# **Call for Proposals**

WWU FY24 and Supplemental 2025 Operating Budget Process

Western Washington University invites proposals from across the university in the priority areas of graduate programs, inclusive student success, and core infrastructure, safety and compliance. After submittal, successful proposals may be combined or synthesized into larger decision package requests for state funding or included for internal investment. This process will continue to evolve over the coming years as we learn from each iteration, with current priority focus areas carrying us through the FY23-25 biennium.

## Priority Areas

Proposals must support one or more of the following areas:

### Priority Program and Service Areas

* **Graduate Programs:** Includes proposals that would enhance the university’s offerings in the post-baccalaureate certificate, master’s, and professional doctoral programs, including both in-person and on-line programs at any of WWU’s locations. Including but not limited to:

o program recruitment

o program development

o program expansion

o graduate student support

o graduate assistant expansion

o related infrastructure improvements

* **Inclusive Student Success:** Includes proposals which support co-curricular and joint projects to enhance student:

o Access

o Retention

o Co-curricular and Academic Engagement

o Well-being across all domains

With particular emphasis on projects which will increase success for historically under-supported and –resourced students.

### Identified Structural or Legacy Funding Needs (to be used sparingly and in conjunction with Division VP)

• **Core Infrastructure, Safety, and Regulatory Compliance:** Includes proposals which

o Are required by regulation or law such as unfunded mandates

o Meet safety requirements

o Address accessibility

o Address deferred maintenance

o Address information technology infrastructure (hardware & software)

o Strengthen areas of excellence

• **Previously prioritized proposal that received partial funding only:** (will be identified by Budget and Financial Planning in coordination with divisional Vice Presidents- no open submittals in this area)

• **Other:** To be used very sparingly, where an essential need or critical idea cannot fit into one of the categories above. Proposers interested in using this category must discuss with their divisional leadership in advance. May be used where an exceptional and time-sensitive opportunity emerges.

## Submittal Instructions and Deadlines

1. Review and complete the proposal application, available here: <https://bfp.wwu.edu/wwu-budget>. Before beginning the application, consider how the proposal may be strengthened by engagement with partners and key constituencies during development.
2. Submit an abstract through divisional leadership (to relevant dean/AVP) by **October 20** for initial feedback. Abstracts are an opportunity to discuss how and whether an idea aligns with strategic budgeting before undertaking a full proposal and will also be used to identify opportunities for further collaboration across the university.
3. Submit completed proposal application via email to the appropriate divisional Vice President by **February 3, 2023** to ensure consideration. Include “Budget Proposal: Title” in the subject line. Cross-divisional proposals should be sent to each responsible Vice President.
4. Vice Presidents will submit the prioritized proposals from their division to Budget and Financial Planning by **February 14, 2023**. Proposals will be posted to the Budget and Financial Planning web forum for broad university comment. Initial rankings and funding plans will be shared with the university community beginning in April, to be finalized in June.

## Evaluation Criteria

Proposals will be evaluated on the following criteria; proposers are urged to consider each thoroughly during proposal development to the extent possible. The criteria will strongly inform the prioritization of proposals; other factors will include which combination of proposals is most impactful in addressing the priorities of the university.

* Collaboration and engagement:
	+ Reflected in the development of the proposal (who was involved, and at which stages of development; e.g. whether a proposal was developed by a group from various areas of the university including key stakeholders and identity groups, whether it was developed in one area with feedback and/or consultation with other groups, or whether it was developed in one area only without broader engagement)
	+ Opportunities to collaborate or synthesize with other proposals
* Impacts on Western’s strategic themes:
	+ Advancing Inclusive Success
	+ Washington Impact
	+ Academic Excellence
* Impacts to access, diversity, equity and inclusion, specifically within:
	+ Recruitment, retention and satisfaction of diverse students
	+ Recruitment, retention, and satisfaction of diverse employees
	+ Accessibility of any infrastructure components
* Sustainability and the extent to which the proposal advances Western’s commitments to protecting local and global ecology, upholding social equity, creating economic vitality, and maintaining human health.
* The extent to which the narrative demonstrates a clear and supported link between requested resources and intended outcomes.