

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 **Thursday, February 1, 2018**.

Please email your materials to [Jason Campbell](#).

Please note that the responses you provide in this Word document **will** be posted to the OPB website.

1. What is the programmatic vitality of your unit?

Please provide both quantitative and qualitative information, leveraging published materials and [previous submissions](#) where possible. In your response to this question, you may wish to include responses to some or all of the following prompts. Please note that these are suggestions, not requirements.

- **What are the top 3-5 strategic goals of your unit? Could any of these goals increase expenditures or decrease revenue for other units?**
 1. Create the best conditions possible for impact of technologies and innovations
 2. Contribute to the university's role as an economic development driver for the State of Washington
 3. Be the "go-to" place for the sharing of innovation best practices
 4. Influence the future direction of the UW to drive the development of the innovation mindset

These goals do not interfere with other units' expenditures or revenue for other units.

- **What is your unit doing to effectively use resources in a way that benefits your unit and/or other units outside of our own?**

CoMotion serves faculty, researchers and students across all three campuses. With priority of our resources and staffing to serving the transfer of UW technologies, CoMotion provides intellectual property protection and licensing support for technologies with market value. Additionally, CoMotion provides training, grant support for technology development, connections to seasoned entrepreneur mentors, support in startup formation, incubation of spin-offs, and marketing of faculty/researcher/student successes.

To continue to support our programs, we are focused on business development and advancement efforts that seek to provide new streams of revenue that will fund new research innovations on campus. As an example, we recently developed an innovation-training program that is available to external stakeholders seeking to build an innovation mindset within their agencies and companies. Leveraging outside partnerships, CoMotion creates funding sources and mentor expertise to benefit the entire UW community such as the Innovation Fund and Amazon Catalyst programs. In addition to this, our Labs program currently provides a structured support for startup spin offs and a sustainable source of revenue back to CoMotion operations.

- **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).**

CoMotion has spent the past year stabilizing from the 30% budget cut that resulted from the decrease in Provost support. We consolidated, restructured roles and responsibilities; eliminating 15 positions in total.

Currently, there are nine employees that either share their salaries with other budgets or are supported by external funding. Staffing is stabilized but with little funding for retention, promotional opportunities, and ongoing merit increases. This is a concern in the long-run.

In FY2019, \$1.7M of the Hall Research Funding will no longer be available. This funding is currently used for Innovation Fund, Commercialization Fellows, and salaries. Our business development and advancement efforts are focused on finding alternative revenue streams for this integral part of supporting UW-based innovations.

2. What is the fiscal vitality of your unit?

See workbook.

3. 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.¹
- Please provide updated numbers in the "Updated Plan" column.
- If you have new line items, please add rows, as needed.
- For any major updates, please provide a brief description in the "Explanation of Changes/Updates" column.

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 [FY19 Annual Review Materials webpage](#).

Please note:

- 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 contact [Lisa McDonald](#).
- If you believe the carryover for your unit is negative due to timing and if you anticipate a positive balance soon, please discuss this below and feel free to provide an updated carryover spending plan.
- Since the Office of the President and the Attorney General's Office do not retain carryover funds, as a matter of University policy, those two offices are not expected to complete this question.

CoMotion does not anticipate a deficit balance.

¹ As a reminder, carryover balances are calculated at the end of each biennium and unit balances are accurate as of month 25.