



TO: Chancellors, deans, vice presidents Hoyt and Keane

FROM: Elizabeth Chilton, Provost and Executive Vice President
Leslie Brunelli, Executive Vice President for Finance and Administration
Chris Mulick, Interim Vice President for External Affairs and Government Relations
Glynda Becker-Fenter, Assistant Vice President for Federal Engagement and Advocacy and
Executive Director WSUDC

RE: Federal & State Public Funding Internal Engagement Process

DATE: Aug. 2, 2023

We are writing to formally solicit proposals for both the state's 2025-27 operating budget and Congressional earmarks for federal fiscal year 2025 in order to streamline processes for strategically advancing requests for state and federal funding.

The Office of Federal Relations (OFR) will continue to generate annual programmatic letters advocating for federal funding opportunities that support WSU students and research, and submit targeted agency "plus up" requests. In addition, we will now pair WSU's federal earmark and state operating budget processes to ensure a more strategic and holistic overall approach and maximize representation of institutional priorities. Though timelines differ due to state and federal schedules, priority selection processes share notable similarities, including:

- Only chancellors and deans are authorized to submit proposals, although the Vice President for Research may submit federal earmark proposals on behalf of personnel under their purview in consultation with colleges and campuses that support the program. The mechanism by which chancellors and deans solicit and prioritize those proposals is left to them.
- Proposals submitted for consideration will then be reviewed by a committee that will recommend priorities for advancement to the President for final approval. This committee will consist of the Provost, the Executive Vice President for Finance and Administration, and the Interim Vice President for External Affairs and Government Relations. The Assistant Vice President for Federal Engagement and Advocacy will participate in reviewing proposals for federal earmarks.
- Successful proposals will align closely with system priorities and with the priorities of the state or federal government representatives where they will be submitted.
- Successful proposals will be tied to the university's [strategic plan](#) and its four outlined goals and reflect relevant campus strategic plans.



The Office of Federal Relations (OFR) and the Office of State Relations (OSR) will review these requests jointly with the hope that proposals for funds from one source may be reconceptualized to take advantage of potential opportunities arising from another.

To further Washington State University's efforts under the goals outlined in the system strategic plan and to promote transparency and accountability around the development of WSU's federal and state programs, below you will find guidance for working with OFR and OSR in pursuing public funding. Additionally, you will find calendars outlining milestones for the solicitation, review, and selection of requests to be submitted to the state and federal governments.

An information session to discuss these processes and answer questions will be scheduled for August 16 for those eligible to submit proposals or their designees.

STATE OPERATING BUDGET REQUESTS:

Initial submissions should come in the form of pre-proposals. These are one- to two-page concept papers outlining high-level objectives, a rough sketch of anticipated costs and outputs (such as annual degree production at full maturity for new degree programs or expansions), and an implementation schedule for initial review. Successful proposals will undergo great scrutiny, refinement, and possible reconceptualization in a highly competitive environment in which only a few will be selected for advancement.

Proposals should reflect current state legislative priorities and historical budget instructions delivered by the state Office of Financial Management. Items for possible inclusion include expansion or development of high-demand degree programs, targeted research enhancements, focused student services improvements, and enhancements that support WSU's public service mission. Proposals should be reinforced by data that speaks to their value proposition, including available demand studies or accreditation considerations for academic expansions. Proposals should also demonstrate stakeholder needs, where applicable, and prospects for stakeholder support. However, actual stakeholder support and advocacy should not be sought during the development process. Proposals should also include an equity impact statement as required by the state.

Proposals that shore up funding for existing programs and activities are encouraged, but should still produce new deliverables of state interest. Academic expansions that generate net new enrollments are preferred to those that simply draw from existing programs, for example.

Proposals can range in size and should reach full fiscal maturity in the second year of the biennium (FY 2027) for which funds are being requested. Examples of small proposals include 2022's request for \$327,000 in annual funds for a psychiatric residency program. Examples of an intermediate-sized proposal would include 2023's public health request for \$1.735 million annually at full maturity. Examples of a larger request include 2017's unsuccessful \$2.5 million annual request for advanced manufacturing enrollments at WSU Vancouver and WSU



Everett. Substantially larger requests, such as those previously requested to establish WSU's MD program, crowd out other opportunities and should be seen as an outlier.

Deans and chancellors are eligible to submit one pre-proposal each to the review committee. Deans are encouraged to develop multi-campus proposals and are required to share pre-proposals with relevant Chancellors prior to submission. Campuses are encouraged to develop pre-proposals with affected colleges and must share pre-proposals with relevant deans prior to submission. All campus pre-proposals must indicate whether they have been endorsed by relevant colleges and vice versa. Pre-proposals that fail to gain such an endorsement must include a statement of explanation from the relevant college or campus. Such an endorsement by a college or campus does not preclude that college or campus from submitting its own pre-proposal. All pre-proposals should be sent to chris.mulick@wsu.edu with the subject line "State operating budget request pre-proposal" for advancement to the review committee. A timeline for submissions is below.

A Notice of Intent shall be submitted via the Faculty Senate process for all new academic program proposals selected to be advanced to the state. The review committee may seek to reconceptualize or augment proposals and will work with both the submitter and other affected chancellors and/or deans to do so.

Upon receiving the recommendation of the review committee, the president shall advance a recommendation to the Board of Regents, which will ultimately adopt the university's formal budget request to the state with some flexibility left to the president to adapt the request to changing conditions.

OFFICE OF STATE RELATIONS TIMELINE:

Wednesday, Aug. 2, 2023: Pre-proposals solicited from chancellors and deans.

Friday, December 1, 2023: Pre-proposals due. Review committee begins screening.

Thursday, March 7, 2024: Supplemental legislative session adjourns. Review committee makes final deliberations.

Friday, March 22, 2024: Review committee delivers recommendation to the president.

April 2024: President approves budget request recommendation.

May 2024: Regents briefed on the developing operating budget request as a future action item.

Summer 2024: Regents approve operating budget request, with the president retaining authority to make limited changes as conditions warrant. Individual budget requests are drafted.

September 2024: Operating budget request submitted to the Office of Financial Management.



FEDERAL EARMARK REQUESTS:

The university develops unique requests for earmarks — known as Community Development Projects in the House and Congressionally Directed Spending in the Senate — for submission to individual members of Washington’s congressional delegation. Proposals advanced to member offices will enter a highly competitive field of projects submitted by constituencies across the state. WSU proposals will require a notable investment of time by college and campus leadership and require substantial support from external communities and stakeholders.

Members of the House are currently limited to 15 submissions per congressional district, and while there is currently no limit in the Senate, the large number of submissions each year make the selection process extremely competitive. In addition, there are restrictions on the federal programs eligible for Congressional earmarks. As such, there is a practical limit to how many proposals WSU will advance for congressional consideration. Multiple proposals to the same member of Congress will compete with each other and will be discouraged.

Proposals should advance priorities around the university’s teaching, research, and/or public service mission. This might include creating new and expanding current research initiatives, student service support, core university infrastructure, and equipment supporting such priorities.

Proposals may range in size, however funding for any project should be expended within one year. Federal earmarks at WSU have ranged from \$500,000 to support an assessment of mental health needs successfully funded in FY 2023, to a \$12 million request to support campus safety at WSU Pullman. Funding size will be dependent on the federal program where the request is being made – each program has different funding values. OFR will work with chancellors, deans, and the office of research to ensure that the funding level is viable within the scope of the federal program.

Only deans, chancellors, and the vice president for research are eligible to submit proposals and may submit more than one. If more than one project is submitted, requests must be prioritized. All proposals must be submitted to Glynda Becker-Fenter at Glynda.becker@wsu.edu with the subject line “Federal earmark proposal” for initial screening before September 15. She will work with you to ensure any submittals meet Congressional eligibility guidelines before advancing them to the review committee for consideration.

To be considered, the submitter must fill out a detailed questionnaire (attached) as is required by congressional offices. This information will be used to ensure that the project meets prescribed congressional criteria for consideration.

Chancellors and deans seeking guidance with their proposals are strongly encouraged to reach out to Glynda Becker-Fenter with any questions.



TIMELINE FOR FY 2025 EARMARK REQUESTS

August 2023:	Proposals for consideration to be requested as Community Development Projects (earmarks) are solicited from chancellors and deans, who are briefed on federal funding processes. Review of earmark proposals and questionnaires as they are being drafted; selection and routing of recommended projects to OFR. <i>Note: Any request to OFR for an earmark submittal must be made through the leadership of the college or campus. OFR will be available throughout this process to address questions and assist once requests are solicited.</i>
Friday, September 15, 2023	Earmark questionnaires due to OFR by Sept. 15. OFR determines Congressional eligibility of earmark proposals. Review team deliberates and advances a recommendation to the president by Sept. 30.
October 2023	President approves final requests and OFR notifies university leadership. Any follow-up on proposals will be concluded by October 31.
October - November 2023	OFR works with chancellors and deans to build community support for approved requests and engages with local congressional offices to brief them.
January 2024	Finalization of documents to support earmark requests will be completed by January 31.
March - May 2024	Congressional and agency visits in Washington D.C. to support federal funding opportunities.
May - June 2024	OFR monitors FY 2025 federal funding requests during and throughout the federal appropriations process.