

November 6, 2023

Board of Deans and Chancellors
President's Cabinet
Unit Administrators

RE: FY25 Operating Budget Development Kick Off

Dear colleagues,

This letter is a follow up reminder that the fiscal year 2025 (FY25) operating budget development process commences today, **November 6, 2023**. This holistic financial and planning assessment effort will involve deans, chancellors, vice presidents, vice provosts, faculty, staff, and students, and the result will be a new institutional operating budget for the Board of Regents' consideration.

The information below is intended to provide a high-level summary of timelines, resources, and expectations for this cycle's process. Detailed process information and submission requirements for financial forecasts and plans is available on OPB's [FY25 Operating Budget Development Materials website](#). OPB will host a Q&A session in November with Administrator's Council and continue to hold weekly office hours in support of the planning community.

Timeline

Date	Milestone	Applicable to
November 6, 2023	FY25 Operating Budget development commences	UW Academy Units
February 1, 2024	Rate recommendations for tuition and fee-based programs, enrollment projections for tuition-based programs, and accompanying narrative due	UWS Academic Units, UW Bothell, UW Tacoma
March 4, 2024	Operating budget proposals and narrative responses due	UW Academy Units
Early April, 2024	Budget conferences w/Chancellors, Deans & VPs	UW Academy Units
Late April - Early May, 2024	Final adjustment window to FY25 Operating Budget proposals	UW Academy Units
June 2024	Regental action on FY25 Operating Budget	UW Academy & UW Medicine

As a reminder, this year the submission process, due dates, and required supporting narrative for tuition and fee-based program rate proposals for the upcoming academic year are aligned, as reflected above with a February 1, 2024 due date.

- **Planning Timeframe and Requirements Overview**

The FY25 budget development cycle requires your campus or unit to:

- Populate a financial forecast the remainder of FY24,
- Propose an operating budget for FY25, and
- Forecast future financial trajectory from FY26 – FY29.

As previously communicated, Workday Adaptive Planning is the system of record for submission of required financial data points. While units and the campuses may use supporting schedules developed in products such as Excel, all forecasts and plans must be entered in Adaptive at the required level of granularity outlined in the process guide available on OPB's website. **Only the financial data entered in Adaptive Planning will be considered in Executive Office review of FY25 budget proposals.**

Please review the narrative prompts carefully, as they will be utilized to add context and meaning to the analytical components of your submission in Adaptive.

Finally, consultation with stakeholders, faculty, staff, and students is an essential component of transparent planning and shared governance. You will be expected to summarize what your consultative process entailed - how, when and with whom within your narrative submission.

UW Seattle Academic Units, UW Bothell and UW Tacoma are required to engage with student leadership in the development of tuition and fee-based rate recommendations (due February 1st), **please plan ahead to ensure this required consultation occurs prior to submission of your rate recommendations.**

Regarding Provost Reinvestment Funds and ABB Values-Based Pool (Seattle Campus)

Requests for Provost Reinvestment Funds will only be considered on a limited basis. Requests must be submitted through the [Request for Provost Reinvestment Funds form on the Office of Planning and Budgeting \(OPB's\) website](#) by March 4, 2024, to be considered. It is the expectation that Seattle units, as a first order, make use of accumulated net position held locally prior to requesting central reinvestment resources.

In addition, we will review requests for Values-Based Pool allocations to Seattle schools and colleges. Seattle academic units may submit requests for funding from this pool no later than March 4, 2024, by selecting "Values Based Pool" as the funding source on the same [Request for Provost Reinvestment Funds](#) form.

Reminders and Resources

Please be succinct in your responses. Bullet points are encouraged rather than extensive prose. Submissions must originate from a unit's dean, chancellor, vice president, or vice provost.

As noted above, detailed support materials are available on OPB's [FY25 Budget Development Materials website](#). Please become familiar with this information as it will assist you in executing this year's process.

Historical responses to similar questions from previous years are available by fiscal year and by unit on OPB's [Annual Budgets website](#). You are encouraged to leverage and/or refer to previous submissions in your updated narrative responses.

Should you have any questions about the process in general, please contact [Jason Campbell](#).

Thank you for your hard work on this important process.

Sincerely,

A handwritten signature in blue ink that reads "Tricia R. Serio". The script is fluid and cursive, with the first letters of each word being capitalized and prominent.

Tricia R. Serio
Provost and Executive Vice President for Academic Affairs
Professor, Biochemistry

cc: Ana Mari Cauce, President
Sarah Norris Hall, Vice Provost for Planning and Budgeting
Faculty Senate Leadership