**Emergent Budget Proposal Narrative**

**Division: Division Name**

**Title**

**Please check the appropriate category or categories for this proposal and provide a brief (1-2 sentences) explaining the selection:**

[ ] Urgent unforeseeable items that have arisen since the FY19-21 budget build process

[ ] Items calling for prompt action that are so critical they cannot wait until the FY21-23 biennial budget build process

[ ] Items that have arisen as a consequence of changed conditions, such as, but not limited to:

* 1. additional enrollments,
	2. a change in leadership at planning unit level, and/or
	3. State or federal policy changes

[ ] Time-sensitive strategic opportunities that advance the university toward strategic plan fulfillment and are of the highest priority

Brief narrative here (1-2 sentences).

**Statement of Purpose:** *(What is the problem or opportunity being addressed? How will you address this problem or opportunity?)*

Statement of purpose here.

**Anticipated Outcome(s):**

Describe the anticipated outcome, should this request be funded.

**Metrics:** *(How will outcomes be measured?)*

Describe metrics here.

**How does this project support the University Mission and Strategic Objectives?**

Include the specific objectives advanced through this request, and describe how the request will contribute to achieving those objectives.

**What are the consequences of not funding this package?**

Describe consequences here. Include an assessment of urgency- why must it be funded now, rather than as part of the FY21-23 process?

**What alternatives were explored and why was this alternative chosen?**

Analysis of alternatives here.

**Which units (departments, colleges, etc.) will be involved?**

List units and roles.

**Needed Resources** *(For the sections below, please note which costs are one-time and which are recurring.)*

**Equipment:** *(For major (>$25k) purchases, please provide the following information.)*

**Purpose:**

Click here to enter text

**Cost:**

Click here to enter text

**Anticipated Useful Life:**

Click here to enter text

**Replacement Cost if any:**

Click here to enter text

**Human Resources** (replace example below with needed resources)

New Position: 1 full-time position in Department A

Salary: $79,647

Fringe Benefits: $25,771

**Operating & Maintenance Costs:**

General Operating Expenses:

**Space Requirements:**

**How much new space will be required?**

**Is appropriate space available on campus?** [ ] Yes [ ] No

**If no, what space is needed and what features must the space have (e.g., fume hoods, plumbing, 3-phase power, etc.)?**