

Budgets & Fiscal Planning Committee
Category I Review Checklist

To aid you in successful Category I proposal submission, the Budgets and Fiscal Planning committee has created this preparation checklist. The items included are taken directly from the OUS posted instructions, and are the criteria the committee will be looking for during review.

- Do the proposal and Budget Outline Forms reconcile?
 - Personnel
 - Physical facilities
 - Other resources
- Does the proposal demonstrate program sustainability through the following:
 - Inclusion of adequate business plan which addresses:
 - Long term financial viability
 - Anticipated sources of funding
 - Ability to recruit and retain faculty
 - Long term library support
 - Inclusion of plans for development and maintenance of unique resources
 - Buildings
 - Labs
 - Technology

Inclusion of plans for development and maintenance of unique resources (cont.)

Address targeted student/faculty ratio

Illustrates resources to be devoted to student recruitment

Funding or revenue sources are clear

Opportunity costs are adequately addressed:

(Opportunity costs are defined as a description of how the program/unit's current objectives, functions, and/or activities will be changed. In other words, what will not be done in lieu of the proposed change? This includes course offerings, program requirements, admission requirements, student learning outcomes/experiences, advising, other programmatic functions, services, etc.)

If you have any questions along the way, either Academic Programs at (541) 737-2815, or the chair(s) of the Budgets & Fiscal Planning Committee can assist you. The current committee membership information may be found at:

<http://oregonstate.edu/senate/committees/bfp/member/index.html> .