# SFR Process Timeline

## Week 1

Supplemental Funding Request Submitted (1st Business day of Quarterly Cycle) (July/October/December/March)

Supplemental Funding Request submission is sent by division Chiefs of Staff (COS)* to SFR-Submissions@UCOP.edu

Budget Office will correspond with project team to request additional information as needed

## Week 2

Submission Review Team (SRT) meeting reviews all submissions for sufficient documentation and budget impact

Project team responds to any additional information requested from the SRT meeting

SRT team makes initial recommendation if SFR should move forward in the process with rationale

## Week 3

Review Committee Team (RCT) meeting reviews/discusses all SFRs based on the Submission Review Team's recommendation and checks to make sure it aligns with Budget priorities and UCOP Strategies

Request any additional details from the project teams

Makes final recommendation to the President for funding and approval

## Week 4/5

Based on RCT request and information provided by Project teams the Final SFRs are submitted to Sharepoint for President's review

Final signed SFRs are communicated and delivered to project teams

*Each division has its own process for submission to the COS, please work directly with your divisional staff