INSTRUCTIONS FOR COMPLETION OF BUDGET FORMS

As outlined in the Board of Governors' *Regulations Governing Academic Changes in Rhode Island's Public Institutions of Higher Education*, revenue and expenditure projections are to be prepared in conjunction with the development of proposals for academic program or organizational changes. This section of proposals tends to cause the most difficulty and elicit the most questions, and proposal developers are urged to read the regulations thoroughly and to work with appropriate institutional budget personnel in preparing the budget estimates. In many cases, the assumptions used in the projections are to be explained in the proposal narrative; specific sections in the regulations are indicated in parentheses.

Careful attention to the preparation of the projections will help to shorten the approval process. Proposal developers should use the electronic (Excel) version of the budget form, which may be downloaded from the RIOPC website at www.riopc.edu/page/academic_program. Shaded cells include embedded formulas that do not require any input. Submit the form in hard copy along with the proposal and also email them to Deanna.Velletri@riopc.edu.

TAB 1: REVENUE ESTIMATES

Tuition & Fees: On the lines at the top of the form, for Year 1 enter the per-student in- state and out-of-state tuition rates and mandatory fee rates as indicated. Estimate rates for subsequent years, and include assumptions made in projecting increases in the proposal narrative (Section III.1: Item K). Indicate on the top of the form if program is full-time, part-time or a combination of both.

Number of New Students: On the lines at the top of the form, for Year 1 enter the number of in-state and out-of-state students new to the institution who are expected to enroll in the program. When making projections of new students, do not include students who are expected to transfer into the proposed program from existing programs within the institution (these students are counted below), but do include students expected to transfer from other colleges and universities. For subsequent years, enter the number of new students expected **LESS** the anticipated attrition (i.e., the number of new students expected to have dropped out of the proposed program). Provide the rationale for the assumptions made regarding enrollment and attrition of new students in the proposal narrative (Section III.1: Item G2.).

Number of Students Transferring from the Institution's Existing Programs: On the lines at the top of the form, for Year 1 enter the number of in-state and out-of-state students currently enrolled in the institution who are expected transfer from their existing programs at the institution to the proposed program. (Do not include students expected to transfer from other colleges and universities; they are counted above.) For subsequent years, enter the number of additional students expected to transfer from the institution's existing programs **LESS** the anticipated attrition (i.e., the number of these students expected to have dropped out of the proposed program). Provide the rationale for the assumptions made regarding enrollment and attrition of existing students in the proposal narrative (Section III.1: Item G2.).

Other Sources of Revenue: On the lower part of the form, enter any expected annual revenues from **GRANTS**, **CONTRACTS**, or **OTHER** sources. Include a description of these revenues in the proposal narrative (Section III.1: Item K.).

Consult www.riopc.edu/page/academic_program for the most recent versions of guidelines, instructions and forms.

TAB 2: EXPENDITURE ESTIMATES

Expenditure estimates should be made for the first cycle of the proposed program. All expense categories should be segregated into two categories: 1) new additional resources that will be required for the proposed program (and entered into the first column for each year in the cycle), and 2) expenditures from current resources that will exist whether or not the proposed program is approved (the latter are entered into the second column for each year in the cycle).

Personnel Services: In the cells indicated, enter the sum of salary and fringe benefit expenses for administrators, faculty, support staff and any other personnel to be needed for the proposed program. Adjust these expenses to reflect the proportion of time to be devoted to the proposed program. Enter expenditures requiring new resources in the first column for each year and expenditures from existing resources in the second column for each year. Provide the detail of these expenditures and assumptions regarding increases in the proposal narrative (Section III.1: Items F3. and H3.).

Operating Expenses: In the cells indicated, enter annual costs for **Instructional Resources** and **Other** operating expenses for the proposed program. Enter expenditures requiring new resources in the first column for each year and expenditures from existing resources in the second column for each year. Provide the detail of these expenditures and assumptions regarding increases/decreases during the program cycle in the proposal narrative (Section III.1: Item I3.).

Capital Expenses: In the cells indicated, enter annual costs for **Facilities**, **Equipment,** and **Other** capital expenses for the proposed program. Enter expenditures requiring new resources in the first column for each year and expenditures from existing resources in the second column for each year. Provide the detail of these expenditures and assumptions regarding increases/decreases during the program cycle in the proposal narrative (Section III.1: Item J3.)

Net Student Assistance: In the cells indicated, enter total annual costs for **Assistantships**, **Fellowships,** and **Stipends/Scholarships** for the proposed program. The amounts entered should reflect the costs of the awards times the number of students expected to receive awards **LESS** anticipated attrition (i.e., the number of students receiving awards who are expected to have dropped out of the proposed program). Enter expenditures requiring new resources in the first column for each year and expenditures from existing resources in the second column for each year. Provide the detail of these expenditures and assumptions regarding increases/decreases during the program cycle in the proposal narrative (Section III.1: Item G4).

TAB 3: BUDGET SUMMARY

This section of the form is self-calculating. No data are to be entered in this section. Explain in the proposal narrative how institutional resources will be redeployed to cover projected deficiencies (Section III.1: Item K3.).

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12/16/16