



UNIVERSITY of WASHINGTON

FY2026 Operating Budget Development Narrative Prompts

Complete Question List (Online/Offline) for Departmental Use – Do Not Submit This File

Consistent with previous budget development cycles, you will be asked to provide information that will support your unit's/campus's FY2026 Operating Budget Development review meeting with the Executive Office, which will be scheduled between March 17 – April 4, 2025.

What to Submit	When to Submit (Deadline)	How to Submit	Required For
Tuition Rate Recommendations, Fee-based Program Recommendations, Tuition and Fee-based Rate Narratives and Consultation & Enrollment Forecasts	January 24, 2025	Upload to the Tuition Rate Recommendation and Enrollment Forecast Portal*	UWS Academic Units, UWB and UWT
FY26 Operating Budget Proposals	February 24, 2025	Complete in Workday Adaptive Planning	All Academy Units/Campuses
FY26 Operating Budget Narrative Responses		Upload to the Operating Budget Narrative Response Submission Portal*	All Academy Units/Campuses

* Available on FPB's [FY26 Operating Budget Development materials website](#)

Between February 24th and the date of your budget review meeting with the Executive Office, Finance, Planning & Budgeting (FPB) may reach out with follow-up questions.



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TUITION AND FEE-BASED RATE RECOMMENDATION NARRATIVE PROMPTS DUE 1/24/2025

Tuition-based Program Rate Recommendations - Narrative Section

*Text submitted within this section **will** be published to FPB's Annual Budget Development website*

-- If applicable to your unit --

Responses to the questions below are required for each tuition category that your unit/campus recommends adjusting. **Please note question #4 is required for any programs for which no tuition increase is requested.** If you are recommending changes for multiple tuition categories, please differentiate your responses within each question.

- 1) Please explain how the proposed rate increase will enhance student experience and promote student success?
Word Limit: 250
- 2) Tuition and fee increases have a disproportionate impact on low-income students. Please comment on how each fee change will affect student debt loads, and specifically how the program will offset this impact. *Word Limit: 250*
- 3) Please discuss your unit/campus's overall tuition strategy for the next 3-5 years. Describe if you expect the proposed change to result in changes to enrollment (including changes to resident/nonresident composition) or the volume of tuition waivers awarded. *Word Limit: 250*
- 4) If you are not planning to increase tuition for any program, please respond to the following: Generally, small, inflationary increases (1-2% annually) are preferred over no increase or large increases every few years. Please answer the following questions for each program where no increase is requested. *Word Limit: 250*
 - a) Please explain why this program's rate does not warrant an increase by describing the program's financial position, structure, peer comparisons, or other relevant information.
 - b) What do you currently anticipate annual rate change requests will be for the next two years?
- 5) Enrolled students affected by rate increases must be consulted on proposed increases before proposals are finalized. Please describe when and how students were consulted and summarize the feedback they provided regarding EACH of your tuition rate recommendations. *Word Limit: 500*



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Fee-Based Program Rate Recommendations - Narrative Section

*This section and accompanying Excel file for fee-based rate recommendations are replacing the previous process for annual fee-based program rate approval. Please reach out to Jed Bradley (jedbrad@uw.edu) with any questions. Text submitted within this section **will not** be published to FPB's Annual Budget Development website. However, responses and rate requests will be reviewed by the Faculty Senate Committee on Planning & Budgeting (SCPB) and approved by the Provost.*

-- If applicable to your unit. If not applicable, simply leave this section blank --

Responses to the questions below are required for **each** fee-based program that your unit/campus recommends adjusting. If you are recommending changes for multiple fee-based programs, please differentiate your responses by requests "Under 5%" and "5% and Above." **Please note question #4 is required for any programs for which no fee increase is requested.**

- 1) Please explain how the proposed rate increase will enhance student experience and promote student success?
Word Limit: 250
- 2) Fee increases have a disproportionate impact on low-income students. Please comment on how each fee change will affect student debt loads, and specifically how the program will offset this impact. *Word Limit: 250*
- 3) Please discuss your unit/campus's overall fee-based rate strategy for the next 3-5 years. Describe if you expect the proposed change to result in changes to enrollment (including changes to resident/nonresident composition). *Word Limit: 250*
- 4) If you are not planning to increase fee-based rates for any program, please respond to the following: Generally, small, inflationary increases (1-2% annually) are preferred over no increase or large increases every few years. Please answer the following questions for each program where no increase is requested. *Word Limit: 250*
 - a) Please explain why this program's rate does not warrant an increase by describing the program's financial position, structure, peer comparisons, or other relevant information.
 - b) What do you currently anticipate annual rate change requests will be for the next two years?
- 5) Enrolled students affected by rate increases must be consulted on proposed increases before proposals are finalized. Please describe when and how students were consulted and summarize the feedback they provided regarding EACH of your fee-based program rate recommendations. *Word Limit: 500*



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OPERATING BUDGET PROPOSAL NARRATIVE PROMPTS DUE 2/24/2025

Programmatic & Academic Vitality Narrative

*Text submitted within this section **will** be published to FPB's Annual Budget Development website*

Where possible, you are encouraged to leverage published materials already created

- 1) Please list your operating budget priorities for the upcoming period (bullet format) and how your campus/unit is aligning available resources with strategic programmatic goals and university initiatives (e.g. Diversity Blueprint, Population Health, etc). *Word Limit: 500*

Operating Budget & Fiscal Health Narrative

Text submitted within this section will not be published to FPB's Annual Budget Development website

- 1) What key risks does your unit/campus face and what are the consequences of these risks ? *Word Limit: 500*
- 2) Are you proposing a FY2026 operating budget and/or future financial trajectory that includes a use of accumulated net position in any one fiscal year within core operating resources or auxiliary resources? If so, please identify whether the use of net position represents a strategic investment or is the result of revenue and expenditure imbalances. *Word Limit: 250*
 - If use of net position is representative of strategic investment, please describe and quantify the investment in sufficient detail to engage with the Provost and President. Figures referenced in this narrative must match with the budget plans entered in Adaptive Planning. *Word Limit: 250*
 - If use of net position is representative of imbalances between revenues and expenditures, please discuss why this is the case (i.e. what are the drivers of the imbalance) and how your unit will remediate this trajectory within one fiscal year. Units without a breakeven or better net position will be asked to share detailed plans to improve their trajectory. Supplemental materials may be prepared and shared with FPB in advance of budget meetings. *Word Limit: 250*



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Required Budget Development Consultative Process Summary – Faculty, Staff and Students

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-- If specific questions are not applicable to your unit, simply indicate n/a --

Consultation with your elected faculty councils, student councils and unit/campus staff, regarding your unit's/campus's budget proposal materials, including your proposed FY26 operating budget, narrative responses, tuition rate recommendations and fee-based rate recommendations are an important and necessary component of the UW's budget development process. Your responses to the questions below will be documented and included as part of the FY26 operating budget development review materials provided to Executive Leadership of the UW.

PLAN NOW to ensure that all unit/campus review and consultative processes are completed by the February 24, 2025 due date.

- 1) Please indicate the date that FACULTY leadership within your unit/campus was consulted and provided the opportunity to provide input as part of this budget planning exercise
- 2) Please list a point of contact for your FACULTY leadership (name and UW email address).
- 3) Please indicate the date that STUDENT leadership within your unit/campus was consulted and provided the opportunity to provide input as part of this budget planning exercise.
- 4) Please list a point of contact for your STUDENT leadership (name and UW email address).
- 5) Please discuss how you involved campus or unit staff in the consultative process.
- 6) Since submission of your tuition and/or fee-based rate recommendations on January 24, 2025, has your campus or unit received any additional feedback from students? If so, please summarize here.