

**Administrative Unit Name:** CoMotion

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: <sup>1</sup>
  - 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;<sup>2</sup> 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](#).

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<sup>1</sup> “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.

<sup>2</sup> 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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Innovation Learning has organized a number of successful Ideathons and workshops for students and faculty across the UW with a focus on inclusive innovation, reaching beyond traditional STEM fields and engaging students from Colleges and Schools across campus. In the past year, students from Arts & Sciences, Social Work, Public Health, the Information School, Education, the College of the Environment, and Built Environments have participated in our programs.

As we move forward, Innovation Learning will continue to offer Ideathons, but will phase out projects which previously used staff time and resources and had a low return on investment. Instead, we will focus our efforts on activities which leverage CoMotion skills and resources and simultaneously help build connections and generate revenue for CoMotion as a whole.

Beginning in 2017, Innovation Learning will support the development of revenue-generating CoMotion Innovation Workshops, serving industry, non-profits, and the general community. These workshops will align with our mission to foster inclusive innovation which has meaningful, positive and broad impact.

The CoMotion Labs have expanded over the last fiscal year with an intent to continue leveraging the established economies of scale through lean and efficient policies, practices and operations. Focusing resources on the core mission of providing space, learning, networks, and services CoMotion Labs has sought to expand partnerships and bring the Innovation impact to the university and broader community. By expanding the virtual program as well as ensuring high utilization of our current program CoMotion plans to establish new incubators and revenue models.

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.*
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CoMotion continues to evolve and engage with new and expanding innovative areas and is actively engaged in the following activities:

- **Expand and Increase CoMotion Labs footprint on the Innovation District**  
As of July 2016 CoMotion has begun to manage Startup Hall transforming this space into a profit generating incubator focused on IT light startups/companies adding to the already successful Fluke Hall Medical Device incubator. In moving to the Blume building CoMotion added an AR/VR incubator space using the knowledge and advantage of the low incremental costs to expand the program. To date over 100 startups have been served by CoMotion labs, which have employed nearly 400 people including UW gradates and student interns. FY2017 brings plans to support the UW/Gonzaga partnership and expand the Innovation ecosystem into eastern Washington by hiring a Spokane Innovation Manager.
- **Streamline Communications via Technology**  
Plans to leverage technology to aid in communication are underway to increase web tools to better internal CoMotion communications via a new intranet which will aid staff communication and knowledge sharing; as well as externally with a new Record of Innovation system with automations to collect the newly reported Innovations collected from students/faculty/staff.
- **Paperfree and cost reductions!**  
CoMotion has made huge strides to move to a paperless office for all but legally required and potentially archivable documents. This will save on paper costs, storage costs, and man hours to process papers. CoMotion was an early adopter of DocuSign in the use of confidentiality and Intellectual Property Licenses and now plans to expand the practice with the goal to scan and store all possible documents online.
- **Innovation Imperative**  
Continue to expand the impact of the Innovation Imperative by partnering with and facilitating the relationship of UW to the GIX, urban@uw, Mobility Center, Amazon Catalyst program, and expanded CoMotion Labs network into Eastern Washington.
- **Service and Partnership with Campus Units**  
CoMotion provides IP guidance and Innovation licensing across campus. To date CoMotion has overseen 9.7 million in funding to further research and commercialization efforts made by faculty/staff/students. In FY 2016 65 departments received a return of royalty revenues, 363 innovations were recorded across campus, and nearly 100 patents were issued.

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.**

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CoMotion has had areas of growth within the last year as related to the Innovation Imperative such as the Amazon Catalyst, Economic Development, and the Global Innovation Exchange. The additional FTE for these positions has primarily been funded by gifts received or by campus initiative. Additional FTE will be added over the coming year as the Global Innovation Exchange further moves to operational status. By taking advantage of the universities talented faculty GIX is not planning to add additional faculty FTE to the university. There will be some additional administrative staff positions added.

Several director and unit lead positions have been vacated within CoMotion due to turnover these positions have been filled within the office or not replaced. The intent is to take advantage of existing internal know-how and expertise to continue to grow operations without adding high level director salaries.

There has been a significant drop in royalty funding within CoMotion. For the past three years CoMotion has received \$7.5 annually from the Provost Reinvestment Funds which has been used to support staff salaries. If CoMotion does not receive continued central funding there will layoffs across CoMotion which will impact the level of service CoMotion can provide to campus staff/faculty, students; as well as to the University departments and school; and the greater Innovation community.

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.*
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External Presence & Awareness: CoMotion must balance an increasing array of internal and external stakeholders: faculty, university leadership, investors, donors, business leaders, government, etc. These responsibilities take time and consumes many staff resources. Helping showcase the University's leadership in innovation is a primary function of CoMotion but it is important to be aware of the costs involved.

Aligning Incentives: Technology transfer is the foundation of CoMotion's mission. Each disclosure filed or patent prosecuted represents a significant expense for the University. Each school within the university and each faculty member within that school may have very different utilization rates for these services. While this is to be expected, there are outliers that represent a large portion of this activity and cost. The upfront costs of protecting university IP is often not recouped. The leadership in each school could work with their faculty and CoMotion to create guidelines for prioritizing their use of these services. The raw number of patents is an expensive metric with little impact. We should only instill incentives that promote high impact activities in our customers.

Mission Clarity: CoMotion is a partner in Innovation, and part of its goal is to help provide the mindset, tools, and processes to spur innovative thinking within the schools we serve. While some IP will and should lead to revenue to the University, revenue generation is not CoMotion's objective. Our output should be measured by the impact we have on the University's students, researches, and the region's innovation ecosystem.

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.<sup>3</sup>
- 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.

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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**.<sup>4</sup>

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.

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

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

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## 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: CoMotion core services (21700001 excluding 14-3601, 14-9404, 14-9416, 14-9482, 65-4696, 65-5941, 65-9811 see incubators and MakerSpace for these functional areas)**

CoMotion provides administrative services across all UW branches, schools, and departments by providing Innovation Transfer, Innovation Learning, and Innovation Strategy to the UW campus as well as the broader Innovation ecosystem. If funding is no longer provided to this functional area then services will suffer as layoffs would be necessary.

### 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)	81.00	\$ 6,876,174				\$ -
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)			\$ 2,009,400	\$ 5,731,841	\$ 103,000	
Philanthropy, or Gifts & Discretionary (BT 06)	2.75	\$ 266,730	\$ 120,000			
<b>Total</b>	<b>83.75</b>	<b>\$ 7,142,904</b>	<b>\$ 2,129,400</b>	<b>\$ 5,731,841</b>	<b>\$ 103,000</b>	<b>\$ -</b>

### 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)	81.00	\$ 7,216,441				\$ -
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)			\$ 2,009,400	\$ 5,863,239	\$ 103,000	
Philanthropy, or Gifts & Discretionary (BT 06)	1.50	\$ 90,204	\$ 120,000			
<b>Total</b>	<b>82.50</b>	<b>\$ 7,306,645</b>	<b>\$ 2,129,400</b>	<b>\$ 5,863,239</b>	<b>\$ 103,000</b>	<b>\$ -</b>

Expenses based on FY17 estimates with a 4% merit increase for staff. Assumptions include continued support from UW campus as shown in the DOF salary figure. Currently receiving \$7.5 mil from campus in DOF funds

**NAME OF AREA: Innovation Learning (2170201)**

*Innovation Learning is the branch of CoMotion which helps to foster inclusive innovation by providing workshops to serve campus groups, industry, non-profits, and the general community. While this group is developing it strives to be a revenue generating group for CoMotion but is in the infancy of providing these services if funding is not provided there could be cuts in staffing which would impact the effectiveness of this group.*

**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)	5.00	\$ 368,354				\$ -
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)	1.00	\$ 82,080	\$ 76,900	\$ 68,171	\$ 30,150	
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>6.00</b>	<b>\$ 450,434</b>	<b>\$ 76,900</b>	<b>\$ 68,171</b>	<b>\$ 30,150</b>	<b>\$ -</b>

**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)	4.00	\$ 320,000				\$ -
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)	1.00	\$ 85,000	\$ 76,900	\$ 68,171	\$ 30,150	
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>5.00</b>	<b>\$ 405,000</b>	<b>\$ 76,900</b>	<b>\$ 68,171</b>	<b>\$ 30,150</b>	<b>\$ -</b>

*Estimates for FY18 are based on FY17 costs but are anticipated to change as the true costs of this new model are established. Funding for salaries is a part of the \$7.5 mil received by CoMotion from campus.*

**NAME OF AREA: Incubator Labs @ CoMotion (Blume, Startup Hall, Spokane, Fluke) budgets: 14-3601, 14-9404, 14-9482, 65-4696, 65-5941)**

The CoMotion Labs provides incubator space for both UW startups as well as local Startups. Providing this space fosters innovation among UW faculty as well as connecting UW to the local innovation community and fostering economic growth in Washington. The CoMotion Labs program is revenue generating but acquired a deficit for Start-up hall which has not yet been recovered by revenues.

**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)	7.50	\$ 478,803				
Self-Sustaining Funds (BT 10, 11)			\$ 131,741	\$ 1,000	\$ 7,000	
Grants & Contracts (BT 05)			\$ 92,000	\$ 11,000	\$ 8,000	
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>7.50</b>	<b>\$ 478,803</b>	<b>\$ 223,741</b>	<b>\$ 12,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>

**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)	7.50	\$ 527,525				
Self-Sustaining Funds (BT 10, 11)			\$ 131,741	\$ 1,000	\$ 7,000	
Grants & Contracts (BT 05)			\$ 92,000	\$ 11,000	\$ 8,000	
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>7.50</b>	<b>\$ 527,525</b>	<b>\$ 223,741</b>	<b>\$ 12,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>

Estimates for FY18 are based on FY17. Ongoing revenues will be used as revenue for CoMotion as well as to cover the newly acquired deficit. Funding for salaries is a part of the \$7.5 mil received by CoMotion from campus.



**NAME OF AREA: GIX (2170501)**

*Global Innovation Exchange serves to expand UW's teaching mission by providing a new mode for higher education that provides collaborations through partnerships with global universities. This program is entirely run on gifts.*

**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)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)	7.00	\$ 934,004	\$ 320,000	\$ 352,000	\$ 178,000	
<b>Total</b>	<b>7.00</b>	<b>\$ 934,004</b>	<b>\$ 320,000</b>	<b>\$ 352,000</b>	<b>\$ 178,000</b>	<b>\$ -</b>

**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)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)	7.00	\$ 1,073,350	\$ 320,000	\$ 352,000	\$ 178,000	
<b>Total</b>	<b>7.00</b>	<b>\$ 1,073,350</b>	<b>\$ 320,000</b>	<b>\$ 352,000</b>	<b>\$ 178,000</b>	<b>\$ -</b>

*Estimates for FY18 are as of yet unknown, entries here are based on FY17 estimates. Anticipated funding from the Gates Foundation is: Funding phase 1 - 11/2015-10/2016 @\$1,649,338. Funding phase 2 - 11/2016-10/2017 @\$3,570,371. Funding Phase 3 - 11/2017-10/2018 @\$22,589,926.*

**NAME OF AREA: MakerSpace (Budgets 14-9416, 65-9811)**

*MakerSpace serves the University community by providing students, faculty, staff, and the UW community with tools and equipment for prototyping. This space is used both as a service to campus and a location for teaching which is available to departments.*

**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)	4.50	\$ 147,304				\$ -
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)			\$ 44,000	\$ -	\$ 10,000	
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>4.50</b>	<b>\$ 147,304</b>	<b>\$ 44,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>

**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)	2.50	\$ 115,000				\$ -
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)			\$ 44,000	\$ -	\$ 10,000	
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>2.50</b>	<b>\$ 115,000</b>	<b>\$ 44,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>

*Estimates for FY18 are based on FY17 with a 4% increase for salaries to cover a projected merit. Funding for salaries is a part of the \$7.5 mil received by CoMotion from campus.*

## 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: CoMotion	PREVIOUS PLAN (Do Not Update)				Carryover into FY16: \$ 729,228	UPDATED PLAN (Please Complete)				Est. Carryover into FY17: \$ 1,095,457 *
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)				\$ -						
				\$ -	FY18	1	\$ 65,534	\$ 65,534		
	<b>Total Unit's Reserve:</b>			\$ -	<b>Total Unit's Reserve:</b>			\$ 65,534		
Central Commitments				\$ -	<i>e.g. FY17- FY19</i>	<i>e.g. 3</i>				
				\$ -				\$ -		
				\$ -				\$ -		
<i>Add more lines as needed</i>				\$ -				\$ -		
	<b>Total Central Commitments:</b>			\$ -	<b>Total Central Commitments:</b>			\$ -		
"Spending Plan" Permanent Costs & Other Projects					<i>e.g. FY17- FY19</i>	<i>e.g. 3</i>				
<b>A. Perm expenditures funded with temp funds</b>										
CoMotion Staff Salaries				\$ -	FY17	1	\$ 100,896	\$ 100,896		
Provost Reinvestment Funds - Partial Rent Coverage				\$ -	FY17	1	\$ 429,027	\$ 429,027		
				\$ -				\$ -		
<b>B. Possible multi-year commitments</b>										
1. Urban <sup>1</sup>	FY17	1	\$ 243,243	\$ 243,243	FY18	1	\$ 250,000	\$ 250,000		
2. Urban <sup>1</sup>	FY18	1	\$ 187,881	\$ 187,881				\$ -		
				\$ -				\$ -		
<b>C. Immediate, current year use</b>										
1 Urban <sup>1</sup>	FY16	1	\$ 298,104	\$ 298,104	FY17	1	\$ 250,000	\$ 250,000		
				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
<i>Add more lines as needed</i>				\$ -				\$ -		
	<b>Total Permanent Costs &amp; Other Projects:</b>			\$ 729,228	<b>Total Permanent Costs &amp; Other Projects:</b>			\$ 1,029,923		
	<b>PRIOR PLAN TOTAL:</b>			\$ 729,228	<b>UPDATED PLAN TOTAL:</b>			\$ 1,095,457 **		

<sup>1</sup> Urban is a partnership with various schools and colleges to provide design and innovation thinking workshops and classes for community planning

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

\*\* Because carryover balances are estimated, and many of these priorities transcend multiple years, we do not expect this total to exactly match your unit's carryover total.

## Provost Reinvestment Fund Request(s)

Please limit Provost Reinvestment Fund (PRF) requests to temporary support for issues of critical compliance and high institutional priority (such as enhancements to the faculty or student experience) and in consultation with faculty, staff and students. Please also indicate what you are willing to commit as a match for PRF support. Repeat the following fields as needed.

<b>One Sentence Explanation:</b>	<i>Resources for a centralized Customer Relations Management software to better integrate with the research roadmap and track customer management for aspects of CoMotion Operations including IP Mgmt, Licensing, and Marketing</i>				
<b>Requested PRF (per year):</b>	\$ 220,000				
Number of years needed:		<i>2 years</i>			
Starting In:		<i>FY18</i>			
<b>Unit Match/Contribution:</b>	0				
<b>Full Explanation of Request:</b>	<i>Customer Relations Management system to integrate with the Research Roadmap and provide transparency for Faculty and better monitor activities provided by CoMotion staff such as patenting, licensing, and startup funding. This would better situate CoMotion to track the impact of programs.</i>				
<b>Connection To Other Units:</b>	<i>A CRM system for CoMotion will be reviewed for connecting CoMotion to the greater University's Research Roadmap to provide transparency to UW innovators. Providing a portal to innovators to view the activities performed on their Innovations and patents as well as greater tracking of customer relationships will provide a framework for monitoring and gauging the work performed by CoMotion staff. Potential research roadmap connections will be routed through the Office of Research Information Systems group.</i>				
<b>FTEs and Expenditures</b>	<i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i>				
<b>Job Title</b>	<b>FTE</b>	<b>Total Yearly Cost</b>	<b>Amt covered by unit</b>	<b>Amt covered by PRF</b>	
<i>Software Programmer</i>	<i>1</i>	<i>\$ 85,000.00</i>	<i>0%</i>	<i>\$ 85,000.00</i>	<i>\$ 114,070.00</i>
<b>Other Expenditures</b>	n/a	<b>Total Yearly Cost</b>	<b>Amt covered by unit</b>	<b>Amt covered by PRF</b>	
<i>SalesForce</i>		<i>\$ 45,000.00</i>	<i>\$ -</i>	<i>\$ 45,000.00</i>	<i>\$ 49,455.00</i>
<i>IP Folio</i>		<i>\$ 45,000.00</i>	<i>\$ -</i>	<i>\$ 45,000.00</i>	<i>\$ 49,455.00</i>
<i>Contract Express</i>		<i>\$ 45,000.00</i>	<i>\$ -</i>	<i>\$ 45,000.00</i>	<i>\$ 49,455.00</i>