# **Abstract Template**

# **2023 Strategic Budgeting Proposal Process**

Note: Abstracts will be submitted via a [online form](https://wwu2.sharepoint.com/sites/BudgetProposalLibrary/SitePages/2023-Budget-Proposal-Abstract-Submission.aspx) for more streamlined intake and management. This template outlines the questions in the online form so that submitters can prepare and edit their abstract in advance.

**Abstract Title:**

**Submitted by:**

**Contact email:**

**Focus Area (select one):** *Graduate Programs, Inclusive Student Success, Core Infrastructure, Other*

**Proposal Abstract:** *Narrative description of what is being proposed and why; the issue and the solution.* *(300 words maximum)*

**Anticipated Outcome:** *What will change if the proposal is successful? This could include enrollment impact (new enrollments or improvement to retention), recurring savings/return on investment, etc. Quantify if possible- estimates are fine. (Short answer/bullets, e.g. “Retention of first generation college students improved by 20 students/year”)*

**Estimated Employee FTE or $:** *What’s the scale of this request? Use your best assessment at this stage. How many new employees or how much money needed?*

**Space/facilities impact:** *Estimate new or modified space needs (office, lab, classroom additions/upgrades/modifications). E.g. “Office space for three new TT faculty and departmental hub area for student collaboration.”*

**Current collaborators:** *During review of abstracts, there may be suggestions for potential collaborations between areas; knowing which areas are already involved will help inform that feedback. List names/departments for any current collaborators.*