

New Program Proposal – Feasibility - Budget

Information Necessary in Budget Attachment

Your budget spreadsheet attachment should explain your budget projections. An excel spreadsheet is provided as a template. The spreadsheet must include all anticipated revenues and expenditures when such data can be reasonably estimated (Example 1) or at a minimum all new anticipated expenditures for new programs that are based primarily on existing courses (Example 2). Revenues should be based on the number of students and the courses they are expected to take at current tuition rates. The budget should be presented in the spreadsheet template provided as a required attachment (add or delete information as necessary). Your budget should typically project out 3 to 5 years. Contact the Provost's Office for assistance with projected costs. You may contact the chair of FSBC prior to submission.

Expenditures should clearly account for the following employee categories as their own line item (you do not need to include categories which are not relevant to this proposal, i.e. no need to place zeros in those categories):

- Tenure Track Faculty**
- Program Coordinator**
- Faculty Assigned Time**
- Affiliate Faculty**
- Visiting Faculty**
- Adjunct Faculty**
- PSS**
- AP Staff**
- Student Workers**
- Graduate Assistants**

Expenditures should also clearly account for the following non-employee categories as their own line item (again, you do not need to include categories which are not relevant to this proposal, i.e. no need to place zeros in categories):

- CSSM**
- Equipment**
- Fees**
- Library Resources**
- IT**
- Marketing Plan**

Questions

- 26.** Provide a brief narrative that explains the budget. You are encouraged to explain any budget item that would benefit from explanation without being redundant with the questions listed below.

- 27.** Provide the number of students expected to enroll in the program and evidence that this number is reasonable.

- 28.** What evidence is there that the program will attract a new population of student not currently enrolled at GV?
- 29.** Is this program a candidate for differential tuition rates based on high costs of delivery? If so, please explain.
- 30.** Beyond tuition, are there other likely revenues that the institution may gain (donations, grants, etc)? If so, please explain.
- 31.** What are the contingency plans if student enrollment is only 75% and 50% of projected?
- 32.** If new faculty are needed, then provide a brief description of the desired area of specialty of each new position and how each will contribute to the program and unit, and cross-disciplinary program (if applicable).
- 33.** Will this new program use existing faculty? If so, how will faculty workloads be adjusted to accommodate this new program?
- 34.** Will this new program use existing courses? If so, provide evidence that current offerings are adequate, or budget for additional sections.
- 35.** If applicable, how will this new program utilize or create collaborations within the university? How might the program share resources with other GVSU programs?
- 36.** Explain the need for new space resources (office, classroom, laboratory facilities, etc), and the plans in place to address these needs (if necessary)
- 37.** Explain the need for new library resources (if necessary)