New Initiatives

Click on New Initiatives Summary Tab

- Make sure to check the Context (ie. Year, Budget, Fund Type etc.)
- Enter the following information for each new initiative;
 - o Number of Years or Recurring (how long will the initiative last)
 - o Initiative Short Title (give the initiative a name)
 - Description (describe the initiative)

Click on New Initiatives Detail Tab

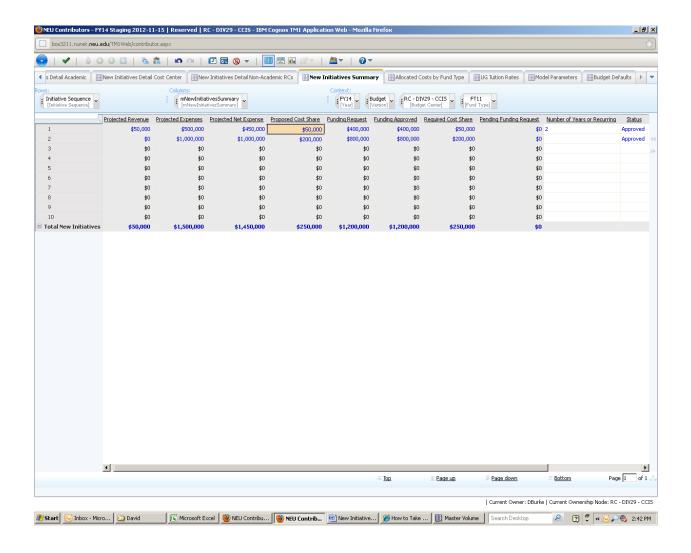
• Make sure to check the Context (ie. Initiative Sequence, Year, Budget, Fund Type etc.)

In the New Initiatives Amount column

- If initiative contains revenue, enter net revenue amount (take into account University Contribution and credit card charge) in the appropriate line.
- If bridge funding is requested, enter the amount requested in the bridge funding line.
- Enter the expenses associated with the initiative in the appropriate line (if initiative includes salary expense, you will need to manually calculate the fringe benefit cost and enter in the fringe benefit line).
- If the initiative lasts for more than the current budget year, you will need to enter the same initiative in the out years as well. In subsequent years, please remember to use the original Initiative Short Title with the words "continuation".

Click on New Initiatives Summary Tab

- The New Initiatives Summary Tab will now be populated for each initiative.
 - o Projected Revenue equals the revenue associated w/ the initiative.
 - o Projected Expense equals the expense associated w/ the initiative.
 - o Projected Net Expense equals Projected Revenue less Projected Expense.
 - o Proposed Cost Share equals the amount the college/unit is funding (the balance of the initiative in the Detail Tab).
 - o Funding Request equals the requested dollars from the Provost (bridge funding).
 - Funding Approved will be populated once a decision to approve, partially approve or reject the initiative.
 - Required Cost Share will be populated once a decision to approve, partially approve or reject the initiative.
 - Pending Funding Request equals the dollars being requested from the Provost (bridge funding) and will be populated once a decision to approve, partially approve or reject the initiative.



New Initiatives will not flow into the Financial Plan until Approved.

Once approved, the total of all approved initiatives will flow to the Financial Plan in the following line items; New Initiative Revenue, Bridge Seed Funding & New Initiative Expense as applicable.