

Research (Refer to box #2)

- Describe/explain key drivers for changes in C&G volume or calculated overall divisional ICR rate (if any) for C&G on your division's ledgers, understanding that your faculty may participate in research captured elsewhere (e.g., VCR)
- Describe any material C&G volume counted elsewhere (e.g., VCR) and any new plans for these units in FY20 (if any).

C

Revenue Generation (refer to box #7)

(This will be at the top right of the dashboard, under the teaching and research section. Please keep your responses brief. The narrative box in this section of the dashboard fits about 150 words.)

- Describe the key opportunities you've identified in your revenue generation plan.
- Describe the key risks you've identified in your revenue generation plan.
- Describe the resources you will need to support your revenue generation plan.
- Describe campus resources and incentives that will be required for you to be successful.

D

Resource Capacity (refer to box # 4a, box # 4b, and box #4c)

(This will be at the bottom left of the dashboard, next to Philanthropy. This is a combined section, so your answers to Resource Capacity and Ending Balance Resource Request will go together. Please keep your responses brief. The narrative box in this section of the dashboard fits about 300 words and includes Resource Capacity and Ending Balance Resource Request responses.)

- Describe how FFE balances have changed over time and the origination (surplus, etc.).
- Describe how available funds in ending balances might be used to fund revenue generation activities.
- Describe how available funds in ending balances are or might be used to fund capital projects.
- Describe how you might use available funds as contingency funding for federal and state research funding.
- Describe any material commitments outstanding against your projected FY2018-19 ending balances

E

Ending Balance Resource Request (Refer to box # 5 for projected and existing ending balances)

- List requests for use of ending balance by category. All requests have to be approved by the CFO. Please also indicate if the expenses for each investment are currently in your FY2019-20 budget submission. If they are, please detail how much and in which major account category these are recorded:
 - Rev Gen Investment—project name, type of investment, amount, amount of expense already included in the budget.
 - Plant expenditures from current funds—project name, description of improvements or betterments (repairs and replacements are not eligible) amount, amount of expense already included in the budget.
 - Equipment—equipment name, useful life, amount, amount of expense already included in the budget.
 - Software—name, useful life, amount, amount of expense already included in the budget.
 - Other—name, description, useful life, amount, amount of expense already included in the budget.

F

Budget Improvement Target Plan (refer to box #1b)

(This will be on the second page of the dashboard, at the top right. The answers you provide here will go together with the narrative that you submit as part of the Multi-Year Budget Template. Please keep your responses brief. The narrative box in this section of the dashboard fits about 150 words.)

- Provide detailed explanations of actions taken or planned to achieve the Budget Improvement Targets for this fiscal year (FY2018-19), for the operating budget (FY2019-20).
 - If the plan includes compensation reductions include position titles and numbers. Additional schedules may be attached, if needed. Please indicate if reductions are permanent or temporary.
 - Describe the effect of the implementation of revenue generation programs or budget reduction activities to your division.
 - Describe the effect of the implementation of revenue generation programs or budget reduction activities to other campus divisions.
- If for some unusual reason your target is not expected to be met this fiscal year or next, please detail:
 - Reasons why the target could not be met (include the original plan to make the target)
 - Assistance required to meet the target
 - Any extenuating circumstances

G

Philanthropy (refer to box #3)

(This will be on the second page of the dashboard, at the bottom right. Please keep your responses brief. The narrative box in this section of the dashboard fits about 80 words.)

- Describe divisional fundraising goals, and any resources that will be required to attain these goals.
- Describe strategies to raise funds for core operations/budget relieving activities.
- Describe/explain key drivers for changes in actual and planned trends for Computed Gifts for Current Use (if any)

H

Workforce Data - Faculty and Staff Trends (refer to box # 8)

(This will be on the top left of the dashboard. If you're an academic unit, this section will include data on staff and faculty. If you're a non-academic unit, you'll just need to include information on staff. Please keep your responses brief. The narrative box in this section of the dashboard fits about 300 words.)

- Describe current and future staffing workforce planning efforts and how those might affect other divisions.
- Describe/explain key drivers for changes in actual Academic FTE trends.
- Describe/explain key drivers for changes in actual Staff FTE trends, keeping in mind reductions that occurred when Shared Services was implemented.

I

Optional Free Form Narrative (to accompany dashboard)

(If you have points to discuss that were not already covered or longer responses than will be possible within the dashboard, please include them here.)