



UNIVERSITY of WASHINGTON

FY2025 Operating Budget Development Narrative Prompts

[CoMotion]

Programmatic & Academic Vitality Narrative

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

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

- 1) Please provide a web link to your campus/unit strategic framework and provide three to five bullet points outlining the relationship between your resource plan and your strategic framework. *Word Limit: 750*

<https://comotion.uw.edu/about-us/>

- Outreach to diverse UW Innovators through: 1) modular innovator journey video production; 2) staff communication training; 3) training and engagement with a focus on Seattle campus schools, colleges, and departments that do not traditionally disclose innovations to CoMotion; and 4) enhanced engagement with UW Bothell and UW Tacoma.
- Partnerships and networking activities with the local, regional, and international economic development community.
- New partnerships with Washington Research Foundation, Washington State University, and Montana State University for growing the local and regional entrepreneurial support.
- Improved mentorship through: 1) the hiring a Mentor Manager; 2) the launch an Entrepreneurial Faculty Forum for peer mentoring; 3) the diversification of our mentor program in terms of mentors, events and audiences; and 4) the assessment of program effectiveness through focus groups, interviews with researchers, and surveys.

- 2) Please discuss your campus/unit's planned utilization of resources, as identified in your Adaptive entries (institutional initiative = UW Diversity Blueprint), in support of the [2022-2026 UW Diversity Blueprint](#) themes and goals. *Word Limit: 750*

Goal 1: Cultivate an accessible, inclusive, and equitable campus climate

- The communications team of 3 staff will produce videos, infographics, etc., to explain the innovation journey to researchers, ensuring that all language, imagery, and videos are representative of our diverse innovation community.
- Website manager spends 10 hours per week to increase website accessible installing Alt Text on images, ensuring web layout meets recommended accessible standards, reviewing language and imagery to ensure that it is representative of our diverse innovation community.
- Training and Events Manager team create events calendar ensuring a range of entrepreneurial topics and diversity of speakers.

Goal 2: Attract, retain, and graduate a diverse and excellent student body

- Director of Innovation Training conducts outreach initiatives to entrepreneurial students to encourage participation in customer discovery bi-annual training program.
- Partner with local VC firms for Summer Associate Venture Capital Program which helps place historically marginalized students in 10-week internships.
- Partner with the Brotherhood Initiative running "Changemakers Corner," an incubator for Black student-led startups in the social justice space.

Goal 3: Attract and retain diverse academic personnel



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- Each of our 10 Innovation Managers who are Ph.D. level domain experts in various areas of innovation spends 1h per week on outreach to underserved innovators.
- Each of our 3 Patent Portfolio Managers spends 1h per week to ensure that communications about patenting and copyrighting are accessible and understandable to all innovators, whether new or seasoned.
- Create Early Career Researcher outreach and events with an emphasis on historically marginalized populations

Goal 4: Attract and retain a diverse staff

- Use HR Resources (including UWHR Onboarding Toolkit) for best in class hiring practices.
- Manage a Buddy system to ensure that all new hires feel welcomed into UW.
- Human Resource manager conducts exit interviews with staff to surface work experiences that may have contributed to their exit.

Goal 5: Develop place-based education and engagement to advance access, equity, and inclusion.

- Team building activity geared towards staff cultural awareness during staff retreat and team building exercises t (e.g., diverse foods and cultural demonstrations/showcases)

Goal 6: Improve accountability and transparency

- 8 staff members spend 2h per week serving on the CoMotion DEI committee which supports internal and external DEI activities and initiatives.
- Use of Washington State Office on Minority and Women's Business Enterprises (OMWBE) during vendor review for a transparent purchasing process.



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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 FY25 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 FY25 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 March 4, 2024 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

n/a

- 2) Please list a point of contact for your FACULTY leadership (name and UW email address).

n/a

- 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.

n/a

- 4) Please list a point of contact for your STUDENT leadership (name and UW email address).

n/a

- 5) Please discuss how you involved campus or unit staff in the consultative process.

CoMotion's leadership values staff input, makes room for consultation by any and all staff members, and communicates decisions to staff in a timely and clear manner. Starting with the premise that an informed staff is best equipped to help in decision-making, Director and Executive Team apprise staff of recent development, strategic and tactical priorities in weekly all-hands meetings conducted on Zoom to guarantee broad participation. An all-hands Annual Retreat provides staff with the opportunity to engage with leadership in an open Q&A discussion on spending and strategic priorities. Questions can be posed anonymously ahead of the retreat or posed during the event.

During the budget development cycle, planning is conducted in consultation with unit leaders who directly consult with their teams during the November to February budgeting process. This is an iterative process whereby units make requests for spending for the upcoming fiscal year. Finalized budgets are shared with unit leaders who also receive quarterly variance reports comparing budget to actuals to enable course correction.



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- 6) Since submission of your tuition and/or fee-based rate recommendations on February 1, 2024, has your campus or unit received any additional feedback from students? If so, please summarize here.

n/a

Do Not Submit This File