

**Administrative Unit Name:** Graduate School

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. Using the “**Tuition Recommendations**” tab of the Excel workbook, please provide your **tuition rate recommendations for 2017-18 (FY18) and 2018-19 (FY19)**.<sup>3</sup> Please note that units will have an opportunity to revisit their 2018-19 tuition recommendations during the FY19 unit budget process.

As always, **if your recommendation involves creating a new tuition category**, please be sure to identify the original tuition category, the proposed category and suggested tuition rates for FY18 and/or FY19 (depending on the year the new category would begin). If you plan to move only a subset of your programs into a new category, please identify those programs by major name, pathway, level and type.

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**For each recommended tuition increase, please provide the following information in 500 words or fewer (total):**

- *Please provide information to justify the increase. This can include information about enrollment plans, peer comparisons, and/or market analyses. Please include information about how the incremental revenue generated will be spent by the school/college/department.*

Due to the ABB Phase 2 Committee’s recommendations, the Graduate School’s interdisciplinary programs will be segregated into new special tuition rate categories. Our programs have previously been part of the Tier 1 or Tier 3 rates, and we are recommending that we continue to track these rates and increases (if any) recommended by the included units. We have no intention at this time to adjust our rates outside of those existing tiers.

- *Please describe whether you expect any substantial enrollment changes (including a change in the resident/nonresident composition) or any changes in the waivers likely to be awarded to your unit’s students.*

We do not anticipate any substantial changes in either of these areas.

- *Discuss the impact on student debt load.*

There should be no differential impact to student debt load in our new special rate categories than there otherwise would be if we were to remain in Tier 1 and 3 tuition rate categories. Most of our programs provide full funding to their PhD students for their duration of their programs. Others provide funding for multiple years.

- *Confirm (yes/no) that tuition recommendations were discussed with students.*<sup>4</sup>

At the time of this submission, tuition recommendations have not been discussed with students. We will be considering the best way to do this through winter quarter.

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<sup>3</sup> Please note rate recommendations for *fee-based* programs are handled through a separate process than tuition-based programs.

<sup>4</sup> If the meeting schedules of faculty and student leadership groups present a challenge, please make accommodations to get approval within the necessary timeframe. However, please note that OPB reviews tuition recommendations on a monthly basis. If necessary, you may submit an update to OPB at a later date, after faculty and students have had an opportunity to review.

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3. 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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FY17 salary increases at 4% for the Graduate School required approximately \$171,000 for GOF/DOF-funded faculty and professional staff. A 4% increase for FY17 would require approximately \$180,000 in additional funds for that same group.

The Graduate School will request funding from the Continuum College's administrative tax on fee-based degree programs if that tax is increased and funds become available. We have never received funding from that source to support the services that the Graduate School extends to fee-based programs and their students, and when we requested funding previously we were told all resources were already committed. However, over the last eight years, fee-based degree programs and enrollment have increased exponentially and require a larger portion of our staff time. In essence, our state resources have been subsidizing the services we provide to these programs and their staff, faculty and students. Should we receive this funding from the Continuum College, we would potentially be able to deploy the resources it displaces to help support merit increases for *faculty and staff*. Otherwise we expect no new permanent GOF/DOF revenue streams to materialize. Centrally-mandated salary increases that are funded at less than the amount necessary to implement against our GOF/DOF funded salary base would be achieved through either cuts to existing staff and student positions, by applying merit criteria that leave a significant percentage of our staff with less than the recommended merit adjustment, or a combination of both strategies.

Related to salary increase expectations, the Graduate School has \$2million+ in GOF-funded graduate student positions (ASE contract covered). While not part of the merit increase process, we want to highlight that these positions will require an additional 3-4% increase at minimum pending the outcome of the salary survey required under the current contract. These positions do not support administrative operations of the Graduate School in any way but instead are awarded to academic departments throughout campus, primarily through our [Top Scholar](#) and [Graduate Opportunity Program](#) awards. These research assistant positions support recruitment and retention of top graduate student prospects in graduate degree programs in all UW schools and colleges. We would be unable to support these mandatory increases using our own funding base without cutting some of that funding.

4. 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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#### ***TAP-related Activities***

- **Enrollment Confirmation Deposit (ECD) – Phase 2**  
The Graduate School was instrumental in advocating for and contributing expertise to a system to allow enrollment confirmation deposits to be paid with a credit card. Phase 1 did not provide a way to programmatically defer a deposit to a future quarter so manual effort supporting this activity continues. Phase 2 will provide this functionality.
- **LSAC/UW Graduate School Application Integration**  
Applicants to the Law School LLM program applying through an LSAC common application previously were required to complete a second application for UW Graduate School. UW Law faculty and staff believed this was depressing applications so Graduate School staff worked with them to create a system that allows those applications to be entered locally by their staff. A new Web Service is planned that will allow LLM as well as JD applications through LSAC to be uploaded directly to the SDB providing further improvement.
- **Graduate School Front Office Restructuring and Central Electronic File for Receipts**
  - Installed an automated phone tree with brief message and selection options that get students and departmental staff to the correct person the first time.
  - Created a file and filing system on a central data drive for scanning and preservation of receipts improving compliance and saving time and paper.
- **NIH T-32 Training Grant Data Tables**  
Created a reporting service maintained centrally in the Graduate School that generate data for NIH Training Grant submission forms (OMB 0925-0001 and 0925-0002). This service saves hundreds of hours for departmental faculty and staff submitting NIH T-32 Training Grant proposals and renewals.
- **MyGradProgram Improvements**  
Continuous improvements to MyGradProgram which supports work flows and management of graduate program services and saves thousands of productive hours and hundreds of thousands of pages of paper annually.

#### ***Collaboration with Other Units***

One of the Graduate School's main purposes is to collaborate with other units on campus. In doing so, we are constantly looking to streamline activities and maximize resources without duplicating efforts. Highlights of such ongoing activities include:

- **MyGradProgram** – continuous improvement to processes that allow students, faculty and staff to more efficiently and effectively manage students’ graduate educations, eliminating the need for units to develop and run separate systems
- **CORE programs** - innovative workshops and creative materials to support graduate student professional development, such as our Mentor Memo series, avoiding duplicative efforts in academic units
- **Fellowships and Awards** – effectively deploys disparate funding resources to enhance recruitment and retention of graduate students
- **Graduate Opportunities & Minority Achievement Program (GO-MAP)** – provides knowledge and resources to departments to help recruit and retain the most promising minority graduate students in the country and provides services and a place for them to feel welcome and included
- **Achievement Rewards for College Scientists** – connecting the number one donor organization supporting graduate education with students, faculty and staff across the UW
- **Office of Postdoctoral Affairs** – works with five other colleges/schools to provide historically under-served postdoc fellows from any program guidance toward campus resources to address career, appointment, mentoring, teaching and research skills
- **Interdisciplinary programs** - responds to the needs of our changing world by drawing together faculty and courses from across the University to create new areas of study that cross school/college boundaries

5. 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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The Graduate School is in a continuous change state with respect to staff assignments, workloads and services being supported. For instance, two new fee-based master’s programs (Data Science and Technology Innovation) were added to the growing list of interdisciplinary programs being administered in or through the Graduate School, joining the Human Computer Interaction + Design and Molecular Engineering PhD programs, which were newly established last biennium. All of these programs add students, staff and faculty who draw on central Graduate School HR, financial, payroll and other operational resources. We have accommodated the growing service demand by distributing the added workload to multiple support staff. Workday will require changes in the way we do business when fully implemented, likely requiring us to centralize additional payroll functions that are currently decentralized. We will need to reassign FTE centrally to address these impacts. We continually examine existing resources including assessing current or future vacancies as a way to transition changes in our service capabilities, looking at workload adjustments to create added capacity, providing staff training and development to increase competencies and capacity, and other measures. Staff are integrally involved in this ongoing examination and assessment and, as a result, position duties are rarely stagnant. Examples of adjustments in FY 2017 include: 1) We hired a new data integration specialist in our Computing and Information Resources unit last year to meet emerging data integration demands. We transitioned this position, utilizing reserve funds, to a retirement this year. 2) University Press collapsed 2 FTE recently-vacated professional staff positions in their design and production area into one position, and will outsource some design services. While this will not reduce costs equal to the full 1 FTE position eliminated, it will substantially reduce overall costs in this area.

6. 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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**ABB - Phase II Change Modeling and Correct Mapping**

The ABB Phase II Planning Committee recommended that the Provost flip the distribution model for graduate tuition from an 80/20 to a 20/80 enrollment vs. credit hour distribution. This change negatively impacted the Graduate School's ABB tuition allocation and its ability to invest in new state-based interdisciplinary programs. Dean Eaton supported the recommendation when it was determined that the Graduate School should be protected by moving existing and new interdisciplinary programs into a special tuition category that would continue to be allocated on the 80/20 rule. However, the allocation can still be negatively impacted if the average waiver percentage across Graduate School programs exceeds the average waiver percentage across the Tiers the programs were previously under. As we've seen in other smaller units on campus, waiver variances also have a much larger impact on future revenue distributions because the population base is much smaller.

Reliable modeling is needed to fully estimate the current and future impacts of this change so that we can address it. To date we haven't seen any such modeling, making it impossible to plan ahead. In addition, we've had ongoing errors over the last four years with incorrect mapping of our degree programs and students. These mapping errors should have been fixed as of FY16 but weren't, resulting in a FY16 cut of approximately \$250,000 that we've been told won't be restored. The lack of any reliable ABB projections for the Graduate School at this point in time, coupled with the recommended changes, is extremely risky for us.

**Office 365 Software Tools**

Office 365 is an incredibly valuable business productivity tool that promotes and sustains innovation, collaboration, research, teaching and effective management of resources across the institution. We are happy to have the basic tools in Office 365 made available to us by UW-IT. Unfortunately, there is much more in the Office 365 tenant that has not been made available and no plan communicated when, or if, additional services might be available. Additionally, some software services that have been accessible (e.g. Dynamics) have been difficult to impossible to license and manage through UW-IT for the purposes envisioned that the software could support. It is quite likely that this is a resource issue for UW-IT although there might be other impediments as well. We could all be much more productive if we could gain access to the additional productivity tools in Office 365. It would be useful to find a way to make those tools (e.g., Groups, Teams, etc.) available to the campuses (or to individual units) on a planned rollout.

7. What is your unit doing to promote and engage in **new research and educational collaborations with other UW schools, colleges, and campuses?** *Please answer in 200 words or fewer.*

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The Graduate School supports interdisciplinary activities as part of its core mission to champion innovation and excellence in graduate education.

- **Incubates interdisciplinary initiatives:** offering support for the creation of truly interdisciplinary initiatives.
- **Sustains interdisciplinary programs:** providing advocacy and management for staff and program processes
- **Houses interdisciplinary programs:** offering an academic administration home for interdisciplinary graduate degree and certificate programs as well as non-degree-offering interdisciplinary committees.

Each Graduate School interdisciplinary program and committee is overseen by a dedicated Interdisciplinary Faculty Group or Interdisciplinary Faculty Committee consisting of graduate faculty whose appointments, teaching, and research span multiple schools or colleges.

Over the past three years, the Graduate School has worked with interdisciplinary faculty committees to establish three new programs under the Graduate School umbrella.

**[Master of Science Human Computer Interaction + Design \(MHCID\)](#)**

First entering class: Fall 2014  
Current Enrollment: 28

**[Molecular Engineering Ph.D \(MoE\)](#)**

First entering class: Fall 2014  
Current Enrollment: 18

**[Master of Science in Data Science \(MSDS\)](#)**

First Entering class: Fall 2016  
Current Enrollment: 44

Additionally, in partnership with the **[Global Innovation Exchange](#)**, the **[Master of Science in Technology Innovation \(MSTI\)](#)** program will welcome its first entering class in Fall 2017.



8. 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>5</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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9. 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>6</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>5</sup> As a reminder, carryover balances are calculated at the end of each biennium and can only be *estimated* mid-biennium.

<sup>6</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*

<b>NAME OF AREA: Vice Provost &amp; Dean's Office</b>						
<i>The Vice Provost and Dean of the Graduate School provides overall leadership for graduate education on all three UW campuses and administrative leadership to all activities under the Graduate School's structure, ensuring that activities are consistent with the UW's mission and the Graduate School's support of that mission. In addition to the Vice Provost and Dean and his direct support staff, this unit also includes staff providing business services and human resources support for all Graduate School units and programs.</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)	8.00	\$ 971,000	\$ 119,000	\$ 3,000	\$ 6,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	7.00	\$ 1,051,000	\$ 83,000	\$ 2,500	\$ 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)	8.00	\$ 1,090,000	\$ 120,000	\$ 5,000	\$ 5,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
Total	8.00	\$ 1,090,000	\$ 90,000	\$ 5,000	\$ 5,000	\$ -
<i>FTE is unreliable in this and many units below as it is not adjusted for part year appointments and student FTEs, which are included in this and other units below are based on funded rather than spending levels and are less than reliable anyway.</i>						

**NAME OF AREA: Graduate Enrollment Management Services (GEMS)**

The Graduate School is responsible for overseeing policy, procedures and practice and managing the MyGradProgram automated systems supporting graduate admissions, enrollment and graduation on all three UW campuses for more than 100 graduate degree programs. GEMS supports these activities by working with prospective and current students, faculty and staff in all matters from how to apply to a UW graduate program to interpreting/applying policies surrounding degree requirements and graduation. GEMS plays an essential role in maintaining compliance on many matters including those pertaining to international student admissions and enrollment.

**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)	8.00	\$ 689,000				
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>8.00</b>	<b>\$ 689,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 3,000</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)		\$ 710,000	\$ 30,000		\$ 3,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>0.00</b>	<b>\$ 710,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ -</b>

*Please describe any assumptions:*

**NAME OF AREA: Graduate Opportunities & Minority Achievement Program (GO-MAP)**

GO-MAP supports diversity efforts in graduate education in all graduate programs by serving the needs of current and prospective underrepresented students and providing leadership and guidance on departmental diversity programming. Through direct efforts and by working in partnership with departments, Go-MAP fosters an educational and social environment in which students can learn and develop through experiences rich in cultural, ethnic and racial diversity. GO-MAP's mission and activities focus on the following areas: outreach and recruitment; enhancing scholarship and research; building community and fostering student success; funding; and advocacy, consulting and advising.

**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)	5.50	\$ 304,000	\$ 40,000		\$ 1,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>4.50</b>	<b>\$ 304,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 1,000</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)	4.50	\$ 311,000	\$ 40,000		\$ 1,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>4.50</b>	<b>\$ 313,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>

*Please describe any assumptions:*

**NAME OF AREA: Fellowships & Awards**

The Fellowships & Awards Office administers graduate student funding to both departments and individual students throughout all three campuses and coordinates graduate student involvement in prestigious national award competitions (e.g., Fulbright). Programs include Top Scholar Awards, which provides over \$3million annually to departments to support recruitment of top students; the NSF Graduate Research Fellowship Program, which provides over \$8million annually to over 250 students in multiple schools and colleges; and targeted fellowship opportunities that support areas such as dissertation writing or international study/research. Funding comes from a mix of endowment, state funds, and grants. (Direct student funding expenses listed in a separate section below)

**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)	3.00	\$ 351,000	\$ 3,000			
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>3.00</b>	<b>\$ 351,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</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)	3.00	\$ 362,000	\$ 3,000			
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>3.00</b>	<b>\$ 362,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

*Please describe any assumptions:*

**NAME OF AREA: Computing and Information Resources (CAIR)**

CAIR provides overall computing and software development/support to all Graduate School units. Foremost among its activities is development and maintenance of all aspects of MyGradProgram, which supports a wide array of graduate education activities to graduate degree granting units on all three campuses. This includes online admissions/application review; student progress; graduation; petitions; funding requests. CAIR also has a strategic role in data analysis and reporting, as well as coordinating graduate student needs in broader campus IT strategy (with UWIT).

**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)	11.00	\$ 1,247,000	\$ 55,000		\$ 3,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>11.00</b>	<b>\$ 1,247,000</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 3,000</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)	10.00	\$ 1,284,000	\$ 30,000		\$ 3,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>10.00</b>	<b>\$ 1,284,000</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ -</b>

*Please describe any assumptions:*

**NAME OF AREA: Public Lectures**

The Graduate School's annual public lecture series is funded through three different endowments: the Walker-Ames Fund; the Jessie and John Danz Fund; and the Mary Ann and John D. Mangels Fund. In addition, in FY16 and FY17, Race and Equity Initiative Funding has enhanced the series. These resources bring some of the most brilliant minds to campus to speak on topics of concern and interest to people throughout the broader Puget Sound region and Washington State. In doing so, they support the broader outreach mission of the University and the Graduate School.

**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)	1.55	\$ 141,000	\$ 5,000			
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)	0.20	\$ 20,000	\$ 50,000	\$ 128,000	\$ 24,000	
<b>Total</b>	<b>1.75</b>	<b>\$ 161,000</b>	<b>\$ 55,000</b>	<b>\$ 128,000</b>	<b>\$ 24,000</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)	0.80	\$ 108,000	\$ 5,000			
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)	0.95	\$ 55,000	\$ 50,000	\$ 115,000	\$ 25,000	
<b>Total</b>	<b>1.75</b>	<b>\$ 163,000</b>	<b>\$ 55,000</b>	<b>\$ 115,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>

*Please describe any assumptions:*

**NAME OF AREA: Marketing and Communications**

*This unit supports the varying marketing and communication needs of all the Graduate School units listed in this document. That ranges from managing the overall website, to producing targeted communications to students, GPA, GPCs, chairs and other administrators on campus regarding Graduate School resources and activities. This unit also supports the mission of the university and the Graduate School by ensuring that all activities are carried out in connection with the campus' communications and marketing priorities.*

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)	3.00	\$ 255,000	\$ 10,000			
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>3.00</b>	<b>\$ 255,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</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	\$ 225,000	\$ 15,000			
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>2.50</b>	<b>\$ 225,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

*Please describe any assumptions:*



**NAME OF AREA: Academic Affairs and Planning**

*This unit manages the university's mandatory academic program review process; coordinates the Graduate Council, which as an elected body acts on behalf of the Graduate Faculty; and manages other activities relevant to graduate academic program issues throughout all three campuses, including development and approval of new degree programs and academic policy development/review.*

**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)	5.48	\$ 537,000	\$ 30,000	\$ 25,000	\$ 30,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>5.48</b>	<b>\$ 537,000</b>	<b>\$ 30,000</b>	<b>\$ 25,000</b>	<b>\$ 30,000</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)	6.00	\$ 575,000	\$ 31,000	\$ 25,000	\$ 31,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>6.00</b>	<b>\$ 575,000</b>	<b>\$ 31,000</b>	<b>\$ 25,000</b>	<b>\$ 31,000</b>	<b>\$ -</b>

*Please describe any assumptions:*

**NAME OF AREA: Student and Postdoctoral Affairs**

*This office supports the professional and personal development of both current graduate students and post-doctoral scholars throughout all three campuses by partnering with units such as the libraries, career center, counseling center, academic schools/colleges, as well as individual faculty and staff to present workshops, networking opportunities and other activities that address the vast array of needs at all stages of academic careers. In addition, this unit shares the workload with Diversity and Student Affairs in addressing the overall graduate student experience, serving as support for graduate students who have concerns and issues that might be difficult to address through other avenues.*

**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)	2.40	\$ 299,000	\$ 15,000		\$ 3,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>2.40</b>	<b>\$ 299,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ 3,000</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	\$ 315,000	\$ 20,000		\$ 3,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>2.50</b>	<b>\$ 315,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ -</b>

*Please describe any assumptions:*

**NAME OF AREA: Diversity and Student Affairs**

*This unit supports overall diversity efforts within the Graduate School and with associated departments and programs throughout all three campuses in relation to graduate education. It partners with GO-MAP in many of these activities. In addition, it shares the workload with Student and Postdoctoral Affairs in addressing the overall graduate student experience, serving as support for graduate students who have concerns and issues that might be difficult to address through other avenues.*

**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)	1.00	\$ 150,000	\$ 12,000			
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>1.00</b>	<b>\$ 150,000</b>	<b>\$ 12,000</b>	<b>\$ -</b>	<b>\$ -</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)	1.00	\$ 155,000	\$ 15,000			
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>1.00</b>	<b>\$ 155,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

*Please describe any assumptions:*

**NAME OF AREA: Interdisciplinary Programs**

The Graduate School is the administrative home to interdisciplinary degree programs that provide an academic experience that truly crosses disciplinary boundaries. The Graduate School receives net tuition revenue through the ABB model from these programs and their activities and returns it directly to the programs to support their activities. Programs range from new fee-based programs in Data Science and Technology Innovation (part of GIX) to long-standing PhD programs in Molecular and Cellular Biology, Neuroscience, Near and Middle Eastern Studies, and Urban Design and Planning.

**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)	19.00	\$ 2,249,000	\$ 108,000	\$ 19,000	\$ 75,000	\$ 4,000
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>19.00</b>	<b>\$ 2,249,000</b>	<b>\$ 108,000</b>	<b>\$ 19,000</b>	<b>\$ 75,000</b>	<b>\$ 4,000</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)	19.00	\$ 2,500,000	\$ 110,000	\$ 20,000	\$ 75,000	\$ -
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>19.00</b>	<b>\$ 2,500,000</b>	<b>\$ 110,000</b>	<b>\$ 20,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>

FTE is unreliable. "Other " is student fees. Only Graduate School tuition-based programs are reported. Four fee-based programs are currently based in the Graduate School. Revenue and expenses budgets for those are reported under UWEO.

**NAME OF AREA: Center for Teaching and Learning (CTL)**

CTL is a partnership of the Graduate School, Undergraduate Academic Affairs and the Libraries but is administratively housed within the Graduate School. It supports the university's teaching mission through consultation with graduate student instructors/TAs, faculty members, staff educators and others on matters pertaining to effective instruction. CTL also consults with departments, schools, colleges and programs on questions related to teaching and learning that go beyond the boundaries of individual courses.

**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)	6.60	\$ 591,000	\$ 25,000	\$ 1,000	\$ 23,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>6.60</b>	<b>\$ 591,000</b>	<b>\$ 25,000</b>	<b>\$ 1,000</b>	<b>\$ 23,000</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)	6.60	\$ 610,000	\$ 25,000	\$ 1,000	\$ 20,000	
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)						
<b>Total</b>	<b>6.60</b>	<b>\$ 610,000</b>	<b>\$ 25,000</b>	<b>\$ 1,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>

*Please describe any assumptions:*

**NAME OF AREA: University of Washington Press**

*UW Press serves the broader outreach mission of the University by publishing titles in a wide variety of academic fields that would otherwise not have access to the public market. It focuses its publication efforts in areas of importance to the Pacific Northwest region, as well as broader academic areas of history, anthropology, art and culture. It operates primarily on a self-sustaining basis although it requires a substantial subsidy from private donors and state sources to support the areas in which it publishes.*

**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)	2.71	\$ 419,000				
Self-Sustaining Funds (BT 10, 11)	19.50	\$ 1,544,000	\$ 112,518	\$ 255,465	\$ 70,568	\$ 1,548,440
Grants & Contracts (BT 05)	1.00	\$ 90,000				
Philanthropy, or Gifts & Discretionary (BT 06)						\$ (521,000)
<b>Total</b>	<b>23.21</b>	<b>\$ 2,053,000</b>	<b>\$ 112,518</b>	<b>\$ 255,465</b>	<b>\$ 70,568</b>	<b>\$ 1,027,440</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)	2.71	\$ 432,000				
Self-Sustaining Funds (BT 10, 11)	18.50	\$ 1,598,000	\$ 112,518	\$ 257,828	\$ 72,580	\$ 1,555,928
Grants & Contracts (BT 05)	1.00	\$ 90,000				
Philanthropy, or Gifts & Discretionary (BT 06)						\$ (527,000)
<b>Total</b>	<b>22.21</b>	<b>\$ 2,120,000</b>	<b>\$ 112,518</b>	<b>\$ 257,828</b>	<b>\$ 72,580</b>	<b>\$ 1,028,928</b>

*Gifts, Endowment Income & Title Subsidies are shown as negative numbers because they subsidize Press costs. "Other" is Cost of Goods Sold (Fullfillment, Inventory Write-down, Royalties, Consignment Expenses & Manufacturing Costs)*

**NAME OF AREA: Graduate Student Funding and Awards**

*The Graduate School provides funding to graduate students through all three campuses, and all academic schools/colleges, via a wide array of programs. Thus, these funds go directly to departments and their students and do not fund Graduate School staff or operations. This includes funding to recruit top students (Top Scholar Awards, the Graduate Opportunity Program); conference travel funding to support professional development; external funding administration (e.g., federal government awards; local partners); and targeted funding from our endowments and current use funds.*

**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)		\$ 1,500,000			\$ 150,500	\$ 150,000
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)		\$ 2,845,070	\$ 43,887	\$ 11,070	\$ 29,560	\$ 7,517,339
Philanthropy, or Gifts & Discretionary (BT 06)		\$ 588,104	\$ 91,996	\$ 13,433	\$ 5,814	\$ 931,225
<b>Total</b>	<b>0.00</b>	<b>\$ 4,933,174</b>	<b>\$ 135,883</b>	<b>\$ 24,503</b>	<b>\$ 185,874</b>	<b>\$ 8,598,564</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)		\$ 1,900,000			\$ 150,500	\$ 150,000
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)		\$ 2,900,000	\$ 45,000	\$ 12,000	\$ 30,000	\$ 8,000,000
Philanthropy, or Gifts & Discretionary (BT 06)		\$ 600,000	\$ 95,000	\$ 15,000	\$ 8,000	\$ 940,000
<b>Total</b>	<b>0.00</b>	<b>\$ 5,400,000</b>	<b>\$ 140,000</b>	<b>\$ 27,000</b>	<b>\$ 188,500</b>	<b>\$ 9,090,000</b>

*FTE not included as most expenses are 01-90 fellowships that have no FTE. "Other" is student stipends, tuition and fees.*



**NAME OF AREA: Advancement**

Graduate School advancement efforts support not only the Graduate School's endowments and gift funds but also efforts by individual departments, schools and colleges across all three campuses to raise support for graduate education. This effort has a dual reporting structure to central advancement through the Senior Director for Advancement in Academic and Student Affairs (ASA). Staffing in support of the Graduate School is provided mainly by central advancement funds, however the Graduate School is funding additional staff support in critical areas.

**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)	0.87	\$ 52,500	\$ 4,000			
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)				\$ 20,000		
<b>Total</b>	<b>0.87</b>	<b>\$ 52,500</b>	<b>\$ 4,000</b>	<b>\$ 20,000</b>	<b>\$ -</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)	0.87	\$ 54,000	\$ 4,000			
Self-Sustaining Funds (BT 10, 11)						
Grants & Contracts (BT 05)						
Philanthropy, or Gifts & Discretionary (BT 06)				\$ 20,000		
<b>Total</b>	<b>0.87</b>	<b>\$ 54,000</b>	<b>\$ 4,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>

University Press Advancement staff reported under University Press.

## 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>

	Graduate School REI activities year 3				Carryover into FY16:	UPDATED PLAN (Please Complete)				Est. Carryover into FY17:
Unit:	PREVIOUS PLAN (Do Not Update)				\$ 1,816,601					\$ 1,342,606 *
Graduate School										
Usage Categories and Descriptions	Committed Year(s)	# of Years	Annual \$ Amount	Totals	Committed Year(s)	# of Years	Annual \$ Amount	Totals	Explanation of Changes/Updates	
<b>Unit's Reserve (10% of permanent ABB budget)</b>										
	FY17	1	\$ 855,404	\$ 855,404	FY18	1	\$ 916,769	\$ 916,769		
	<b>Total Unit's Reserve:</b>			<b>\$ 855,404</b>	<b>Total Unit's Reserve:</b>			<b>\$ 916,769</b>		
<b>Central Commitments</b>										
1. Additional reserve for fee revenue changes	FY17	1	\$ 792,197	\$ 792,197	e.g. FY17- FY19	e.g. 3				
2. MoE PhD program start-up commitment	FY17	1	\$ 169,000	\$ 169,000	FY18	1	\$ 916,769	\$ 245,837		
<i>Add more lines as needed</i>				\$ -	FY18	1	\$ 180,000	\$ 180,000		
				\$ -				\$ -		
	<b>Total Central Commitments:</b>			<b>\$ 961,197</b>	<b>Total Central Commitments:</b>			<b>\$ 425,837</b>		
<b>"Spending Plan" Permanent Costs &amp; Other Projects</b>										
<b>A. Perm expenditures funded with temp funds</b>				\$ -	e.g. FY17- FY19	e.g. 3		\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
<b>B. Possible multi-year commitments</b>				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
<b>C. Immediate, current year use</b>				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
				\$ -				\$ -		
<i>Add more lines as needed</i>				\$ -				\$ -		
	<b>Total Permanent Costs &amp; Other Projects:</b>			<b>\$ -</b>	<b>Total Permanent Costs &amp; Other Projects:</b>			<b>\$ -</b>		
	<b>PRIOR PLAN TOTAL: \$ 1,816,601</b>				<b>UPDATED PLAN TOTAL: \$ 1,342,606 **</b>					

\* 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>Graduate School REI activities year 3</i>				
<b>Requested PRF (per year):</b>	\$	55,000			
Number of years needed:	1	<i>(e.g. 2 years)</i>			
Starting In:	<i>FY18</i>	<i>(e.g. FY18)</i>			
<b>Unit Match/Contribution:</b>	<i>Faculty and staff time to lead activities: Associate Dean for Diversity &amp; Student Affairs (leading course organization); Public Lectures Director and Assistant Director (managing all aspects of REI-supported public lectures); GO-MAP Director (outreach to students regarding REI activities).</i>				
<b>Full Explanation of Request:</b>	<i>The Graduate School has received temporary funding for two years to support REI activities around public lectures and a course series focusing on Equity and Difference. For this third year, we will again focus on three signature-type, high profile lectures on the themes of race and equity. While the slate of speakers hasn't been confirmed, we do already have an agreement from Ta-Nehisi Coates to appear in May 2018. Like the past two years, we will also match each signature speaker with three UW faculty speakers who will address a theme within the range of our other invited guests. We will also continue with a third year of our non-sequential seminar classes that focus on issues of equity and difference. One course will focus on Intergroup Dialogue and the other course will center on Addressing Bias and Discrimination and Advancing Inclusion. Course components include faculty and staff facilitators, an RA, community speakers and end of quarter class events. Lastly, we are committed to using metrics to assess and strengthen our programs. As this is the third year of this effort, we would like to use REI funding to help support a GSA (with a match from the Graduate School) to help us look at the breadth of this work over the previous two years and assess the impact.</i>				
<b>Connection To Other Units:</b>	<i>At this time these are unique activities associated with the REI effort. They are also collaborative in focus as both the lecture series and course series draw from the wealth of expertise in academic departments and administrative units throughout campus.</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>REI course RA</i>	<i>0.5</i>	<i>\$ 26,000</i>		<i>\$ 26,000</i>	<i>9 month salary/benefits</i>
<i>Faculty &amp; Staff Facilitators</i>		<i>\$ 6,000</i>		<i>\$ 6,000</i>	<i>discussion facilitation</i>
<i>UW Faculty Speakers</i>		<i>\$ 6,000</i>		<i>\$ 6,000</i>	<i>Payment for UW faculty featured in REI lectures</i>
<i>REI Student Position</i>		<i>\$ 16,000</i>	<i>\$ 8,000</i>	<i>\$ 8,000</i>	<i>months, salary/benefits)</i>
<i>Graduate School Associate Dean</i>	<i>0.1</i>		<i>\$ 14,000</i>		<i>Salary/benefits over 9 months</i>
<i>Public Lectures Director</i>	<i>0.1</i>		<i>\$ 10,000</i>		<i>Salary/benefits over 12 months</i>
<i>Public Lectures Assistant Director</i>	<i>0.1</i>		<i>\$ 6,000</i>		<i>Salary/benefits over 12 months</i>
<b>Other Expenditures</b>		<b>Total Yearly Cost</b>	<b>Amt covered by unit</b>	<b>Amt covered by PRF</b>	
<i>Kane Hall Rental</i>	<i>n/a</i>	<i>6,000</i>		<i>6,000</i>	<i>Rental costs for lecture space</i>
<i>Class events</i>		<i>1,000</i>		<i>1,000</i>	<i>End of quarter class events</i>

*Please copy and paste more templates below, if needed.*