

Budget Request Process (Base Funding and OTO)

Table of Contents

1. Process Overview
2. Process Map: Budget Request Process (Base Funding & OTO)
3. Process Map: Requesting Budget Transfer
4. Process Map: Budget Request Process for IT-Related Items (Base Funding & OTO)
5. FAQ

Budget Request Process (Base Funding and OTO)

There are two types of budget allocations:

- Base – any portion of the budget that continues to be allocated to an Academic unit year after year
- OTO – one time only budget, this is not allocated to an Academic unit every year.

1. Base Budget Increases:

Throughout the year, the Academic unit may submit requests to the Dean's Office to increase specific line items in their base budget. If approved, the Dean's Office provides information to Budget, Planning & Finance to complete the budget transfer. If more information is required, the Dean's Office may request this from the Academic unit. Budget, Planning & Finance may also be requested to assist in further analysis prior to the Dean's Office final decision.

2. OTO Budget Approvals:

Defined as short-term in nature and not of regular occurrence, during the course of the year, the Academic unit may require a one-time-only funding support. The Academic unit will need to submit the request to the Dean's Office for approval. If approved, the Dean's Office provides information to Budget, Planning & Finance to complete the budget transfer. If more information is required, the Dean's Office may request this from the Academic unit. Budget, Planning & Finance may also be requested to assist in further analysis prior to the Dean's Office final decision.

Please note: Academic Units are expected to fully utilize their carryforward funding, autonomy funding, etc. before requesting budget approvals.

See attached process flowchart for more information.

Requesting Budget Transfer

When requesting a budget transfer from Budget, Planning & Finance, the Academic unit should first identify the type of request:

1. Established Process:

- [ATB and PTR changes to salaries for existing faculty](#)
- [Salary and benefit increases for appointed staff](#)
- [TA top ups](#)
- [Sessional Funding](#)
- [Approved hires](#)
- [Priority Funding](#)

Academic unit to follow-up with their Financial Officer contact at Budget, Planning & Finance directly if transfer has not been received.

2. Non-Established Process:

Any requests without an existing outlined process falls into this category. Once approved by the Dean's Office, the documentation will flow to the Assistant Director – Academic Financial Operations (Budget, Planning & Finance) directly, to complete the transfer.

See attached process flowchart for more information.

Important Contacts

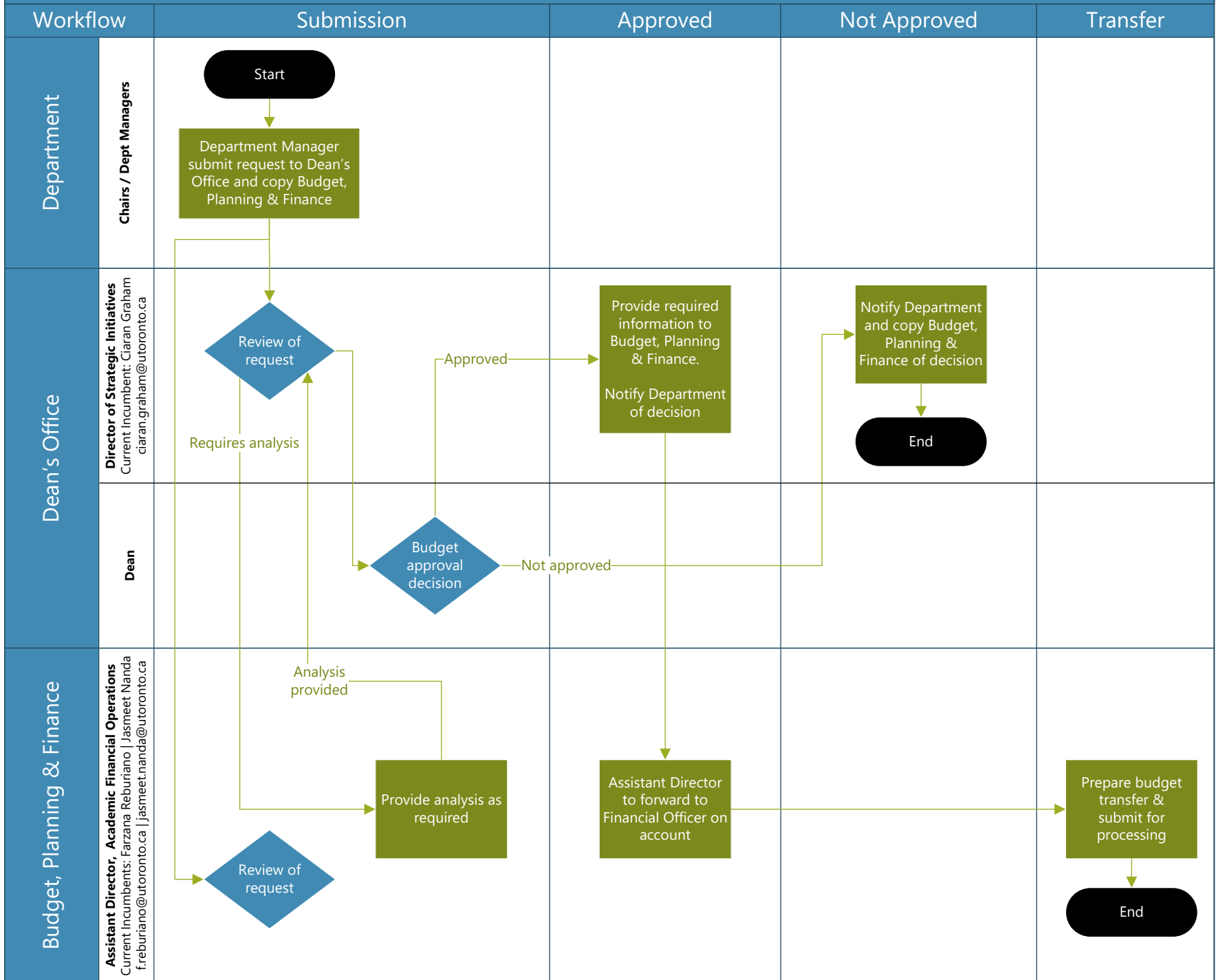
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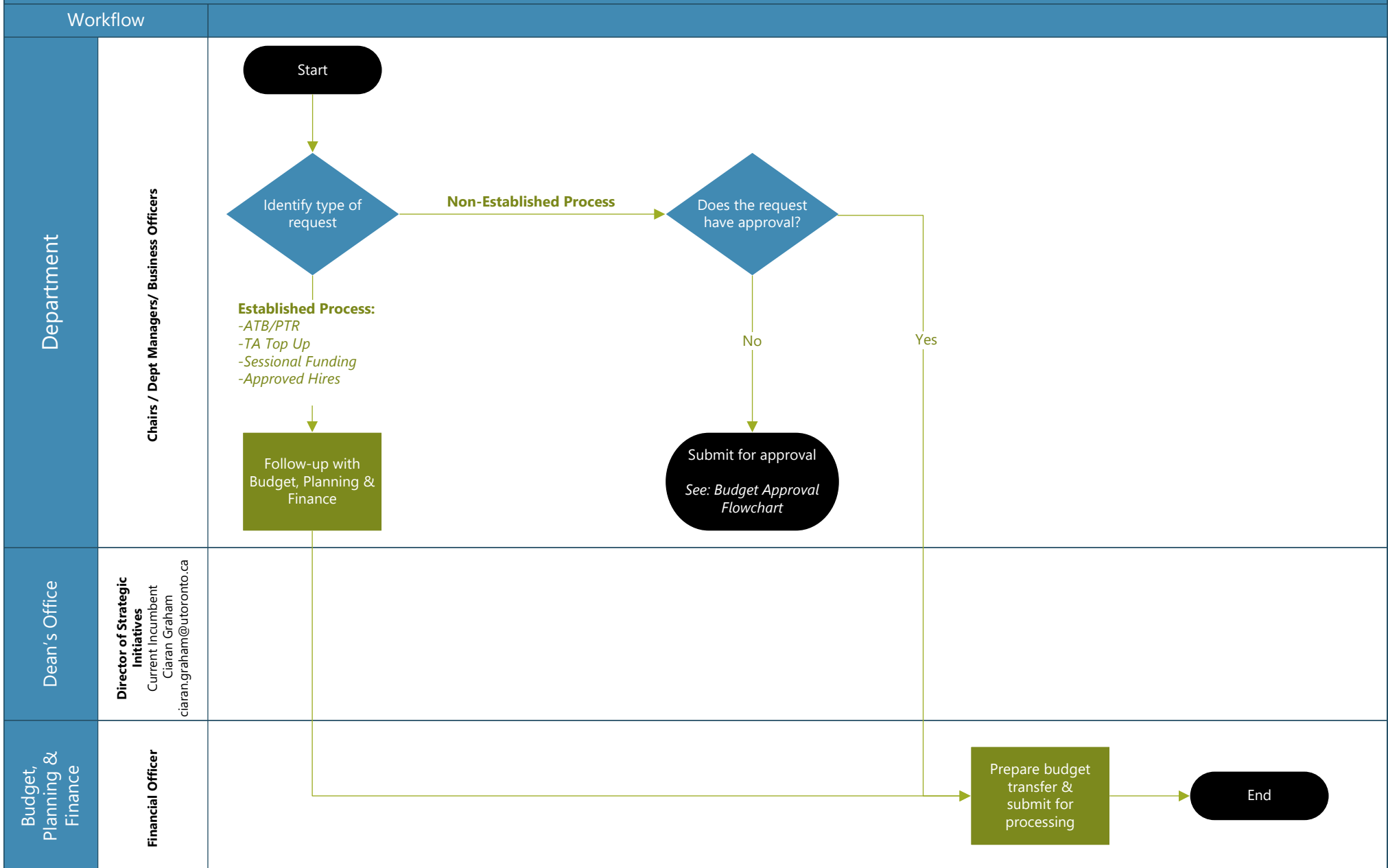
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Budget Request Process (Base Funding and OTO)



Requesting Budget Transfer

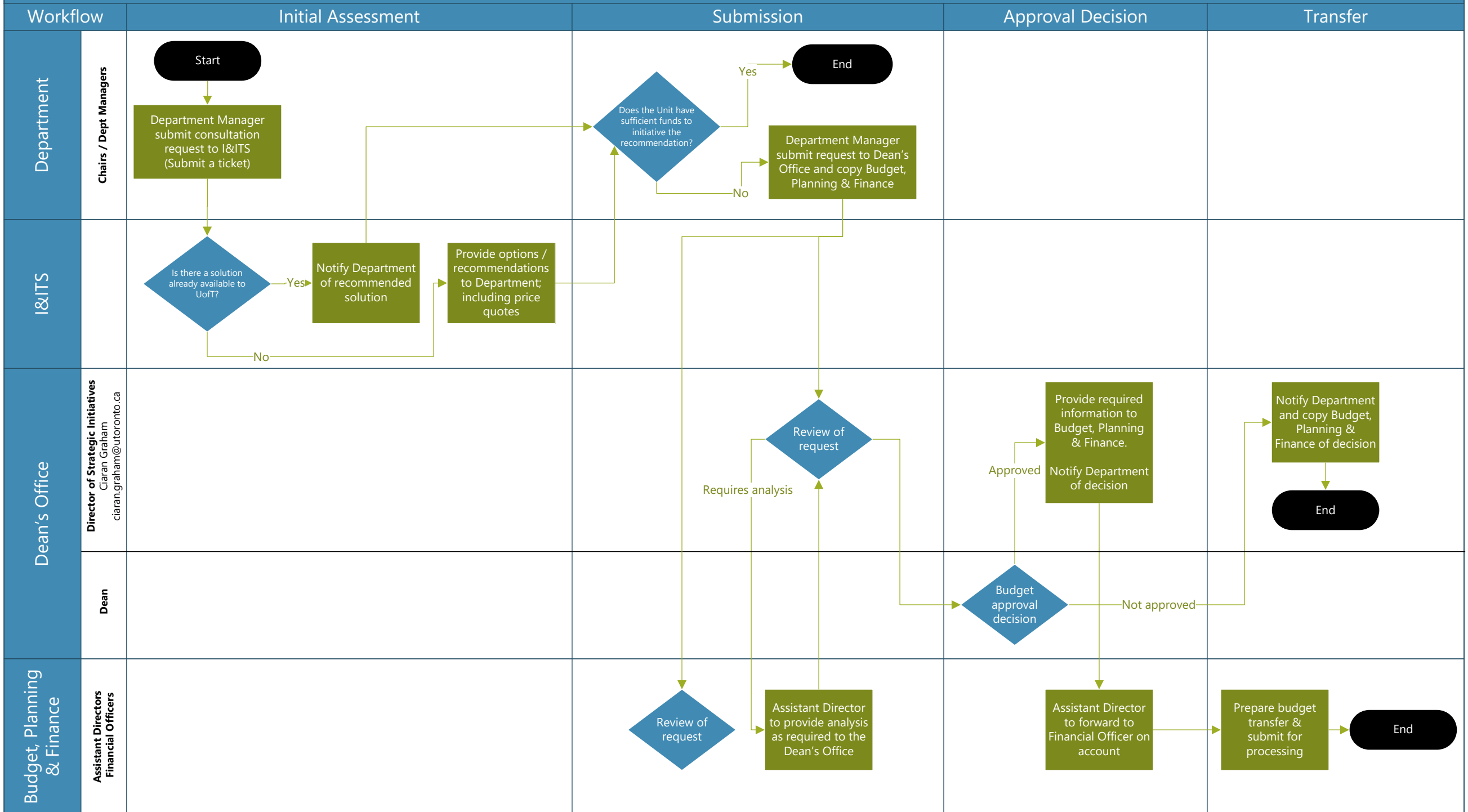


Note: Minimum information required to complete budget transfer:

- Account Information (CFC/CC; Sender and Receiver)
- Amount
- Specify whether this is a base budget increase, OTO, or both.

Provide specific GL/Commitment item if available

Budget Request Process for IT-Related Items (Base Funding and OTO)



FAQ – Frequently Asked Questions

1. I have a budget request, what do I do?

- a. All budget requests must be approved by the Dean's Office first. Please contact Dean's Office (Director of Strategic Initiatives) and submit an email request and CC Budget, Planning & Finance (Assistant Director – Academic Financial Operations). See process flowchart for more information.

2. Who do I contact to submit a Base or OTO request?

- a. Please contact Dean's Office (Director of Strategic Initiatives) and submit an official budget request via email and CC Budget, Planning & Finance (Assistant Director – Academic Financial Operations).

3. What is the status of my Base or OTO request?

- a. Please contact Dean's Office (Director of Strategic Initiatives) for the status and CC Budget, Planning & Finance (Assistant Director – Academic Financial Operations).

4. My request was approved, what now?

- a. Once approved, the Dean's Office will provide information to the Academic unit and Budget, Planning & Finance, who will process the transfer

5. My request has been approved, but funding not received. What should I do/Who do I contact?

- a. Please contact your Financial Officer in Budget, Planning & Finance.

6. What is an "Established" process?

- a. Established base budget change processes include:

- [ATB and PTR changes to salaries for existing faculty](#)
- [Salary and benefit increases for appointed staff](#)
- [TA top ups](#)
- [Sessional Funding](#)
- [Approved hires](#)
- [Priority Funding](#)

7. What are some examples of OTO requests?

- a. Typical categories of OTOs are:

- i. Projects: Defined as short-term in nature and not of regular occurrence.

Examples:

1. Teaching requirements
2. Academic Initiatives

- ii. Special Events

Examples:

1. One-time Conferences
2. One-time events, not regular in nature

- iii. Equipment

Examples:

1. Teaching/Lab supplies
2. Equipment repairs/purchases

- iv. Salary Anomalies

Examples:

1. Overtime / Casual funding needs

- v. Research Support

Examples:

1. Additional research support required
2. Bridge loan