

## **Appendix 1: FY24 Budget Narrative**

We are requiring a brief narrative (approximately 2-3 pages) to accompany budget submissions due on February 17, 2023. Similar to last year, this narrative is designed to provide divisional and departmental leadership an opportunity to contextualize their financial plans. Narratives will be included in budget packages that will be reviewed with the Provost, EVP, and CFO in March/April. *To ensure consistent formatting and completeness, please respond using the Word document version that was distributed with the Fiscal Year 2024 Budget Guidance communication.*

Please respond to the following questions:

1. Briefly summarize your main goals, challenges, opportunities, and how they align with University priorities.
2. Briefly summarize major revenue and expense variances from your FY23 budget, including significant programmatic changes. You should discuss these in the framework of compensation vs. non-compensation variances and unrestricted vs. restricted funding sources (if applicable).
3. Please itemize and provide a prioritized list of incremental, material resource requests, including personnel. For each request, include a brief explanation as to how the need is critical to the University's mission and/or operations and other alternative steps that have been considered to fulfill the need. To ensure resource reallocation has been considered, please include any material offsets. Please discuss these requests in the framework of unrestricted vs. restricted funding sources (if applicable).

*Note: Reallocating resources within existing budgets, rather than through requesting incremental resources, is a key step toward financial sustainability. To the extent incremental resources are needed, please be sure to consider the budget cycle as the primary mechanism to identify and request resources, including personnel. Interim requests during the year will only be considered on a strategic and emergency basis.*

4. Brown launched its plan to substantially grow its research activity in October 2022 ([Click here to read the plan](#)). Please summarize resources requested that are related to this growth plan and included in your FY24 budget (if applicable). You should discuss these in the framework of compensation vs. non-compensation and unrestricted vs. restricted funding sources (if applicable). Please also include a brief summary of potential longer-term resource requests.
5. Please include a clear description of how endowment and gift balances (if applicable) will be deployed in coming fiscal year. Please prioritize and highlight funds that may have accumulated balances in your planning.
6. For areas with material sponsored activities, describe significant changes in grant portfolio composition or volume from FY23 (shifting sponsor composition, significant new awards or awards ending, etc.)