

DISCRETIONARY BUDGET POLICY AND PROCEDURES

Games and Interactive Media
Nicholson School of Communication and Media
College of Arts and Humanities

Scope

This document covers individual funding requests submitted by faculty that are outside the scope of the travel fund document. This document does not govern the use of start-up or grant funds, which are controlled by the individual faculty members who have received those funds.

Authorization and Process

Each year, faculty are invited to put in requests for expenditures in the following year, including, but not limited to, advertising/sponsorship and planned events. Whenever possible, individual requests for funding should be submitted as part of this process, as determined by the timeline and format set forth by the Nicholson School of Communication and Media, generally late spring/early summer for the following academic year. Requests received outside of this timeline will be considered first by the chair in terms of available funds: if funds are available, requests over \$500 will be sent to an ad-hoc Discretionary Budget Committee for review. The Discretionary Budget Committee will follow the department committee composition requirements, with the addition that members should not have conflicts of interest with the matters to be considered.

General Funding Prioritization and Distribution

Requests for funding under \$500 can be reviewed at the discretion of the chair and will be approved when funding is available assuming a clear case is made for the appropriateness of the funding to support one of the university, school, or department goals. Funding requests in this category might include allocating foundation funds to support a student event; recruitment efforts for graduate students; office supplies; or similar needs.

Requests for support over \$500 not covered by an existing policy or agreement are subject to approval by an ad-hoc Discretionary Budget Committee, and should be submitted with a justification of the value of the proposed work to the university, school, or department goals.

Technology Funding Policy

Given the work of Games and Interactive Media, individual faculty are allocated \$3,000 for new computers and other technical equipment every four years. The chair should review this replacement cycle and hold funds available based on predicted refreshment needs. Faculty who require equipment beyond this funding allocation may supplement with outside funding sources. Equipment replaced through this allocation is not subject to chair review and can be determined by the specific needs of the faculty member.

No requests from general funds will be allocated for individual resources when a similar resource is already available for use: this includes, but is not limited to, requests for individual office printers and cartridges.