

# Annual Resource Request (ARR)

**Intro:** The Annual Resource Request (ARR) is a new process that is being implemented to facilitate better alignment between program review and resource allocation. The ARR is intended to help department chairs and managers document new and emerging needs for resources and funding in the *next* academic/fiscal year that meet the following criteria:

- Not accounted for in this year's adopted annual departmental budget
- New resources and funding support advancement of departmental goals as expressed in the latest program review report
- Includes both one-time expenses and ongoing expenses

**Note:** Urgent and emergency requests should be handled using existing budget and workorder (i.e., leaking roof facilities request) processes.

**ARR submissions do not guarantee that your resource requests will be addressed/fulfilled.** Your area VP will use the ARR to inform the planning of the division budget priorities for the next academic/fiscal year. The areas VPs will respond to each ARR in one or more of the following ways:

- Recommend submitting a PBAR to the district to secure new funding
- Fulfill resource request by using division resources
- Discuss external and other funding sources to address your program's resource needs (e.g., Foundation, existing grant, grant possibility)
- No action (with rationale provided by VP)

1) Your department:

2) Submitted by:

3) Complete for each resource (can add as many):

A. Describe your resource allocation request. Provide the larger conditions or context needed to understand this resource request (250 words max)

B. Drop-down category (Check off)

Human resources (Personnel)

Facilities

Equipment, supplies, furniture, software

Professional development

Other:

C. One-time or ongoing

4) Have you explored reallocation of existing funds/resources and/or exhausted all other budget sources to meet your resource need? Yes/No/Working on it

5) Which of the program/department goals for continuous improvement as discussed in your program review will be advanced by this resource allocation?