Instructions for Completing the FY17 Resource Plan

1. OAA will provide you with a <school/college> - Resource Plan (RP) file. The Resource Plan replaces Template 2 from last year. The structure is similar but the information requested is detailed by resource type. The RP is designed to capture additional investments your <school/college> is proposing for FY17.

2. There are two cases for new resources. First, your inability to meet current demand based on past years of demand growth without commensurate increases in resources. Second, for expansion of existing programs or launch of new programs that will enhance growth and new resources are required to serve this growth.

3. The RP is comprised of three sections: Faculty and Graduate Assistant Investments, Student Success Investments and Administrative Investments. The Expenditure Budget Change information (column L) and Net Revenue Change information (column N) are calculations based on the information input from column Q through column AA). Do not enter any totals in these columns.

4. Faculty and Graduate Assistant Investments
   a. Enter the calculated Revenue (column C) and SCH change (column F) for each Faculty member proposed or set of Graduate Assistants.
   b. Enter the estimated salary + OPE for the Faculty proposed in the appropriate category: Tenure Track Faculty (column Q), Non Tenure Track Faculty (column S) or Adjunct Faculty (column U).
   c. Enter the estimated FTE for the Faculty proposed in the appropriate category: Tenure Track Faculty (column R), Non Tenure Track Faculty (column T) or Adjunct Faculty (column V).
   d. Specify the Program/Department (column B) for each proposed Faculty. Provide any information for the type of activity or subject in Unit Comments (column AB).
   e. Include and recurring S&S expenses associated with the Faculty under S&S (column AA). This should not include one-time expenses.
   f. For Graduate Assistants enter the estimated salary + OPE (column W) and FTE (column X). Include and incremental proposed GA Remissions (column J).

5. Student Success Investments
   a. For each new resource proposed enter the estimated salary + OPE in the Administrative Cost category (column Y).
   b. Enter the estimated FTE for the proposed resource in Administrative FTE category (column Z).
   c. Include and recurring S&S expenses associated with the Faculty under S&S (column AA). This should not include one-time expenses.
6. **Administrative Investments**
   
a. For each new resource proposed enter the estimated salary + OPE in the Administrative Cost category (column Y).
   
b. Enter the estimated FTE for the proposed resource in Administrative FTE category (column Z).
   
c. Include and recurring S&S expenses associated with the Faculty under S&S (column AA). This should not include one-time expenses.