

Administrative Unit Name: Health Sciences Administration

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

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

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

Please see “Planned Expenditures” tab on attached spreadsheet.

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

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

2. A number of variables (e.g. the outcome of the 2017 legislative session) will heavily influence the availability of funds for FY18 merit increases. Despite these unknowns, planning for compensation increases has no doubt begun already. Units should plan to receive less funding than may be necessary to implement the full average merit increases for GOF- and DOF-funded positions. **Please tell us how your unit plans to deploy existing resources, establish new revenue streams (if applicable), and/or pursue additional efficiencies to support merit increases in FY18. Please respond in 300 words or fewer.**
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Deployment of Existing Resources

HSA recognizes the significant budget challenges shared across the University. We also recognize these challenges are unlikely to diminish over time and the ability of the University to continue as a world-class public university will, in part, be determined by our ability to maintain excellence within these financial constraints. This is particularly challenging for several HSA units since they provide essential mission support as well as ensure compliance, health and safety. Given this situation, it seems unlikely the current operational model will meet the University's needs. Therefore, HSA proposes adopting a new model to gain efficiencies, implement best practices, and redirect resources to mission-focused activities. This model will employ an extensive shared services commitment, allowing HSA units to focus scarce resources on supporting customers engaged in teaching, research, and patient care while improving compliance, health, and safety. This shared services model will include appropriate elements of administration, financial transactions, and IT local support as well as other activities as opportunities arise.

Establish New Revenue Streams

Possible increased lease revenue at South Campus Center will help mitigate the effect of salary increases.

Environmental Health & Safety (EH&S) is exploring fee-based service offerings that exceed its current baseline offerings, including ergonomic assessments.

Efforts will be made for additional funding from philanthropic organizations and for additional grant support.

Additional Efficiencies

As mentioned above, HSA expects to greatly increase shared services offerings to its units and possibly to units outside of HSA. Other examples of new efficiencies from HSA units are described below:

- EH&S will use continual client feedback to enhance training delivery and expand online training offerings.
- The Office of Animal Welfare (OAW) will fully integrate its HoverBoard technology solution over the next two years resulting in increased efficiency for OAW and Institutional Animal Care and Use Committee (IACUC) work flow. This solution will also reduce the time and effort required of researchers engaged in animal-related work. HoverBoard is expected to result in reduced staffing needs for the unit.
- The Washington National Primate Research Center will be switching to an animal rinse-down system that will result in labor cost savings, reductions in ergonomic issues and improved animal health.
- The Primate Center will begin occupying the new Animal Research and Care Facility (ARCF) in FY 18. This facility is expected to provide significant efficiency improvements compared to their other facilities.

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.*
-

Alignment with TAP Principles

HSA is fully engaged in TAP and in implementing its principles among its units. Unit leadership is evaluated, in part, by how well their unit is implementing these principles. A few examples of Units implementing TAP Principles:

- In OAW, by using HoverBoard, researchers now reuse and share procedures, experiments and even whole protocols; create, submit, and edit protocols online, anywhere, any time; instantly track IACUC comments and protocol status; always have an up-to-date protocol with changes automatically incorporated; save time and effort in creating, amending, renewing – and abiding by -- their protocols.
- In Health Sciences Academic Services & Facilities (HSAS&F), for each strategic plan goal/objective, they have assigned measureable progress metrics based on what customers value. Two years into implementation of the strategic plan, metrics indicate that they have met 90% of their stated goals. In the next fiscal year, they will launch their next 3-year strategic plan efforts, focused again on building their culture, improving customer service, and building on operational efficiencies and effectiveness.
- Increased the number of EH&S on line courses which allows clients to schedule training on-demand, meeting their schedules and saving EH&S trainer time.
- EH&S developed web-based interfaces that allow viewable lab survey scores and safety needs so information is more transparent, researchers have quick access to their data and can respond easily to report or ask questions regarding needed safety improvements.
- All of HSA has implemented best practices and standardization in email and phone messages. HSA has amended its strategic plan to reflect its focus on TAP and implementing its principles throughout the organization.

Collaboration with other Units

HSA and its units are constantly looking for ways to collaborate with outside partners to create efficiencies and reduce costs. These efforts are additive to many that have taken place in the past. Examples of possible new collaborations include:

- The Primate Center has developed its own Learning Management System that effectively tracks training. This system could be used by other units, leading to substantial efficiencies.

- The Primate Center, Comparative Medicine, Facilities Services, and Health Sciences Administration will soon be collaborating on a shared use and support model for the Animal Research and Care Facility (ARCF) building.
 - EH&S will work with the College of the Environment, Mechanical Engineering, and Applied Physics to streamline the certification of scientific divers including registration and training needs.
 - OAW's HoverBoard currently shares a common platform with the Institutional Review Board compliance application, but more applications could be added to this platform including animal management in the Department of Comparative Medicine and support for the Institutional Biosafety Committee. Efficiencies would result from such collaboration.
 - HSAS&F will continue to collaborate with Classroom Technology & Events developing campus-wide classroom standards, identifying opportunities for improvement in systems and technology, and participating in the implementation of changes to learning space utilization.
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.**

There are two main themes affecting HSA personnel needs. First, HSA needs a more efficient staffing model that provides higher quality service with a lower FTE count. Secondly, the types of skills and abilities needed by staff are changing rapidly, requiring changes in position descriptions and recruitment strategies.

One strategy for creating a more efficient staffing model is to centralize as many functions as possible into a shared service entity managed to maximize efficiency, quality, and compliance. It is expected that most of these functions will be managed centrally by HSA leadership, but some units that have particularly effective models in place may provide support for other units from within their current structure with cost transfers taking place among units to fairly allocate costs.

The use of technology can also lead to staffing efficiencies. One unit has started using PurchasePath to perform all purchasing functions, freeing up staff to provide other value to the unit. OAW's previously-mentioned HoverBoard technology solution will reduce staffing needs over time and reduce effort from researchers.

There are a few strategies being used to respond to changing needs in the skills and abilities of our employees. First, HSA is investing in training whenever possible. Using a dedicated Organizational Development employee, HSA has embarked on a program of supervisor training that has been effective. Increasingly, units have difficulty staffing positions with employees who possess the needed technical and customer service skills.

Secondly, our units are creating positions filled by staff that possess new types of skills. For example, EH&S recently hired a data analyst with strong data mining, metrics, LEAN, and project management skills. The belief is that the Return on Investment for this hire will be rapid given the needs of the unit. This employee's skills may eventually be used to support other units.

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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Instructional spaces within Health Sciences are such that extreme amounts of maintenance support are needed to keep them functional. Even when functional, the quality of the facilities are not conducive to current instructional pedagogies. In the coming legislative cycle, the University has requested funds for the design of a new instructional building sited near Health Sciences. Support for this proposal by the administration is critical to the future of Health Sciences educational efforts. There is an institutional risk of losing prospective quality students and faculty without this building. The University also risks providing a sub-standard educational environment for those who use outdated facilities in the future.

Public Records requests have increased over the last few years in most HSA units. In Health Sciences Risk Management such requests have doubled in each of the last three years. This increased workload is a challenge. Any support that the Administration could provide in reducing this administrative burden is appreciated.

The Primate Center has a need for outreach, branding, and marketing concerning the critical research that they perform. Any efforts to present the valuable work of the Primate Center in a positive light will be beneficial.

With the completion of the ARCF, commercially sponsored research in the facility will be critical to the success of the facility. Acquiring these sponsors is challenging given a lack of established relationships. While there have been discussions with Health Sciences Industry Corporate and Foundation Relations, no leads have materialized. Any support that the Provost can provide in supporting this effort will enhance the financial health of this new enterprise.

6. Please **update the carryover usage plan you submitted as part of last year’s budget development process**. To do so, please complete the **“Updated Carryover Usage Plan” tab** of the Excel workbook. Please note:
- Your worksheet is pre-populated with the carryover usage plan you submitted last year, new estimated carryover totals, and new reserve figures.³
 - Please provide updated numbers under "Updated Plan" (Columns H-K).
 - If you have new line items, please add rows, as needed.
 - For any major updates, please provide a brief description of the change (Column L).

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

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

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

Please see “Updated Carryover Usage Plan” tab on attached spreadsheet.

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

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

Please see “PRF Request” tab on attached spreadsheet.

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

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

FY17 & FY18 Planned Expenditures - Administrative Units

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

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

BT = Budget Type OC = Object Code

| NAME OF AREA: Alcohol and Drug Abuse Institute | | | | | | |
|--|-------|-------------------------------------|--------------------------------------|----------------------------------|--------------------|----------------------|
| <i>Research and information dissemination on emergent issues in addiction research conducted by ADAI scientists and other researchers; providing seed money for graduate students, postdoctoral fellows, and junior faculty through its' Small Grants Program. Risk the UW would face if ADAI was no longer funded would be 1) Fiscal Impact: loss of revenue – since 1973 more than \$5,065,000 has been awarded to researchers from 40 departments at the UW by ADAI's Small Grants program. Between 2008-2013 approx \$867,475 awarded returned external funding of \$12,584,119 to the the UW as a result of these pilot studies. 2) Loss of a centralized center which helps facilitate and coordinate substance abuse research across UW Campuses.</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) | 1.69 | \$ 259,402 | \$ 33,456 | \$ - | \$ - | |
| Self-Sustaining Funds (BT 10, 11) | 0.70 | \$ 153,948 | \$ 65,829 | \$ 31,668 | \$ 932 | |
| Grants & Contracts (BT 05) | 20.63 | \$ 2,885,802 | \$ 1,194,904 | \$ 67,694 | \$ 63,964 | |
| Philanthropy, or Gifts & Discretionary (BT 06) | 0.00 | \$ - | \$ 15,146 | \$ 10,000 | \$ 5,000 | |
| Total | 23.02 | \$ 3,299,152 | \$ 1,309,334 | \$ 109,362 | \$ 69,896 | \$ - |
| 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) | 1.69 | \$ 269,778 | \$ 34,794 | | \$ - | |
| Self-Sustaining Funds (BT 10, 11) | 0.70 | \$ 129,034 | \$ 5,768 | \$ 32,935 | \$ 969 | |
| Grants & Contracts (BT 05) | 23.63 | \$ 3,101,234 | \$ 1,269,700 | \$ 94,401 | \$ 66,523 | |
| Philanthropy, or Gifts & Discretionary (BT 06) | 0.00 | \$ - | \$ - | \$ - | \$ - | |
| Total | 26.02 | \$ 3,500,047 | \$ 1,310,262 | \$ 127,336 | \$ 67,492 | \$ - |
| <p><i>Assumptions:</i> ADAI assumes that 1) DOF funds will continue to be provided for budget #74-5012; 2) that I-171 funds will continue as permanent funding, and 3) that I-502 Proviso funds for budget #07-5002 will continue as permanent funding as they are currently designated. Salary, fringe benefits and all other expenses projected on grant or contract funds are dependent on those funds being awarded. Also assumes 4% salary increase for professional staff and 3% increase for classified staff.</p> | | | | | | |

NAME OF AREA: The Center on Human Development and Disability

a) The Center on Human Development and Disability (CHDD) is one of the nation's largest and most comprehensive interdisciplinary research and training centers focusing on a wide array of intellectual developmental disabilities (IDD). The CHDD specifically supports infrastructure for research cores and training clinics and programs. This interdisciplinary infrastructure is utilized by faculty from more than 20 academic departments representing activity on more than 150 grants & contracts related to IDD. The CHDD fulfills the University's statutory obligation to maintain such a center (RCW 28B.20.410-414).

b) CHDD FTE totals and expenditures will be based on available revenue.

i) GOF/DOF funds account for 7% of CHDD funding. Grants & Contracts account for 80%. The remaining 13% is a combination of gifts & self-sustainable accounts.

ii) The CHDD assumes GOF/DOF support will remain level or increase.

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) | 4.00 | \$ 527,000 | \$ - | \$ - | \$ - | \$ - |
| Self-Sustaining Funds (BT 10, 11) | 2.00 | \$ 200,000 | | | | |
| Grants & Contracts (BT 05) | 30.00 | \$ 3,500,000 | \$ 1,000,000 | \$ 100,000 | \$ 25,000 | \$ 75,000 |
| Philanthropy, or Gifts & Discretionary (BT 06) | 20.00 | \$ 1,000,000 | | \$ 425,000 | \$ 25,000 | \$ 25,000 |
| Total | 56.00 | \$ 5,227,000 | \$ 1,000,000 | \$ 525,000 | \$ 50,000 | \$ 100,000 |

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) | 4.00 | \$ 527,000 | \$ - | \$ - | \$ - | \$ - |
| Self-Sustaining Funds (BT 10, 11) | 2.00 | \$ 200,000 | | | | |
| Grants & Contracts (BT 05) | 30.00 | \$ 3,500,000 | \$ 1,000,000 | \$ 100,000 | \$ 25,000 | \$ 75,000 |
| Philanthropy, or Gifts & Discretionary (BT 06) | 20.00 | \$ 1,000,000 | | \$ 425,000 | \$ 25,000 | \$ 25,000 |
| Total | 56.00 | \$ 5,227,000 | \$ 1,000,000 | \$ 525,000 | \$ 50,000 | \$ 100,000 |

Assumptions: FTE levels are maintained at the FY17 level, and FY17 permanent funding is continued into FY18. UW continues support for 90% of compensation increases for employees covered by GOF/DOF funds.

Other Costs: Funds in this category represent support for trainees and fellows that is required by federal sponsors on CHDD training grants. This includes both stipends and tuition (fees paid to UW). Also assumes 4% salary increase for professional staff and 3% increase for classified staff.

NAME OF AREA: Environmental Health & Safety

Environmental Health & Safety meets responsibilities in Executive Order #55 for the “public, occupational, and environmental health and safety... in all sites owned, operated, or controlled by the University.” EHS mitigates Institutional Risks, including: legal compliance risks, financial risks from worker injuries with increasing compensation claims and reputational risks resulting from adverse health and safety events. These efforts are in accordance with risk prioritizations outlined in the Sustainable Academic Business Plan (SABP) to maintain safety and decrease compliance costs. EH&S services are essential for every member of the University community from visitors to Stadium food vendors, to biomedical researchers needing approvals, to electricians’ electrocution prevention by lock-out tag-out training. By responding rapidly to threatened outbreaks and concerns such as legionella and lead in University drinking water, student tuberculosis cases, and air quality concerns in aging buildings, EH&S ensures that the UW community enjoys a level of health and safety that is requisite for a premier public research university. Failure to fund these programs will have a direct negative impact on research, education and service missions, with the greatest impact being a loss of trust for safeguarding those protections.

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) | 74.96 | \$ 7,779,333 | \$ 1,251,023 | \$ 1,862 | \$ 81,200 | \$ (1,220,000) |
| Self-Sustaining Funds (BT 10, 11) | 10.19 | \$ 1,004,175 | \$ 226,391 | \$ - | \$ 22,320 | \$ (146,000) |
| Grants & Contracts (BT 05) | 0.25 | \$ 9,460 | \$ 7,631 | \$ - | \$ - | \$ 1,709 |
| Philanthropy, or Gifts & Discretionary (BT 06) | 0.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total | 85.40 | \$ 8,792,968 | \$ 1,485,045 | \$ 1,862 | \$ 103,520 | \$ (1,364,291) |

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) | 74.81 | \$ 8,174,374 | \$ 1,251,023 | \$ 1,862 | \$ 81,200 | \$ (1,220,000) |
| Self-Sustaining Funds (BT 10, 11) | 10.19 | \$ 1,017,602 | \$ 226,391 | \$ - | \$ 22,320 | \$ (146,000) |
| Grants & Contracts (BT 05) | 0.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Philanthropy, or Gifts & Discretionary (BT 06) | 0.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total | 85.00 | \$ 9,191,976 | \$ 1,477,414 | \$ 1,862 | \$ 103,520 | \$ (1,366,000) |

We anticipate a 3% to 4% increase in salaries due to merit and a slight increase in operations. "Other" amounts represent MOU income from other entities such as the Medical Centers.

NAME OF AREA: Hall Health Center

Hall Health Center's Mission "To provide comprehensive health care for a diverse campus community to promote lifelong wellbeing, achievement, and resilience". We ensure that the measles requirement is followed and provide care to the students so they can maintain their academic success during times of sickness. Measles support is provided from GOF/DOF funding. We also provide care to support ongoing health of our students. This has become critical during the recent TB case on campus. Without the Measles funding, students would be required to have services provided elsewhere at greater cost and inconvenience. Without funding for Hall Health in general, students would not have a local source for inexpensive student-centered care.

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) | | \$ 40,945 | | | | |
| Self-Sustaining Funds (BT 10, 11) | 101.50 | \$ 11,288,040 | \$ 4,724,487 | | \$ 12,000 | |
| Grants & Contracts (BT 05) | | | | | | |
| Philanthropy, or Gifts & Discretionary (BT 06) | | | | | | |
| Total | 101.50 | \$ 11,328,985 | \$ 4,724,487 | \$ - | \$ 12,000 | \$ - |

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) | | \$ 25,601 | \$ 15,344 | | | |
| Self-Sustaining Funds (BT 10, 11) | 102.50 | \$ 11,852,442 | \$ 4,818,977 | | \$ 12,000 | |
| Grants & Contracts (BT 05) | | | | | | |
| Philanthropy, or Gifts & Discretionary (BT 06) | | | | | | |
| Total | 102.50 | \$ 11,878,043 | \$ 4,834,321 | \$ - | \$ 12,000 | \$ - |

Assumes 4% increase for professional staff and 3% increase for classified staff.

NAME OF AREA: Health Sciences Academic Services & Facilities

Health Sciences Academic Services & Facilities (HSAS&F) demonstrates its commitment to UW Health Sciences by: 1) Providing learning environments that meet ever-changing needs, 2) Collaborating to enable cutting-edge research, 3) Supporting technology used in patient care, education, and research, 4) Innovating to anticipate the advancements of tomorrow. HSAS&F units receive funding from state and local budgets as well as cost recovery and recharge center services.

Teaching – HSAS&F maintains 100 learning spaces for 5 Health Sciences Schools, where 3000 courses are taught to 3500 students each year. If funding ceased, the loss of learning environments and technologies would put enrollment and maintenance of the University’s accreditation status at risk.

Research - HSAS&F provides an environment for research. If investment in facility maintenance and management systems were discontinued, students, staff and faculty would not have the infrastructure needed to advance research and education.

Service (Patient Care) - The Scientific Instruments unit provides design, installation, maintenance, repair, and consultative services to 800 clinics, labs and research departments. If this unit were to cease operations, lower efficiency of operations, lack of compliance to UW, state and federal regulations, and higher costs for these services elsewhere would negatively impact UW Medicine and other community healthcare providers.

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) | 16.98 | \$ 895,090 | \$ 528,845 | | | \$ (299,644) |
| Self-Sustaining Funds (BT 10, 11) | 42.85 | \$ 3,995,085 | \$ 1,014,160 | \$ 8,217 | \$ 23,047 | \$ (936,306) |
| Grants & Contracts (BT 05) | | | | | | |
| Philanthropy, or Gifts & Discretionary (BT 06) | | | | | | |
| Total | 59.83 | \$ 4,890,175 | \$ 1,543,005 | \$ 8,217 | \$ 23,047 | \$ (1,235,950) |

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) | 16.98 | \$ 975,895 | \$ 528,845 | | | \$ (299,644) |
| Self-Sustaining Funds (BT 10, 11) | 42.85 | \$ 4,102,124 | \$ 1,014,160 | \$ 8,217 | \$ 23,047 | \$ (937,846) |
| Grants & Contracts (BT 05) | | | | | | |
| Philanthropy, or Gifts & Discretionary (BT 06) | | | | | | |
| Total | 59.83 | \$ 5,078,019 | \$ 1,543,005 | \$ 8,217 | \$ 23,047 | \$ (1,237,490) |

Approximately \$430,000 of prior year self-sustaining fund earnings supporting FY17 IS activities. Includes the addition of 1FTE Program Assistant; Includes addition of 1 fixed duration through Nov FY18; all other staffing levels are the same. Salary increase assumptions - 4% Professional Staff; 2% Classified. Benefits at same rate as FY17. Students rates increase from \$13/hr. to \$15/hr. No inflation is included for other operating costs. Cost transfers (division service revenues) remain at FY17 level. "Other" entries represent cost transfers for services provided.

NAME OF AREA: Health Sciences Administration Business Office

Health Sciences Administration provides leadership and oversight to its units. It is focused on adding to the capacity of its units to provide quality services in as efficient a manner as possible. Health Sciences Administration also acts as a bridge between all Health Sciences Schools supporting inter-School activities. Without Health Sciences Administration there would be no unifying body able to help these Schools with initiatives. Without HSA all units would be forced to report to other administrative units that may not be able to support in the same manner.

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) | 8.90 | \$ 1,344,028 | \$ 255,606 | | \$ 17,592 | |
| Self-Sustaining Funds (BT 10, 11) | | | | | | |
| Grants & Contracts (BT 05) | | | | | | |
| Philanthropy, or Gifts & Discretionary (BT 06) | | | \$ 182,500 | | | \$ (11,969) |
| Total | 8.90 | \$ 1,344,028 | \$ 438,106 | \$ - | \$ 17,592 | \$ (11,969) |

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) | 9.90 | \$ 1,410,000 | \$ 255,000 | | \$ 18,000 | |
| Self-Sustaining Funds (BT 10, 11) | | | | | | |
| Grants & Contracts (BT 05) | | | | | | |
| Philanthropy, or Gifts & Discretionary (BT 06) | | | \$ 182,500 | | | \$ (12,000) |
| Total | 9.90 | \$ 1,410,000 | \$ 437,500 | \$ - | \$ 18,000 | \$ (12,000) |

Assumes FY18 increase of 4% for salary & benefits and addition of Compliance staffperson. "Other" represents endowment income plus expenditures for the Magnuson Scholars

NAME OF AREA: Latino Center for Health

The Latino Center for Health improves the health of the Latino population in the State of Washington, both through direct services and through the promotion of related scholarly research. Funding for the Center is from a \$250,000 per year proviso budget allocated by the legislature beginning with FY16. Without the Center, important services and research would not take place and the health of Latinos would be adversely affected.

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) | 1.48 | \$ 219,116 | \$ 5,000 | \$ 25,000 | \$ 844 | \$ - |
| Self-Sustaining Funds (BT 10, 11) | | | | | | |
| Grants & Contracts (BT 05) | | | | | | |
| Philanthropy, or Gifts & Discretionary (BT 06) | | | | | | |
| Total | 1.48 | \$ 219,116 | \$ 5,000 | \$ 25,000 | \$ 844 | \$ - |

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) | 1.48 | \$ 226,097 | \$ 3,350 | \$ 20,000 | \$ 553 | \$ - |
| Self-Sustaining Funds (BT 10, 11) | | | | | | |
| Grants & Contracts (BT 05) | | | | | | |
| Philanthropy, or Gifts & Discretionary (BT 06) | | | | | | |
| Total | 1.48 | \$ 226,097 | \$ 3,350 | \$ 20,000 | \$ 553 | \$ - |

Assumes 4% increase for professional staff and 3% increase for classified staff.

NAME OF AREA: Office of Animal Welfare

Our Service

The Office of Animal Welfare (OAW) facilitates the Institutional Animal Care & Use Committee (IACUC) review of research protocols and grants involving live vertebrate animals. In addition, the OAW provides oversight and compliance on behalf of the IACUC in accordance with applicable laws, policies and regulations.

Our Mission

Protect the integrity and excellence of vertebrate animal research and teaching at the University of Washington. Provide comprehensive resources and outstanding services to the UW IACUC, faculty, staff and other partners for navigating and complying with the rules and regulations regarding the use of vertebrate animals.

Without OAW

The use of vertebrate animals in research and teaching is highly regulated; the UW also chooses to have its animal use program accredited by Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC) International, without which accreditation many funding sources would not be available and the ability to compete for others severely compromised. The University's use of animals also receives constant attention from internal and external interest groups. Failures in compliance threaten current and future research as well as the standing of the University. And most importantly, failures in compliance are a disservice to the animals we are obligated to protect.

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) | 20.00 | \$ 2,039,243 | \$ 161,172 | \$ 2,000 | \$ 57,934 | |
| Self-Sustaining Funds (BT 10, 11) | | | | | | |
| Grants & Contracts (BT 05) | | | \$ 2,400 | | | |
| Philanthropy, or Gifts & Discretionary (BT 06) | | | | | | |
| Total | 20.00 | \$ 2,039,243 | \$ 163,572 | \$ 2,000 | \$ 57,934 | \$ - |

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) | 20.00 | \$ 2,115,000 | \$ 162,784 | \$ 2,000 | \$ 58,513 | |
| Self-Sustaining Funds (BT 10, 11) | | | | | | |
| Grants & Contracts (BT 05) | | | \$ 2,400 | | | |
| Philanthropy, or Gifts & Discretionary (BT 06) | | | | | | |
| Total | 20.00 | \$ 2,115,000 | \$ 165,184 | \$ 2,000 | \$ 58,513 | \$ - |

FY2017 based on FY2016 and first 2 months of FY2017. Assumes Project Manager departure and added program coordinator as of 1Jan2017.

FY2018 assumes no change in staff from last half of FY2017, 4% merit increases, and 1% increase in goods/services and travel to support outreach and employee development.

BT05 reflects income/expenses from surgery training courses provided to non-UW personnel.

NAME OF AREA: Health Sciences Risk Management

HSRM's role is to plan, organize, direct, and control clinical risk management activities related to the delivery of patient care services in the Health Sciences & UW Medicine. HSRM's work helps to maintain effective clinical risk management systems and communications to support and enhance quality improvement, patient safety, and other UW Medicine, Health Sciences, and University programs and activities. HSRM works to assure that risk management programs meet statutory, regulatory, and accreditation requirements and also reviews contracts, legislation, and regulations as needed. If this work were no longer funded, the University would face significant financial risk due to a lack of oversight in regulatory compliance matters and the loss of mitigation of patient grievances through event investigations performed by HSRM. Loss of critical duties surrounding investigation of patient events would lead to degradation of the quality improvement and patient safety processes within UW Medicine. Loss of HSRM's services in maintaining risk management systems would result in the lack of a method to manage event reporting and event investigations. Additionally, loss of HSRM's role in public records production could make the institution more vulnerable to medical malpractice litigation and the erosion of the Quality Improvement (QI) privilege via inconsistent practices in responding to requests.

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) | 15.50 | \$ 1,819,557 | \$ 153,500 | \$ 31,342 | \$ 11,000 | \$ 13,000 |
| Grants & Contracts (BT 05) | | | | | | |
| Philanthropy, or Gifts & Discretionary (BT 06) | | | | | | |
| Total | 15.50 | \$ 1,819,557 | \$ 153,500 | \$ 31,342 | \$ 11,000 | \$ 13,000 |

FISCAL YEAR 2018

| Fund Source | FTE | Planned Expenditures (in \$) | | | | |
|--|--------------|-------------------------------------|--------------------------------------|----------------------------------|--------------------|----------------------|
| | | Salaries & Benefits (OC: 01, 07) | Goods & Services (OC: 03, 05, 06) | Contractual Services (OC: 02) | Travel (OC: 04) | Other (OC: 08-21) |
| GOF/DOF, excluding carryover (BT 01) | | | | | | |
| Self-Sustaining Funds (BT 10, 11) | 15.50 | \$ 1,951,885 | \$ 153,500 | \$ 37,000 | \$ 11,000 | \$ 13,000 |
| Grants & Contracts (BT 05) | | | | | | |
| Philanthropy, or Gifts & Discretionary (BT 06) | | | | | | |
| Total | 15.50 | \$ 1,951,885 | \$ 153,500 | \$ 37,000 | \$ 11,000 | \$ 13,000 |

Assumptions: FTE levels for FY17 are maintained in FY18. Benefits for FY18 were calculated using FY17 fringe benefit load rates. Salary rates assume a 4% increase from the FY17 base beginning September 1, 2017. Amounts listed in "Other" column account for projected Health Sciences Administration Overhead tax.

NAME OF AREA: Washington National Primate Research Center

The Washington National Primate Research Center (WaNPRC) serves as a critical resource for both fundamental and translational research in non-human primates (NHPs). The WaNPRC's mission is "to support outstanding biomedical research directed towards significant human health issues and nonhuman primate health and biology." Specifically, the WaNPRC provides dedicated staff, equipment, breeding colonies, and facilities required for NHP research protocols.

The WaNPRC's research achievements are demonstrated through funded research grants, clinical studies, publications, and international conservation efforts. In terms of service, Center staff serve on national and local committees and review boards, and participate in UW initiatives. WaNPRC scientists typically have a faculty appointment, and serve as academic mentors. Students participate in NHP research projects and international field-study programs.

The NIH directly funds the WaNPRC via a \$13.5M per year infrastructure grant to the UW, and \$17.5M of research projects were directly conducted by the WaNPRC in FY16. The Center is the UW's largest program income generator at \$7M per year. Tens-of-millions of more dollars were administered in other departments, but depend on WaNPRC's investigators. More than 30 investigators have active research projects in the Center, which would likely not be here without the WaNPRC. All of this is at risk without institutional commitment.

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) | 4.29 | \$ 610,000 | \$ 2,650,000 | \$ 54,000 | \$ 37,000 | \$ - |
| Self-Sustaining Funds (BT 10, 11) | 0.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Grants & Contracts (BT 05) | 163.85 | \$ 14,390,000 | \$ 11,700,000 | \$ 3,000 | \$ 118,000 | \$ (6,990,000) |
| Philanthropy, or Gifts & Discretionary (BT 06) | 0.17 | \$ 21,000 | \$ 27,000 | \$ 1,200 | \$ - | \$ - |
| Total | 168.31 | \$ 15,021,000 | \$ 14,377,000 | \$ 58,200 | \$ 155,000 | \$ (6,990,000) |

| 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) | 5.00 | \$ 573,000 | \$ 2,690,000 | \$ 54,000 | \$ 37,000 | \$ - |
| Self-Sustaining Funds (BT 10, 11) | 0.00 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Grants & Contracts (BT 05) | 155.85 | \$ 13,990,000 | \$ 11,580,000 | \$ 3,000 | \$ 122,000 | \$ (6,990,000) |
| Philanthropy, or Gifts & Discretionary (BT 06) | 0.00 | \$ 21,000 | \$ 27,000 | \$ 1,200 | \$ - | \$ - |
| Total | 160.85 | \$ 14,584,000 | \$ 14,297,000 | \$ 58,200 | \$ 159,000 | \$ (6,990,000) |

[FY17 FTE] is derived from EDW report: "Paid FTE By Funding Source" and specifically from the column [FY Avg Paid FTE]. Baseline amounts pulled from MyFD and EDW as of 11/6/16 for the UW FY through June using the EDW Report "Fiscal Year Income and Expense Summary by OrgCode & Funding Source", Report ID:FIN1053. Indirect Cost (IDC) paid was excluded from grants and contracts. These were subsequently adjusted by an annual increase percentage calculated prior to the NIH Site Visit based on 5 year expense data from MyFD and the 'Forecast' function in Excel. For salary increases, this was assumed to be 2% for classified staff and 3% for professional staff. In addition to this quantitative model, the following known biases were adjusted: 1. Cost cutting and layoffs taking place in FY17, full impact not expected until FY18 and beyond (note that 10 layoffs were recently made or will shortly be finalized). The current budget assumes that there will be minimal changes in staffing associated with ARC-F, and also minimal staff changes associated with a transfer of animals and work to the UW-controlled Breeding Colony from breeding colonies contracted/managed by 3rd parties. These staffing assumptions are dynamic and may need to be revised. However, the level of uncertainty associated with these estimates is far outweighed by the fact that \$14M in grant funding represents a variable portfolio of both research and infrastructure grant funding with several competitive renewals during these fiscal years. 2. An increase of expected equipment purchases on grant funds associated with Modernization efforts on the P51, 3. an increase of services(object code 03-49) on GOF/DOF associated with new service charges from Colony (accounting for discounts and startup packages will now incur costs on GOF/DOF). The Other Category consists of Debt Service on the Primate Center's B-Rate and income from Program Income activities (counted as a negative number). Note that income is assumed to be flat.

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>

| | PREVIOUS PLAN (Do Not Update) | Carryover into FY16: \$ 4,633,680 | UPDATED PLAN (Please Complete) | Est. Carryover into FY17: \$ 3,797,966 * | | | | | |
|---|--|---|-----------------------------------|--|---|-------------------|-------------------------|---------------|--|
| Unit: Health Sciences Administration | | | | | | | | | |
| Usage Categories and Descriptions*** | Committed Year(s) | # of Years | Annual \$ Amount | Totals | Committed Year(s) | # of Years | Annual \$ Amount | Totals | Explanation of Changes/Updates |
| Unit's Reserve (10% of permanent ABB budget) | | | | | | | | | |
| | FY17 | 1 | \$ 1,465,480 | \$ 1,465,480 | FY18 | 1 | \$ 1,582,597 | \$ 1,582,597 | |
| | Total Unit's Reserve: \$ 1,465,480 | | | | Total Unit's Reserve: \$ 1,582,597 | | | | |
| Central Commitments | | | | | <i>e.g. FY17-FY19</i> | <i>e.g. 3</i> | | | |
| 1. HS Security Guard Support - Ad | FY16, FY17 | 2 | \$ 125,000 | \$ 250,000 | | | | \$ - | Other funding source used in FY17 |
| 2. Debt Service | FY16, FY17 | 2 | \$ 207,437 | \$ 414,874 | | | | \$ - | Other funding source used in FY17 |
| <i>Add more lines as needed</i> | | | | \$ - | | | | \$ - | |
| | Total Central Commitments: \$ 664,874 | | | | Total Central Commitments: \$ - | | | | |
| "Spending Plan" Permanent Costs & Other Projects | | | | | <i>e.g. FY17-FY19</i> | <i>e.g. 3</i> | | | |
| A. Perm expenditures funded with temp funds | | | | | | | | | |
| 1. Sr. IH Position - E | FY16, FY17 | 2 | \$ 30,000 | \$ 60,000 | FY17-FY19 | 3 | \$ 119,160 | \$ 357,480 | |
| 2. Tech2 - E | FY16, FY17 | 2 | \$ 24,000 | \$ 48,000 | | | | \$ - | Funds allocated elsewhere |
| 3. Accident Prevention Manager - E | FY16, FY17 | 1.5 | \$ 100,000 | \$ 150,000 | | | | \$ - | Funds allocated elsewhere |
| 4. Accident Prevention Coordinator | FY17 | 1 | \$ 32,000 | \$ 32,000 | FY17-FY19 | 3 | \$ 61,674 | \$ 185,022 | |
| 5. Ingrade adjustments (17 staff) - E | FY16, FY17 | 2 | \$ 60,018 | \$ 120,036 | FY17 | 1 | \$ 60,018 | \$ 60,018 | |
| 6. Business Data Analyst - E | FY16, FY17 | 1.5 | \$ 110,000 | \$ 165,000 | FY17-FY19 | 3 | \$ 102,621 | \$ 307,863 | |
| 7. Shared Services Allocation - E | FY16, FY17 | 2 | \$ 70,000 | \$ 140,000 | FY17-FY19 | 3 | \$ 33,000 | \$ 99,000 | |
| 8. HR/P Charges - E | FY17 | 1 | \$ 34,000 | \$ 34,000 | FY17-FY19 | 3 | \$ 25,000 | \$ 75,000 | |
| 9. OCC. Safety & Health AD - E | | | | | FY17 - FY19 | 3 | \$ 245,640 | \$ 736,920 | New Assistant Director Position supporting new Occupational Safety & Health Division |
| 10. Occ. Safety & Health IH - E | | | | | FY17 - FY19 | 3 | \$ 99,300 | \$ 297,900 | Additional needed staffing in support of Occupational Safety & Health |
| | | | | \$ - | | | | \$ - | |
| B. Possible multi-year commitments | | | | | | | | | |
| 1. Training and Development - E | FY16, FY17 | 2 | \$ 22,500 | \$ 45,000 | FY17-FY18 | 2 | \$ 32,500 | \$ 65,000 | |
| 2. Computing Equipment - E | FY17 | 1 | \$ 30,000 | \$ 30,000 | FY17-FY18 | 2 | \$ 20,000 | \$ 40,000 | |
| 3. Classroom Improvements - H | FY16, FY17 | 2 | \$ 55,000 | \$ 110,000 | FY17-FY18 | 2 | \$ 55,000 | \$ 110,000 | |
| 4. Committed Startup Packages for Recruited Pis - P | FY17 | 1 | \$ 550,455 | \$ 550,455 | | | | \$ - | Other funding sources used for FY17 |
| | | | | \$ - | | | | \$ - | |

| C. Immediate, current year use | |
|--|--|
| 1. Training - Ad | |
| 2. SCC Extended Hours - Ad | |
| 3. Renovation of SCC 130 - E | |
| 4. MyChem code entry work - E | |
| 5. Database Consultants - E | |
| 6. Website designer - E | |
| 7. Website project manager (1-yr commitment) - E | |
| 8. Safety Initiatives - E | |
| 9. Salary Survey - E | |
| 10. ESOB Cat3 upgrade - E | |
| 11. Temp. Assisstant to Director - E | |
| 12. Student Labor - E | |
| 13. Supplies - E | |
| 14. ErgoAdvocate (Ergonomic training program) - E | |
| 15. Deficit Management for Specific Pathogen Free perdie | |
| 16. NWABR Membership - Ad | |
| 17. Hourly Staffing - Ad | |
| 18. B170 shared services build-out | |
| <i>Add more lines as needed</i> | |

| | | | |
|-----------|---|------------|------------|
| FY16 | 1 | \$ 33,000 | \$ 33,000 |
| FY16 | 1 | \$ 20,000 | \$ 20,000 |
| FY16 | 1 | \$ 31,608 | \$ 31,608 |
| FY17 | 1 | \$ 18,000 | \$ 18,000 |
| FY17 | 1 | \$ 25,000 | \$ 25,000 |
| FY16,FY17 | 2 | \$ 75,000 | \$ 150,000 |
| FY17 | 1 | \$ 60,000 | \$ 60,000 |
| FY16 | 1 | \$ 8,000 | \$ 8,000 |
| FY16 | 1 | \$ 20,000 | \$ 20,000 |
| FY16 | 1 | \$ 4,500 | \$ 4,500 |
| FY16 | 1 | \$ 2,500 | \$ 2,500 |
| FY16 | 1 | \$ 7,500 | \$ 7,500 |
| FY16 | 1 | \$ 20,000 | \$ 20,000 |
| FY16 | 2 | \$ 3,500 | \$ 7,000 |
| FY17 | 1 | \$ 198,000 | \$ 198,000 |
| FY16 | 1 | \$ 42,625 | \$ 42,625 |
| FY16 | 1 | \$ 12,000 | \$ 12,000 |
| | | | \$ - |
| | | | \$ - |

Total Permanent Costs & Other Projects: \$ 2,144,224

PRIOR PLAN TOTAL: \$ 4,274,578

| | | | | |
|------|---|------------|------------|-------------------------------------|
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | Funds allocated elsewhere |
| | | | \$ - | Funds allocated elsewhere |
| | | | \$ - | Funds allocated elsewhere |
| | | | \$ - | |
| | | | \$ - | |
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| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | Other funding sources used for FY17 |
| | | | \$ - | |
| | | | \$ - | |
| FY18 | 1 | \$ 300,000 | \$ 300,000 | |
| | | | \$ - | |

Total Permanent Costs & Other Projects: \$ 2,634,203

UPDATED PLAN TOTAL: \$ 4,216,800 **

* 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.

*** AD = Health Sciences Administration, E = Environmental Health & Safety, H = HS Academic Services & Facilities and P = Primate Center

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.

| | | | | | |
|-------------------------------------|--|--------------------------|----------------------------|---------------------------|---|
| One Sentence Explanation: | Funding to build out B170 in Health Sciences to house a shared services center. | | | | |
| Requested PRF (per year): | \$ | 300,000 | | | |
| Number of years needed: | | 1 year | | | |
| Starting In: | | FY18 | | | |
| Unit Match/Contribution: | H.S. Administration will match with an additional \$300,000. | | | | |
| Full Explanation of Request: | <p>HSA requests funding to support transition to a new shared services model. It is expected the broad impact of this model change will require a significant, well-designed and implemented program for success. We recognize the shared services center will need a physical location and no appropriate spaces exist within current inventory. We therefore propose renovation of an existing space to support the HSA shared service center. This proposal would entail HSA support one-half the renovation costs with the remaining one-half requested from temporary Provost funds. This element plus an additional request for Project Management staffing will be critical to support the conversion to this new model and we appreciate your consideration of this request.</p> | | | | |
| Connection To Other Units: | This new program will centralize transactional work performed by many units into a single shared services model leading to greater efficiencies, freeing up resources that will allow the units to enhance programmatic efforts. | | | | |
| FTES and Expenditures | <i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i> | | | | |
| Job Title | FTE | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
| | | | | | |
| | | | | | |
| | | | | | |
| Other Expenditures | n/a | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
| Renovation of B170 | | \$600,000 | 50% - \$300,000 | 50% - \$300,000 | Renovation , furniture and infrastructure |
| | | | | | |
| | | | | | |

| | | | | | |
|-------------------------------------|---|--------------------------|----------------------------|---------------------------|--|
| One Sentence Explanation: | 1.0 FTE Project Manager to manage the process of creating a new, expansive shared services center. | | | | |
| Requested PRF (per year): | \$ 125,780 | | | | |
| Number of years needed: | 2 years | | | | |
| Starting In: | FY18 | | | | |
| Unit Match/Contribution: | H.S. Administration will be using extensive staffing resources to support this effort. | | | | |
| Full Explanation of Request: | HSA requests funding to support transition to this new shared services model. It is expected the broad impact of this model change will require a significant, well-designed and implemented program for success. HSA does not currently have the bandwidth to undertake this change initiative, particularly with the recent addition of responsibilities related to HR/Payroll and the Population Health Initiative/Building. We therefore request temporary, 2 year funding for a single project manager to lead this change across HSA units. | | | | |
| Connection To Other Units: | This new program will centralize transactional work performed by many units into a single shared services model leading to greater efficiencies, freeing up resources that will allow the units to enhance prgrammatic efforts. | | | | |
| FTES and Expenditures | <i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i> | | | | |
| Job Title | FTE | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
| Program Manaager | 1 | \$125,780 | 0% | 100% - \$125,780 | Full-time salary of \$95,000 plus 32.4% benefit rate |
| | | | | | |
| | | | | | |
| Other Expenditures | n/a | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
| | | | | | |
| | | | | | |
| | | | | | |

| | | | | | |
|-------------------------------------|---|--------------------------|----------------------------|---------------------------|---|
| One Sentence Explanation: | Remodel of rooms adjacent to T498 classroom creating small break-out rooms, adding capacity and improving instructional infrastructure. | | | | |
| Requested PRF (per year): | \$ | 400,000 | | | |
| Number of years needed: | | 1 year | | | |
| Starting In: | | FY18 | | | |
| Unit Match/Contribution: | | | | | |
| Full Explanation of Request: | Modification of HSAS&F storage space and one office adjacent to T498 classroom to create adjoining small rooms to accommodate break-out sessions, and furniture and technology upgrades to support curriculum and pedagogy needs. | | | | |
| Connection To Other Units: | Supports Health Sciences Schools in achieving their educational mission. | | | | |
| FTES and Expenditures | <i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i> | | | | |
| Job Title | FTE | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
| | | | | | |
| | | | | | |
| | | | | | |
| Other Expenditures | n/a | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
| Goods and Services | | \$400,000 | 0% | 100% - \$400,000 | Renovation of T498 classroom and adjacent space |
| | | | | | |
| | | | | | |

| | | | | | |
|-------------------------------------|--|--------------------------|----------------------------|---------------------------|---|
| One Sentence Explanation: | Upgrade Health Sciences teaching labs | | | | |
| Requested PRF (per year): | \$ 900,000 | | | | |
| Number of years needed: | 1 year | | | | |
| Starting In: | FY19 | | | | |
| Unit Match/Contribution: | Please describe what your unit is willing to commit as a match on an annual basis. | | | | |
| Full Explanation of Request: | Generally-assigned teaching lab spaces have been completely unfunded for more than 10 years. The result is failing lab benches and cabinetry, lab stools, and infrastructure. The teaching labs require installation of instructional technology, replacement of outdated laboratory equipment, replacement of failed laboratory benches and furniture, and infrastructure updates such as replacing damaged ceiling tiles and lights. | | | | |
| Connection To Other Units: | Supports Health Sciences Schools in achieving their educational mission. | | | | |
| FTES and Expenditures | <i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i> | | | | |
| Job Title | FTE | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
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| Other Expenditures | n/a | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
| Goods & Services | | \$900,000 | 0% | 100% - \$900,000 | Replace lab benches, stools, cabinets, and instructional infrastructure |
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| One Sentence Explanation: | Replacement of Building Card access system (goes with request for 2 additional security officers) | | | | |
| Requested PRF (per year): | \$ 100,000 | | | | |
| Number of years needed: | 1 year | | | | |
| Starting In: | FY18 | | | | |
| Unit Match/Contribution: | Please describe what your unit is willing to commit as a match on an annual basis. | | | | |
| Full Explanation of Request: | Health Sciences Building has 148 entry points. Recent increase in campus crime, including a severe criminal incident in a research lab in Health Sciences, necessitates changes to improve safety and security. Funding may be shared with Health Sciences Schools. The current building access system is failing, resulting in frequent point failures, and will need to be replaced in the next biennium due to lack of available parts from the vendor. Replacement of the current Card Access System would allow the use of a Husky Card for access, resulting in efficiencies across the Health Science Schools. Each School is required to manage procurement of Health Sciences Building access cards, resulting in operational inefficiencies and cost. the 3.5M square foot Health Sciences Building is currently staffed by only 2.0 FTE of Security Officers. This proposal increases the coverage by an additional 2.0 FTE. See "Additional Security" request below | | | | |
| Connection To Other Units: | All after-hours users of Health Sciences are served by this effort. | | | | |
| FTES and Expenditures | <i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i> | | | | |
| Job Title | FTE | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
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| Other Expenditures | n/a | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
| Goods & Services | | \$100,000 | 0% | 100% - 100,000 | Replace all HS access card readers |
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| One Sentence Explanation: | Additional Security (goes with request for replacement of building card access system) | | | | |
| Requested PRF (per year): | \$ 130,694 | | | | |
| Number of years needed: | 2 year | | | | |
| Starting In: | FY18 | | | | |
| Unit Match/Contribution: | Please describe what your unit is willing to commit as a match on an annual basis. | | | | |
| Full Explanation of Request: | Health Sciences Building has 148 entry points. Recent increase in campus crime, including a severe criminal incident in a research lab in Health Sciences, necessitates changes to improve safety and security. Funding may be shared with Health Sciences Schools. The current building access system is failing, resulting in frequent point failures, and will need to be replaced in the next biennium due to lack of available parts from the vendor. Replacement of the current Card Access System would allow the use of a Husky Card for access, resulting in efficiencies across the Health Science Schools. Each School is required to manage procurement of Health Sciences Building access cards, resulting in operational inefficiencies and cost. the 3.5M square foot Health Sciences Building is currently staffed by only 2.0 FTE of Security Officers. This proposal increases the coverage by an additional 2.0 FTE. | | | | |
| Connection To Other Units: | All after-hours users of Health Sciences are served by this effort. | | | | |
| FTES and Expenditures | <i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i> | | | | |
| Job Title | FTE | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
| Security Officer | 2 | \$130,694 | 0% | 100% - \$130,694 | Two full-time salary of \$49,356, plus 32.4% benefits rate |
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| Other Expenditures | n/a | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
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| One Sentence Explanation: | Creation of a Health Sciences Technology Learning Lab | | | | |
| Requested PRF (per year): | \$ 250,000 | | | | |
| Number of years needed: | 1 year | | | | |
| Starting In: | FY18 | | | | |
| Unit Match/Contribution: | | | | | |
| Full Explanation of Request: | This customer service improvement initiative supports innovation and change in our learning spaces to achieve the education mission. The Technology Learning Lab will be used to train faculty in the use of technology employed in learning spaces. This is an especially important need to fully realize the benefit of the Active Learning Classroom, where robust training is a recognized requirement for effective use and deployment of the technology. | | | | |
| Connection To Other Units: | Supports Health Sciences Schools in achieving their educational mission. | | | | |
| FTES and Expenditures | <i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i> | | | | |
| | FTE | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
| Job Title | | | | | |
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| Other Expenditures | n/a | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
| <i>Goods & Services</i> | | <i>\$250,000</i> | <i>0%</i> | <i>10 0% - \$250,000</i> | Construction of Technology Learning Lab |
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| One Sentence Explanation: | This one FTE Permanent position will provide highly technical occupational safety and health risk evaluation, risk mitigation and consultation services to serve the academic and service units at all UW campuses. | | | | |
| Requested PRF (per year): | \$ | 125,780 | | | |
| Number of years needed: | Permanent | | | | |
| Starting In: | FY18 | | | | |
| Unit Match/Contribution: | For a majority of the current biennium EHS has committed carryforward funds for a portion of this position, as well as others. In total, EHS budgeted over \$300,000 on temporary funds during FY17 for permanent position needs (Senior IH, Biosafety Officer, Radiation Safety Technician 2, Accident Prevention Manager, Accident Prevention Coordinator), a situation that is not sustainable through the end of the next biennium. | | | | |
| Full Explanation of Request: | This position will provide highly technical occupational safety and health risk evaluation, risk mitigation and consultation services to serve the | | | | |
| Connection To Other Units: | This position/service is program specific, highly technical, and critical to research and compliance strategies articulated in the Sustainable Academic Business Plan. Consistent with the TAP initiative and principals, and with the Health Sciences Administration Strategic Plan, this position does not duplicate positions, activities, or services handled by another unit, and the risk mitigation and compliance outcomes cannot be achieved by collaborating or leveraging the activities of another unit. | | | | |
| FTES and Expenditures | <i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i> | | | | |
| | FTE | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
| Job Title | | | | | |
| <i>SR. Industrial Hygienist</i> | <i>1</i> | <i>125,780</i> | <i>0%</i> | <i>100% - 125,780</i> | Full-time salary of \$95,000, plus 32.4% benefits rate = \$125,780 |
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| Other Expenditures | n/a | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
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| One Sentence Explanation: | EHS requests funding for one FTE with programming and general IT experience to update the University wide MyChem chemical inventory system and initiate a data consolidation project. | | | | |
| Requested PRF (per year): | \$ | 158,880 | | | |
| Number of years needed: | | 1.5 | | | |
| Starting In: | | FY18 | | | |
| Unit Match/Contribution: | On average, over the past five years, EHS spends over \$70,000 per year to support this system, mostly in the form of payments to UW-IT for system improvements and general maintenance. We also dedicate .4 FTE of a Program Operations Specialist position to support this program. These unfunded mandates continue to erode our operating base. | | | | |
| Full Explanation of Request: | Developed and maintained by UW-IT, MyChem is on the Governor’s state-wide essential system list as a critical state-wide security risk system. This aging system requires immediate upgrades to remain minimum functionality. In addition to state-wide impacts, this system is critical for health and safety investigations. The UW depends on this system to effectively manage research laboratory safety, toxic waste disposal, fire response, compliance reporting for environmental and occupational “worker right to know” requirements, and other critical information needs. Although this system fits the model of a centrally supported system, its maintenance and upkeep represent an unfunded mandate for EH&S. This new position could also restructure and rebuild approximately 40 databases that are maintained by EH&S for University wide regulatory requirements. These databases are used to collect, record, and report data related to highly regulated activities involving hospitals and medical centers, OSHA, Labor and Industries, the Nuclear Regulatory Commission, research processes and approvals, occupational health exposure monitoring, accident reporting, chemical purchase and transport, waste disposal, and most of the on-the-job training required by law. This effort is necessary to ensure that essential University data is protected on a long term basis in a platform that is current, stable and user friendly. | | | | |
| Connection To Other Units: | This position/service is program specific, highly technical, and critical to research and compliance strategies articulated in the Sustainable Academic Business Plan. Consistent with the TAP initiative and principals, and with the Health Sciences Administration Strategic Plan, this position does not duplicate positions, activities, or services handled by another unit. This effort would be a less costly and more time efficient way to address the upgrade needs for this critical system, and to streamline our database structure. EHS determined, in consultation with UW-IT, that this is the most effective way to improve this system and to initiate the database consolidation project. | | | | |
| FTES and Expenditures | <i>In the table below, please outline what the TOTAL funds (requested PRF + unit match) would buy. Please add lines as needed.</i> | | | | |
| Job Title | FTE | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
| <i>Programmer</i> | <i>1</i> | <i>158,880</i> | <i>0%</i> | <i>100% - \$158,880</i> | Full-time salary of \$120,000, plus 32.4% benefits rate = \$158,800 |
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| Other Expenditures | n/a | Total Yearly Cost | Amt covered by unit | Amt covered by PRF | |
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