MEMORANDUM

To: Vice Presidents
   Columbia Campus

From: Leslie Brunelli
      Associate Vice President for Business & Finance and
      University Budget Director

Date: February 17, 2012

Subject: Initiative Requests
         Identifying New or Expanded Programmatic Needs for 2012-2013

As part of the annual budget development process, the Budget Office is seeking your assistance in developing a comprehensive list of your unit’s new or expanded programmatic needs for 2012-2013.

The web-based tool developed several years ago provides units a user-friendly process to request mission critical funding for support of expansion to existing activities or programs as well as the development of new activities or programs. The identification of new or expanded programmatic needs provides a process where a Vice President can communicate a prioritized listing of divisional funding needs to the Budget Office. The Budget Office uses the information provided to prepare a summation of requests for review and consideration by the President.

The web-based system for submitting initiative requests is available today, Friday, February 17, 2012 and can be accessed at the following link:
https://webapps.csg.sc.edu/budgetinitiatives/default.asp

All initiative requests should be completed prior to March 16, 2012. Initiative requests should be reviewed and approved by the respective Vice President of each unit before submission to the Budget Office. The “Initiatives’ User Guide” has been updated and is available on the Budget Office’s website.

Should you have any questions or need additional clarification, please feel free to contact me by email lgbrunel@mailbox.sc.edu or by phone at 7-1967.