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| **ESS - UNIT RESOURCE REQUEST PLANNING FORM – 2022-23** |
| Please indicate and provide details for resource requests you plan to submit in the coming fiscal year. Note that each type of request has its own process and timeline; the information below will be used to anticipate upcoming requests for planning purposes.  **Unit Name**: Click here to enter unit name.  **Anticipated Request Type:**  Budget Request (*operating in odd fiscal years, emergent in even fiscal years*)  Capital Request (*even fiscal years only*)  Decision Package (*pre-proposals in odd fiscal years, biennial proposals in even fiscal years*)  Fee Adjustment(*annual*)  To be determined (*select if unsure*)  **Anticipated amount of request**: Click here to enter amount.  **Will this request be for short-term or long-term resourcing?**  Short-term (*select for one-time funding*)  Long-term (*select for permanent funding*)  To be determined (*select if unsure*)  **When will resourcing be required?** Click here to enter year and quarter.  **Explanation of anticipated request**: Click here to enter explanation.  **Corresponding strategic priorities\*:** Click here to enter strategic priorities.  **Will existing resources be leveraged to support this request? If yes, please explain.**  Click here to enter explanation.  **Will resources be shared across multiple depts or units? If yes, please explain.**  Click here to enter explanation.  **Does this request include space requirements?** **If yes, please explain:**  Click here to enter explanation. |

\*Note: All new resource requests will be submitted at the unit level and will require a corresponding strategic priority identified in a unit annual report.

*Questions? Contact Matt Bryant (*[*matt.bryant@wwu.edu*](mailto:matt.bryant@wwu.edu)*) - Last Updated 05/22*