*Please submit this completed form to the Vice President at the time that annual budget requests are submitted for the upcoming academic year. Note: the budget section must be reviewed by Doug Frood, Associate Vice President for Budget and Finance, before this is submitted to your Vice President.*

1. **Project Category**[[1]](#footnote-1)\*

*Check the appropriate box(es)*

# Project Category

|  |  |
| --- | --- |
|  | New Promotional Initiative |
|  | New Construction |
|  | Renovation |
|  | Strategic Acquisition/Development |
|  | Equipment |
|  | Other:  |

# Life Safety

|  |  |
| --- | --- |
|  | Involves remediation of life safety or other regulatory issue  |
|  | **If yes**, enter the percentage of the project costs related to life safety/regulatory remediation |

1. **Project Description and Need**

*Describe the planned or anticipated activities of the project. Provide a clear rationale (i.e., needs analysis) specifically addressing a demonstrated need for the proposed entity and its uniqueness from any similar existing entities. Include a description of Southern’s strengths and external opportunities that support the development of this project.*

1. **Alignment with Institutional Mission, Vision, and Strategic Plan**

Describe how the proposed project aligns with Southern’s mission, vision, and strategic plan. Be specific and be sure to address questions such as: How will this project impact Southern’s market presence? How will it benefit the university? Will this project generate new growth in terms of revenue or enrollment? How does this project fit into the overall strategic direction and priorities of Southern?

1. **Market Analysis**

*Describe the market analysis that has been completed to date along with the findings.*

1. **Project Outcomes & Goals**

*Describe the outcomes, methods of assessment, metrics, and specific goals that will be used to evaluate the success of the initiative. Be specific.*

1. **Proposed Timeline**

*Describe the anticipated timeline for implementation.*

1. **Key Assumptions Underlying this Proposal**

*Describe the assumptions underlying this proposal. Include a discussion of viable alternatives that can fulfill the purpose of the proposed project.*

1. **Personnel Resources**

*Describe how implementation of this new project will affect the work loads of current employees, and how that will be managed. Describe how dependent this new project is on the unique education, skills and/or experience of current personnel for its ongoing success. If the plan for the new project anticipates hiring new faculty/staff provide information regarding title, duties, qualifications, and proposed salary range of the new position and include its cost in budget projections.*

1. **Infrastructure & Physical Resources**

Describe the space, facilities, and infrastructure needs of this program. Be sure to address both initial and ongoing needs as well as questions such as: How will this program impact the present infrastructure? What additional support will be needed in the present infrastructure? Is space available for the proposed activities? Are equipment and facilities available for the conduct of proposed activities? What key university resources support the proposed activities?

1. **Budget and Key Financial Assumptions**

*Describe what factors in your financial projections are assumptions (that may or may not happen). Include the proposed budget/financial projections as an attachment. Note: budget must be reviewed by the Associate Vice President for Budget and Finance before submission.*

1. **Financial Resources.**

*Describe how the budget will be funded. Include internal funding sources (budget area) for initial start-up and plans for continuing support. If applicable, include a description of any external funding sources or in-kind contributions that have been identified.*

1. **Assessment of Risk Factors**

Address key challenges or risks related to the project, such as staff recruitment, new technologies or external dependencies. Include a description of institutional weaknesses and external threats relevant to this program. List all risk factors and indicate the degree of risk of each factor.

1. **Governance**

*Provide a proposed internal governance structure and external advisory committee (where appropriate).*

1. **Other Issues/Consideration**

**Appendix A**

|  |
| --- |
| Financial Projections |
|  |
| **Revenues** | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
|  Tuition |  |  |  |  |  |
|  Fees |  |  |  |  |  |
|  Less scholarships (22% UG) |  |  |  |  |  |
|  Other |  |  |  |  |  |
|  **Total Revenues** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Expenditures** |  |  |  |  |  |
|  Salaries and wages |  |  |  |  |  |
|  Employee benefits (49%) |  |  |  |  |  |
|  Professional fees |  |  |  |  |  |
|  Purchased services |  |  |  |  |  |
|  Consulting and legal services |  |  |  |  |  |
|  Construction costs |  |  |  |  |  |
|  Small equipment |  |  |  |  |  |
|  General |  |  |  |  |  |
|  Office supplies |  |  |  |  |  |
|  Lab & teaching |  |  |  |  |  |
|  Insurance |  |  |  |  |  |
|  Bad debt expense |  |  |  |  |  |
|  Other |  |  |  |  |  |
|  Other |  |  |  |  |  |
|  **Total Expenses** |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Project Income/(Loss)\*  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Capital Expenditures (renovation, equipment) |  |  |  |  |  |
|  |  |  |  |  |  |
| \* *New academic programs should have a 45% project income (contribution margin)* |  |  |  |  |  |

**ACTION**

**Associate Vice President for Budget and Finance** Review Date \_\_\_\_\_\_\_\_\_

Comments:

**Vice President:** Date\_\_\_\_\_\_\_\_\_\_ Approved\_\_\_ Declined\_\_\_ Deferred\_\_\_

 Comments:

**Undergrad Council/**

**Grad Council/Ad Council/Senate:** Date\_\_\_\_\_\_\_\_\_\_ Approved\_\_\_ Declined\_\_\_ Deferred\_\_\_

Comments:

**Strategic Planning Committee:** Date\_\_\_\_\_\_\_\_\_\_ Approved\_\_\_ Declined\_\_\_ Deferred\_\_\_

Comments:

**Board of Trustees:** Date\_\_\_\_\_\_\_\_\_\_ Approved\_\_\_ Declined\_\_\_ Deferred\_\_\_

Comments:

1. \* Proposals for new academic degrees, programs, centers, and institutes must be submitted via Southern’s online curriculum management system. [↑](#footnote-ref-1)