**Budget Request FY24-26**

College Code:

Unit Leader:

Org Code and Name:

Budget Request Number:

Budget Request Name (see naming conventions):

Temp Request Amount:

Base Request Amount:

**Instructions**

This template is for entering requests for positions or operational dollars not currently supported by your available resources. This template is pulled straight from Axiom, so it should be simple to use the information you enter here to later enter into Axiom for any requests that Provost Folks approves to be submitted.

*Each* Budget Request must include *both* this Word form AND a Budget Request Excel spreadsheet in order to be considered complete.

Budget requests, prioritized at the college/division level, are due Nov 18 for consideration by Provost Folks. She will review and prioritize all budget requests under the Office of the Provost in mid-January, and you will be notified in late January whether your request was approved to submit in Axiom. The Axiom deadline is February 10, 2023.

**Request Description**

Describe the general purpose of the Budget Request (hard limit of 250 Characters, including spaces). Be sure to enter a brief description in this field -- do not say “see attached narrative.”

Request type: (select one or more)

Personnel

Facilities-Renovation

Other Operating

Rate the priority of the request: (select only one)

Critical/Blocking

High

Average

Select the Strategic Plan Pillar to which the request’s objective is aligned:

Wildcat Journey

Grand Challenges

Arizona Advantage

Arizona Global

Institutional Excellence

UAHS Strategic Initiative

Funding Source:New Allocation

**Narrative**

Because of the 500 character limit, we recommend you attach this Word doc, the Budget Request Narrative, in Axiom (click on the paperclip icon on the top-left corner), and enter “see attached narrative” in the Axiom question fields. Note that while attaching this Word doc allows one to enter more than 500 characters per question, is still strongly recommended that answers be both thorough and brief.

This tab contains three general questions regarding the request. All answers are required. Additional questions will display for requests that include faculty recruitment plans and startup requests.

**Provide background on the request:**

***Include Type of Request from list below as the first statement in “Provide background on the request”:***

* **New Ongoing**
* **New One-time**
* **Structural Deficit**
* **Reinstatement (SIF)**

**Describe college/division or departmental contribution. How much will the department be investing?**

**Describe alignment with the University's Strategic Plan.**