Financial Implications Form Tips and FAQs

How to start a new Financial Implications Form

Initial drafting

We strongly recommend that you work with the Provost's Office with a draft of the Financial Implications Form (see the Word version on the Provost Academic Program Changes Development of new Academic Programs web page) before submitting a form to the online Kauli approval system. This allows greater flexibility working with revisions.

Keep in mind that the FIF is created based on the new program application that is submitted to the Illinois Board of Higher Education and information included in this document can be transferred into the application at a later date.

If the proposal is for a new undergraduate accelerated sequence as part of a 4+1 accelerated master's program, it is recommended that the templated developed by the graduate school be used. It includes vetted language that will speed the review and approval process.

Some tips for each section

Brief description of the proposed program
- don't be too brief, this section should include:
  - Rational for the program should include evidence of demand for the proposed program (why do we think students will enroll, what data do you have as evidence of demand)
    - In some instances, it might be useful to have EAB conduct a feasibility study. Please contact the Assistant Vice President for Academic Planning for more information.
  - evidence of valuable outcomes for graduates of the program (e.g., is there employment opportunities for graduates, employment advancement, occupational growth, etc.)
  - a discussion of the anticipated return on investment in the long-run (e.g., will the projected increase in enrollments cover the program start-up costs and fiscally sustain the program at steady state)
  - whether there are plans for alternative modes of delivery (e.g., online, instruction at off-site location) or funding model (e.g., Full-cost recovery, differential tuition)

Enrollments and Table 1
- This table mirrors the one that is used in the IBHE new program proposal
- Number of program majors/minors is based on predictions for Fall Census Day. Year 1 represents how many students are expected the first semester that the program is offered. Year 5 is intended to capture a sense of anticipated steady state of the program. It should account for anticipated growth (e.g., if you expect to start with 20 students, but expect to grow enrollments by 10 each year, then by year 5 your incoming classes may be cohorts of 50-60. Try to capture that growth in your estimation).
  - Also later in the FIF, be prepared to explain why you anticipate that growth.
- Annual Full-time equivalent majors/minors is intended to capture the anticipated proportion of full-time and part-time students. For example, if you expect 20 students, 10 full-time and 10 students attending half-time, then enter 15.
- Annual Number of Degrees Awarded – remember that unless it is a one-year program, this will probably be 0 students in year 1 (an exception may be if it is a 2-year program that is fed

by an accelerated undergraduate sequence which may allow students to enter with their first year completed).

- Add any relevant notes: this may include additional information such as information about students entering the program from accelerated programs or specialized transfer programs.

Budget Rationale and Table 2

- This section should outline any **new** budgetary resources needed to start the new program and sustain it into the future. While this table also mirrors the one used in the IBHE new program proposal, initiators are encouraged to not only think about the budget/resources needed at year 5 steady state, but also to use this section to identify thresholds/triggers at which point additional resources will be needed. For example, what enrollment size would necessitate additional faculty, staff, and/or space.
- Don't assume that a program proposal will only be approved if it doesn't list any costs and/or only uses existing resources.
- Consider costs associated with not only instructional delivery, but also required supports for student, faculty, and staff success.
- Be sure to include a narrative justification for each line item in the budget table.

Some of the tips for the new online form

- Once the FIF draft is ready for approvals, open a new online form in the Kauli system to start routing for approvals. Use the link on the Provost Academic Program Changes Development of new Academic Programs web page to open a new Financial Implications Form (https://illinoisstate.kualibuild.com/app/builder/#/app/62b0b0f523c2bce31f32708c/run)
- You can save a draft for submission at a later time (once submitted the system does not allow for revision without starting the approval process over). End users who are filling out this (or any Kuali) form, can see their completed and draft submissions through this link (https://illinoisstate.kualibuild.com/app/builder/#/my/submissions)
- Following saving and submitting of your form you should receive an email confirming that you have submitted the form and providing information about how you can check the status of your submission (click on "Submissions" at the top of the page that the link takes you to, and then toggle to "Status"). This should allow you to monitor the progress of the FIF through the approval chain.
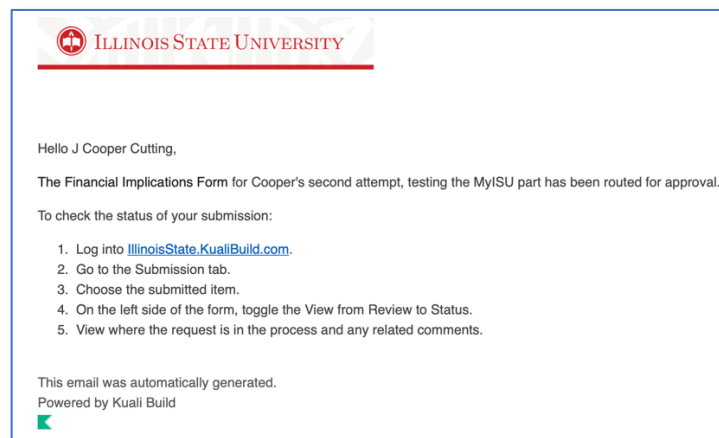
- Once the Provost has approved the proposal, the initiator will get a notification. Following Provost approval, the form is automatically routed to the college curriculum committee chair and then the University Curriculum Committee (UCC) or Graduate Curriculum Committee (GCC) (and TCE if education related). Following final approval, an email with a pdf of the FIF will be sent to the initiator.

Additional Information

Here are links to the Kuali Knowledge Base articles you may reference in your instructions.

- Kuali Build – Overview
  https://help.illinoisstate.edu/technology/support-topics/campus-applications-and-websites/kuali-build

- Taking Action on Approval Requests in Kuali Build
  https://help.illinoisstate.edu/technology/support-topics/campus-applications-and-websites/kuali-build/taking-action-on-approval-requests-in-kuali-build

- Withdrawing a Submission in Kuali Build
  https://help.illinoisstate.edu/technology/support-topics/campus-applications-and-websites/kuali-build/withdrawing-a-submission-in-kuali-build