

# SFR Process Timeline

Deadline for submission are the 1<sup>st</sup> Business Day of the following Months:

July (Q1)

October (Q2)

January (Q3)

March (Q4)

## Week 1

Supplemental Funding Request Submitted (1<sup>st</sup> Business day of Quarterly Cycle)  
(July/October/January/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 for President's review  
Final signed SFRs are communicated and delivered to project teams, including guidance for financial stewardship reporting requirements

\*Each division has its own process for submission to the COS prior to submitting SFR request to [SFR-Submissions@UCOP.edu](mailto:SFR-Submissions@UCOP.edu) , please work directly with your divisional staff