Budget Outline

Instructions

The OSU Budget Outline is intended to show the budgetary costs and resources resulting from the offering or program. These forms will be supplemental to the OUS budget documents and should provide greater detail than the OUS forms. Additionally, the OSU and OUS budget forms should have the same overall figures.

These documents should be completed from the viewpoint of the budgetary unit that will be responsible for the program. **Determine what the budgetary unit will be doing (in terms of new or additional activities) that it is not now doing and show what these activities will cost and how they will be funded.** This document will be used to define the allocation of resources for the program as well as an estimate of costs to implement and sustain the program.

The Budget Outline consists of four pages; one accounting for one-time expenses and resources, one accounting for recurring costs and resources, one that will summarize all expenses and resources, and a fourth that will be a narrative for the budget figures.

The OSU Budget Outline budget narrative should describe the types of costs the program will generate and sources of resources/revenue the program will be provided or will generate.

If there are no new or additional activities the OSU Budget Outline will not be required. However, a budget narrative should still be submitted stating “NO BUDGETARY IMPACT”.

The OSU Budget and Budget Narrative consists of three categories; expense categories Personnel and Other Expenses, and a revenue/budget resources category Resources.

Personnel: Describe the personnel associated with the program, for Faculty and Support Staff detail the rank and number of full-time, part-time greater than or equal to 0.50 FTE and part-time less than 0.50 FTE. See appendix A for Budget Narrative Example.

All sources of revenue for the program need to document they have agreed to their level of participation. Documentation can be signing the transmittal form, a letter of support included in the packet, or an e-mail confirming their level of support.
Appendix A

OSU BUDGET NARRATIVE

Personnel:

Faculty, Tenured/tenure-track:
  Professor: 3 @ 1.0 FTE, $300,000

Faculty, Fixed-term:
Instructors: 2 @ 0.45 FTE, $40,000

Graduate Assistants:
None

Support Staff:
  Academic Advisor: 1 @ 1.0 FTE, $38,000
  Office Specialist: 1 @ 1.0 FTE, $30,000

OPE:
  Tenured Faculty: average 37%
  Faculty: part-time, 25%
  Support Staff: average 55

Other Expenses:

Library:
  Printed material $595
  Electronic material $1,500

Services & Supplies:
  General Operating Costs $80,000
  Travel/Professional Development $15,000
  Furniture $30,000, one-time
  Moving Costs $8,000, one-time

Capital Equipment:
None

Facilities Renovation:
None

Resources:

Current Budget: Department of Budget Example will provide current budget support
Tuition: e-campus will provide the tuition revenue through new course offerings
Other: The Provost will provide for 2 faculty positions; an endowment is available to support this program, earning ~$22.5k annually and a current balance of ~$50k.