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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**) - Last Updated 05/22*