



VCU School of Medicine

VIRGINIA COMMONWEALTH UNIVERSITY

Medical College of Virginia Health Sciences Division


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Memorandum

To: Center and Institute Directors and Administrators

From: Jerome F. Strauss, III, M.D., Ph.D. 
Dean, School of Medicine

Date: February 5, 2016

Subject: FY17 Budget Development and Strategic Review

The framework under which research-related institutes and centers are established and must operate is governed by University policy which can be found at http://www.policy.vcu.edu/sites/default/files/Research-Related%20Institutes%20and%20Centers_0.pdf.

It is important that you review this policy and understand its requirements. In particular, *"Each research-related institute and center must be guided by a mission statement and organizational plan that clearly demonstrates the potential to add value to the University in terms of intellectual power, collaborative interdisciplinary relationships, and growth in extramural funding and resource development."* In accordance with this policy, the Office of the Vice President for Research (VPR) has already requested that you submit your annual report including completion of the Center/Institute Performance Data template that is used in the annual review and evaluation of research centers and institutes.

An internal committee is in place to review and evaluate School of Medicine Centers and Institutes. This committee will review annual reports as requested by the VPR evaluating performance outcomes and providing recommendations as we finalize goals and objectives for the upcoming year.

In conjunction with this performance review, we will also be reviewing the FY17 proposed budget for your Center or Institute. To facilitate the review process, we request that you complete the attached *Sources & Uses* templates showing your projected FY16 year-end final revenues and expenditures roll-ups (Worksheet 1), by major revenue/expense category, as well as your proposed budget for FY17 in each of these areas (Worksheet 2). For the personnel expenditure line items proposed in FY17, please itemize salary and fringe costs by person, using the *Itemized Personnel Budget* template (Worksheet 3). Absent any guidance on projected fringe rates for FY17, we ask that you use FY16 rates of 36.3% for regular and sponsored program full-time faculty and staff and 8.5% for hourly employees. Finally, if you

anticipate hiring new personnel, changing compensation for existing personnel, changing the percentage of time personnel are committed to and supported by Center activities, or making programmatic changes that will impact your non-personal services budget, please provide a brief description of these items in the *New Requests* template (Worksheet 4).

Please submit the requested worksheets electronically to the attention of Candy Gordon, SOM Finance Director, (Candace.Gordon@vcuhealth.org) **no later than Friday, February 19, 2016**. In the meantime, my office will be contacting you to set up a time in March to review your Center's budget and to discuss its strategic direction for the coming year. Budget requests will be reviewed in conjunction with the committee's review of your annual report. With recommendations from the school committee, I will evaluate budget requests and decide which funding requests will be forwarded to the Institutional Institute and Center Committee. We should receive notice in May of any approved funding requests. I appreciate your cooperation in this process. Please contact Candy Gordon, Finance Director, at 827-2208 or via email at Candace.Gordon@vcuhealth.org if you have any questions.

Attachment

cc: Francis L. Macrina, PhD
Michael Newsome
Jan Chlebowski
Tricia Zeh
Candy Gordon
Paul Peterson