

Mid-Year Funding Requests

Mid-year funding requests are submitted annually during the spring semester. The Mid-Year Funding Request form is a separate item in the online planning system. The submission period (February through April) falls around the half way point during the fiscal year.

The purpose of these requests are to allow units the ability to request additional funds that are not in their current budget. These funds are needed in order to accomplish new projects that have arisen since the current budget cycle began. Student jobship assignments do fall within the scope of a mid-year funding request. For example, if the need arises for jobship funding for the remaining fiscal year.

The mid-year funding procedure is not the process used to request emergency or urgent financial funds. That process continues as is, contacting the Vice President of Business Affairs office.

The University Budget Committee will review all submitted mid-year funding requests to determine if funds are available to disburse and where they will be allocated. The Committee will send letters to those who are receiving the funds and also to those who were not awarded the funds.