Utah System of Higher Education
Form B-5: External Requests for Appropriations

1. Purpose of the Form:

Utah Code 53B-1-402(2)(t) requires the Utah Board of Higher Education to *provide to the Higher Education Appropriations Subcommittee a prioritization of all projects and proposals for which the board or an institution of higher education seeks an appropriation.*

This form is designed to capture **all external** Requests for Appropriations that would be directed to the system or an institution of higher education over the FY 2025-2026 budget cycle that are not otherwise accounted for in the Office of the Commissioner of Higher Education budget process (e.g. B-4 form, etc.).

2. Instructions for completing the form:
External Requests for Appropriations
A.   List all external requests (individual or group) for appropriations on the summary form.

B.   Complete one form (tab) for each request listed on the summary tab.

C.   Complete all applicable sections with requested detail, be specific and provide supporting documentation.

D.   Scoring: The Commissioner's Office will score and rank institution requests with consideration for amount requested, alignment with system-level strategic priorities, and other factors as determined by the Board.

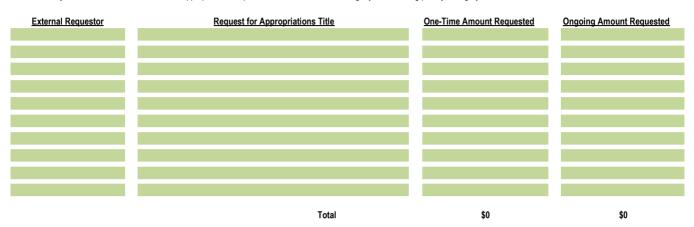**Preliminary Due:**   **August 28, 2024**

Final Due: **November 1, 2024**

Utah System of Higher Education

Form B-5: FY 2025-2026 External Requests for Appropriations

External Requests for Appropriations

Institution:

Prepared by:

Due Date:

Submission Date:

August 28, 2024

Please list your institution's identified external appropriations requests for the FY 2025-2026 budget year, including priority, category, title and amount

External Requestor	Request for Appropriations Title	One-Time Amount Requested	Ongoing Amount Requested
	Total	**$0**	**$0**

Utah System of Higher Education

Form B-5: FY 2025-2026 External Requests for Appropriations

	Institution:	
	Prepared by:	
Requestor Name:	Due Date:	Wednesday, August 28, 2024
Organization:	Submission Date:	
Title:		

Request Title:

One-Time Requested Amount:
Ongoing Requested Amount:

1)	Briefly describe the request and what the requestor intends for the funding.

2)	How does the request align with the institution's mission, and how will the funding enhance the ability to accomplish its mission?

3)	Justification:
	a. How will this request improve student outcomes? Be specific.
	b. Explain how this request will meet unmet demand within your institution or service region (provide data documentation).
	c. If funded, when will this program/department begin enrolling/expanding programming for students?
	d. Describe career pathways created or enhanced if funding is received. Identify industry/community partners.
	e. For research related requests, describe how additional funding will enhance the institutions research mission.

4)	What goals/objectives are the requestor planning to achieve with this funding and how will success be tracked?

5) Performance Measures/Outcomes:

    a.   What are the most recent outcome measures? For new programs, what are the expected outcomes?

        i.   Capacity (i.e. additional students, credit hours)

        ii.   Completions (i.e. degrees and certificates)

        iii.   Workforce (i.e. job placements, economic impact)

    b.   Describe the economic impact to your service region if this funding is received.

6) Performance Baseline

    a.   What are the most recent outcome measures? For new programs, what are the expected outcomes?

                Metric   Outcome

        i.

        ii.

        iii.

7) Budget:

    a.   Detail of projected expenditures

	Amount	Compensation	FTE
i. Faculty			
ii. Staff			
iii. Operating Expenses			
iv. Capital			
Total: $	-	-	-

    b.   Current budget (existing programs or departments only)

    c.   Describe any internal efficiencies and improvement strategies that have been utilized or could be utilized to augment this funding.

8) To what extent is this request scalable? If a lower amount of funding is available, please articulate whether this would be effective and if so, what are the per-unit anticipated outcomes associated with lower funding increments?

9) Please identify the requested funding source (e.g. new state funds specific to this funding item) and list possible funding alternatives (e.g. new or existing performance funding, tuition or fees, etc.)