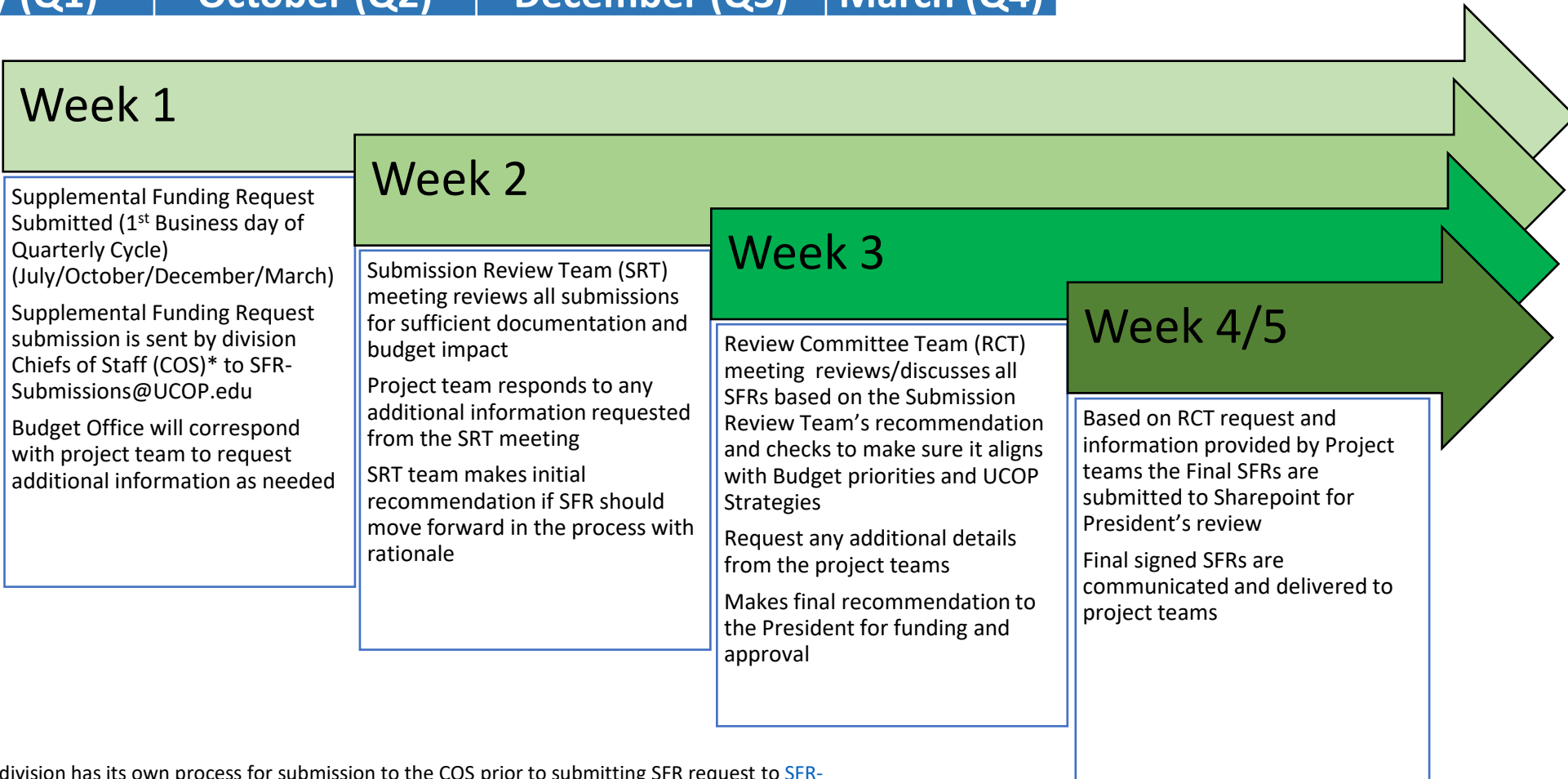


# Supplemental Funding Request Process Timeline

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



\*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

# Outline of SFR Process Timeline

1. Week 1
  - a. Supplemental Funding Request Submitted (1<sup>st</sup> Business day of Quarterly Cycle) (July/October/December/March)
  - b. Supplemental Funding Request submission is sent by division Chiefs of Staff (COS)\* to [SFR-Submissions@UCOP.edu](mailto:SFR-Submissions@UCOP.edu)
    - i. \*Each division has its own process for submission to the COS, please work directly with your divisional staff.
  - c. Budget Office will correspond with project team to request additional information as needed
2. Week 2
  - a. Submission Review Team (SRT) meeting reviews all submissions for sufficient documentation and budget impact
  - b. Project team responds to any additional information requested from the SRT meeting
  - c. SRT team makes initial recommendation if SFR should move forward in the process with rationale
3. Week 3
  - a. Review Committee Team (RCT) meeting reviews/discussed all SFRs based on the Submission Review Team's recommendation and checks to make sure it aligns with Budget priorities and UCOP Strategies
  - b. Request any additional details from the project teams
  - c. Makes final recommendation to the President for funding and approval
4. Week 4/5
  - a. Based on RCT request and information provided by Project teams the Final SFRs are submitted to Sharepoint for President's review
  - b. Final signed SFRs are communicated and delivered to project teams