe (jbecka@uw.edu). New reserve figures are provided in the "Reserve Figures" tab; new carryover totals are provided in the "Carryover into FY16" tab.

Administrative Unit Name:	CoMotion
Carryover Balance going into FY16:	\$ 729,228

Usage Categories and Descriptions	Committed Year(s)	# of Years	Annual \$ Amount	Totals
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Unit's Reserve (10%)				
	FY17	1	\$ -	\$ -
Total Unit's Reserve:			\$	-

Central Commitments	<i>e.g. FY17, FY18</i>	<i>e.g. 2</i>		
1				
2. (description)			\$ -	\$ -
3. (description)			\$ -	\$ -
4. (description)			\$ -	\$ -
5. (description)			\$ -	\$ -
<i>Add more lines as needed</i>			\$ -	\$ -
Total Central Commitments:			\$	-

"Spending Plan" Permanent Costs & Other Projects	<i>e.g. FY17, FY18</i>	<i>e.g. 2</i>		
A. Permanent expenditures funded with temporary funds				
1. (description)			\$ -	\$ -
2. (description)			\$ -	\$ -
B. Possible multi-year commitments				
1. Urban*	FY17		\$ 243,243	\$ 243,243
2. Urban*	FY18		\$ 187,881	\$ 187,881
C. Immediate, current year use				
1 Urban*	FY16		\$ 298,104	\$ 298,104
2			\$ -	\$ -
<i>Add more lines as needed</i>				
Total Permanent Costs & Other Projects:			\$	729,228

TOTAL CARRYOVER USAGE PLAN	\$ 729,228
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*Urban is a partnership with various schools and colleges to provide design and innovation thinking workshops and classes.