***Administrative Unit Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*Please complete this Word document and the accompanying* [*Excel workbook*](http://opb.washington.edu/sites/default/files/opb/Budget/FY17-Administrative_Budget_Worksheets_%26_References.xlsx)*, and submit them to the Office of Planning & Budgeting on or before* ***Friday, November 20****. Please email your materials to* *Becka Johnson Poppe**.*

1. In spring 2015, Provost Baldasty initiated the Transforming Administration Program (TAP), which encompasses all central administrative units and focuses on fulfilling the need for greater collaboration, clear priorities, increased accountabilities, and elimination of unnecessary bureaucracy and redundancies.

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

* **List 3-5 things your unit is doing to align with the** [**TAP principles for central administrative units**](https://tap.uw.edu/about-tap/principles-central-administrative-units) **and to create and enhance a culture of service. Please be specific.**
* In what ways (if any) could your unit **leverage activities of other central administrative units to increase efficiency within your unit and/or to streamline activities across the UW?** Are there areas of overlap between your unit and another that **prompt closer collaboration?**
1. In 200 words or fewer, please **identify plans to adapt functions and services to support changing institutional needs in FY17.**
2. **Please identify any significant obstacle(s) or challenge(s)** that your unit faces other than resource constraints. **Please plan to discuss these with the Provost.** If applicable, please summarize any operational risks that, from your perspective, the UW must work to mitigate over time.
3. Though the Provost will soon be laying out requirements for FY17 merit increases, administrative units should begin to plan for a merit allocation equivalent to 90-95 percent of GOF/DOF merit pool. In other words, units should plan to receive less funding than may be necessary for a full merit increase, on average, for all GOF- and DOF-funded positions. **Please tell us how your unit plans to deploy funds for merit increases in FY17.**
4. As you may recall, in the summer of 2014, the UW was the sole subject of a state-required audit of net operating fee (tuition) and local fund accounts. The audit reinforced the importance of monitoring expenditures against budgets on a biennial basis, ensuring that colleges, schools and administrative units have plans to spend fund balance in a reasonable and mission-driven manner and that these plans are acted upon.

As such, **we ask that you update the carryover usage plan you submitted as part of last year’s budget development process**. To do so, please **fill out the “Carryover Worksheet - Detail” tab** of the “FY17 Administrative Budget Worksheets & References” [Excel workbook](http://opb.washington.edu/sites/default/files/opb/Budget/FY17-Administrative_Budget_Worksheets_%26_References.xlsx) using:

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

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

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

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

**Title Funding FY P/T Years Needed (If Temp)**

*Ex: Student Experience Project $40,000 FY17 Temp 1*

*Brief description, not to exceed 200 words, highlighting the alignment of the request to critical compliance issues or institutional priorities.*