



Notes:

1. AVP Tran budget call letter describes UC ANR's fiscal health and provides budgetary context for the overall budget call process.
2. RPM's budget letter main purpose is to reinforce the budget guidance set forth from AVP Tran's letter. The letter outlines the guiding principles for the budget requests, describes the overall budget call process, and provide instructions for the budget call forms.
3. Unit Directors will submit budget requests based on their current and future needs. All requests must have budget justifications and units are required to submit an org chart if they are requesting for positions.
4. The RPM team will work with units to validate the budget requests, including data verification, and ensure budget justifications are provided. RPM acts as the liaison for the Unit during the budget meetings, and help answer any questions.
5. The council groups include members within the UC ANR community, designated to review budget call requests and provide recommendations to the leadership team.
The composition of PC group includes various academics and SI leaders, while ARG group consist of rotating admin directors, one academic, and members from the RPM team.
6. Senior leadership reviews each budget request, along with the recommendations provided by PC/ARG, and makes final budgetary decisions. The RPM team compiles all budget decisions and reflect them on the annual budget call letter and schedules.
7. The annual budget letter and schedules is the official document prepared by the RPM team, which summarizes each unit's permanent and temporary allocation for the current fiscal year.