TO: Ari Betof, Head of School, BU Academy
    Chris Dellarocas, Associate Provost for Digital Learning and Innovation
    Kenn Elmore, Associate Provost and Dean of Students
    Nicole Hawkes, Associate Provost for Strategic Initiatives and Chief of Staff
    Robert Hill, Dean of Marsh Chapel
    Robert Hudson, University Librarian
    Beth Loizeaux, Associate Provost for Undergraduate Affairs
    Christine McGuire, interim Vice President for Enrollment and Student Affairs
    Gloria Waters, Vice President & Associate Provost for Research Initiatives
    Willis Wang, Vice President & Associate Provost for Global Programs

FROM: Jean Morrison, University Provost and Chief Academic Officer

DATE: September 2, 2016

RE: FY 18 Budget Planning

I am writing to initiate the FY18 budget process and to provide you with guidance as you assess the resources necessary to achieve your area’s strategic goals.

For FY18, I’d like to use the budget meetings to focus on all funds budgeting and strategic initiatives. It is an opportunity to discuss the overall strategic direction of your area and how you, as the leader, envision using all the funds available to you to address your unit’s most pressing strategic needs.

As a large, diverse research university, we have an abundance of ideas for exciting initiatives and efforts that can make our budget seem constrained in comparison. Thus, to accomplish as many of our strategic priorities as possible, we need to work together to use all sources of funding available to achieve our mutual goals. As you think about your FY18 resource needs, please consider what existing resources may be used to fund your unit’s strategic priorities. Existing resources include university provided recurring and non-recurring dollars; gift, endowment and discretionary accounts; and one-time salary savings associated with vacant staff positions.

Attached is a set of strategic budget planning principles that were developed as part of the FY17 planning process to help you think about how to fund your priorities.
Please prepare a budget narrative outlining your unit’s strategic priorities and your plan for funding the priorities using all the funds available to you. Where a gap exists between all available sources of funding and the amount necessary to achieve the strategic priorities, please outline what new resources will be needed.

In addition, please complete the attached summary initiative table showing your strategic initiatives and your plans for funding them.

Your budget submission may include funding requests for non-capital facilities improvements. Such requests should be accompanied by a cost estimate from Facilities Management & Planning. Capital project requests are handled through the SPACE Committee. Any questions about capital or non-capital funding requests may be directed to Amy Barrett, Assistant Provost for Academic Space Initiatives.

Please keep your budget submissions to within six pages and submit them to Pat O’Brien (pobrien@bu.edu) by October 21, 2016. She and I are available to answer any questions you might have before then.

I look forward to discussing your priorities with you in November and want to thank you in advance for your participation in this process. As you and your staff begin working on your FY18 budget documents, feel free to reach out to Pat or me if we can be of assistance.