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**President’s Contingency Fund**

The Oregon Institute of Technology’s Board of Trustees had allocated funds for the fiscal year 2018-19 (FY19) to be used at the President’s discretion for contingency purposes. This fund is to be used for one-time funding for emergency or unforeseen circumstances or events that are not necessarily strategic in nature. Ideally contingency requests would be aligned with one or more of Dr. Nagi’s 11 short-term action goals and/or the Board of Trustee’s investment philosophy. Requests for funding long-term strategic initiatives should be made against the President’s Strategic Initiative Fund.

**Contact: Stephanie Pope, Assistant Vice President for Budget & Planning**

Process for Contingency Fund approvals:

1. Requestor completes the Contingency Fund Request Form and returns it to the Budget Office with Executive Sponsor (Dean/Provost/VP etc.) signature.
2. Budget Office evaluates the budget request and reviews available Contingency Fund Balance, other possible sources of funding, asks follow-up questions, and passes data, recommendation and the funding request along to Vice President of Finance & Administration
3. VPFA reviews the funding request, data provided by the budget office, budget office recommendations and other available information, including discussing the funding request with the appropriate Dean or VP. After making an evaluation VPFA passes all materials and VPFA recommendations along to the President for final approval or denial.

**11 Short Term Action Goals**

* 1. Increase Reputational Capital
	2. Increase Enrollment
	3. Grow Student and Campus Diversity
	4. Extend Academic Planning Part 1 (General Education)
	5. Extend Academic Panning Part 2 (Elevate instructional Experience)
	6. Invest in Talent
	7. Grow our Culture of Pride
	8. Organizational Improvement Part 1 (Processes and Technology)
	9. Organizational Improvement Part 2 (Entrepreneurial Culture)
	10. Build Alumni Relations and Philanthropy
	11. Leverage Academic and Industry Partnerships

**Board of Trustees’ Investment Philosophy**

1. Generate increased revenue through creation of new or expanding existing applied-degree programs and/or university revenue producing functions that are affordable while being responsive to industry and student demand
2. Generate recurring cost savings for both financial and human capital
3. Contribute to the strategic mission of Oregon Tech
4. Address unmet needs that do not necessarily result in increased revenue and/or generate recurring cost savings, especially where the nature of unrestricted funds can be used

**Contingency Fund Request Form**

**Project Name:**

Click or tap here to enter text.

**School/Unit:**

Click or tap here to enter text.

**PROPOSER (NAME, TITLE, EMAIL AND PHONE NUMBER):**

Click or tap here to enter text.

**EXECUTIVE SPONSOR (NAME, TITLE, EMAIL AND PHONE NUMBER):**

*(Dean/Provost/VP etc.)*

Click or tap here to enter text.

**EXECUTIVE SUMMARY:**

*(Summarize the project scope, benefits, goals, etc.)*

Click or tap here to enter text.

**FUNDING REQUEST:**

*(explain why you requesting funds from the contingency fund)*

Total Amount:

[ ]  One-time expense [ ]  On-going expense

Click or tap here to enter text.

**PLAN FOR SUSTAINABLE FUNDING:**

*(How will this program be supported and governed in the future? Please be specific about future commitments and where possible, provide attestations from appropriate source, e.g., if philanthropy is part of the plan for sustainable funding, please provide a commitment letter from affiliated foundation/donor/etc.)*

Click or tap here to enter text.

**STRATEGIC PLAN IMPACT**

*(Check all that apply and then provide detail. Explain how this project/initiative is directly related to the strategic goals of Oregon Tech, aligns with the 11 short-term action goals, and the Board’s investment philosophy. How this will benefit the institution moving forward)*

**11 Short Term Action Goals**

[ ]  Increase Reputational Capital

[ ]  Increase Enrollment

[ ]  Grow Student and Campus Diversity

[ ]  Extend Academic Planning Part 1 (General Education)

[ ]  Extend Academic Panning Part 2 (Elevate instructional Experience)

[ ]  Invest in Talent

[ ]  Grow our Culture of Pride

[ ]  Organizational Improvement Part 1 (Processes and Technology)

[ ] Organizational Improvement Part 2 (Entrepreneurial Culture)

[ ]  Build Alumni Relations and Philanthropy

[ ]  Leverage Academic and Industry Partnerships

**Board of Trustees’ Investment Philosophy**

[ ]  Generate increased revenue through creation of new or expanding existing applied-degree programs and/or university revenue producing functions that are affordable while being responsive to industry and student demand

[ ]  Generate recurring cost savings for both financial and human capital

[ ]  Contribute to the strategic mission of Oregon Tech

[ ]  Address unmet needs that do not necessarily result in increased revenue and/or generate recurring cost savings, especially where the nature of unrestricted funds can be used

Click or tap here to enter text.

**SIGNATURES**

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Proposer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposer Name (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Sponsor Signature\* Date

*(if different from above)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Sponsor Name (Print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean, Provost, VP Signature Date

\**Sponsor acknowledges that proposal is aligned with school/unit strategic plans*

Project Sponsor must assign one of the following categories to this proposal:

Project Sponsor must assign one of the following categories to this proposal:

[ ]  A = Priority (*note: no more than 2 proposals per review cycle may be designated a priority by school/unit)*

[ ]  B = Recommended but not a priority

[ ]  C = Not a priority