

GVSU New Prospectus and New Program Budget Considerations

Estimates on the budget spreadsheet template should include all resources needed for the proposal. Only yellow shaded fields should be completed in the tabs Year 1, Year 2, Year 3, and Year 4. Most fields are locked and the sheet: Total brings all the data forward from Years 1-4.

Note, the spreadsheet only includes direct costs (including fringe benefits) it does not include overhead costs (the costs of the physical space and administration). While overhead costs will be very different for each new program, the university average is around 50%.

Instructions for filling in the Program Budget spreadsheet (yellow cells in Year 1-4):

- **Estimated Revenues**
 - Enter the current tuition rate (black font) and estimate the number of students expected and the number of credits that each student will be expected to be enrolled in during Year 1 (red font). Estimated tuition rates will autofill at an inflated rate in Years 1-4. Estimated student enrollment and estimated credits per semester need to be completed for all 4 years of the budget. Provide a justification for the estimated number of students in the qualitative section of the proposal. Refer to Financial Aid's website for current tuition rates.
<https://www.gvsu.edu/financialaid/tuition-fees-23-24-252.htm>

- **Estimated Expense for Personnel**
 - Consult with the dean to determine the **base salary for all new positions**. Enter the amount for a new full-time position; if you enter a fraction (0.5 FTE) then the spreadsheet will calculate the budget amount appropriately. Fringe benefits are auto populated and do not require data entries. **Note, proposers should enter base salary needs in the FIRST budget year when the new position would be employed.** The column "Compounded Personnel" will bring forward base salary expense in subsequent years and apply a 3% increase each year.
 - The **cost for program coordination should be included** in the faculty expense on the budget template. If a program coordinator is required for a new program, include details of course reassigned time, any applicable stipend, or funding for adjunct salary to backfill the reassigned time. Whether a new tenure track faculty line is part of program coordinator responsibilities, or utilizing existing faculty for program coordinator workload, details should reflect resources needed and clearly defined in the qualitative section of the proposal.
 - **Summer compensation** is calculated using the base salary of faculty; enter the number of credits to be taught during the summer (a default value of \$100k base salary is applied if no base salary is added).
 - **Adjunct faculty** expense should be included when applicable. Enter the number of credits anticipated for adjunct teaching, along with the anticipated salary per credit hour. The spreadsheet calculates the fringe.

- **Graduate assistantship** requests should include the stipend and tuition support. Include a description of work for each graduate assistant requested in the qualitative section of the proposal.
- **Student employment** needs should be estimated considering the hours of student employment required throughout the year (No. field) multiplied by the estimated hourly rate (Base field). A description of the work should be included in the qualitative section of the proposal.
- **Estimated Expense for Operating**

Note, operating expense must be entered in each of the four years of the budget template.

 - This area is designed to capture all other operating expense related to your proposal. **Non-compensation expenses** are general types of operating expenses required for a program (ex. supplies, mileage, lab equipment, etc.). Additional cells are available for potential specific operating expense, such as **accreditation fees, marketing, library support, or software/hardware needs**.
 - The ‘**other**’ category listed on the template is for use when unique operating expense is tied to the proposal. Please include a description of what ‘other’ entails in the qualitative section of the proposal. For example, consider potential expenditures that may impact other unit budgets, such as supplies needed in the simulation center, software on computers, specific hardware, specialized equipment, etc.

Proposals should include details on existing capacity:

Existing resources should be described in the qualitative section of the proposal. For example, if the courses listed have reasonable capacity, then it is reasonable to leave zeros for **Personnel** under **Estimated Expenses** (in the **Program Budget** described above) and state in the narrative that no new resources are needed. If the existing courses are already at or near capacity (reported in the **Course Capacity** spreadsheet), then you need to state whether you will increase cap sizes or offer additional sections. If you say that we will offer more sections, then you need to state whether or not the new sections would be met by shifting existing schedules of existing faculty resources or state that the proposal will require additional faculty resources and describe them in the narrative and add them to the **Program Budget** spreadsheet (as described above).

Any questions/clarifications on budget requirements should be directed to the Chair of the Faculty Salary & Budget Committee.