



## HEF FUNDING ALLOCATION PROCESS

Higher Education Funds (HEF) are to be used for capital-related items, such as major facility repairs or renovations, capital equipment, or library books/materials. The primary deadline for submission of all HEF requests is during the annual budget development process, for this is when the majority of HEF allocations are decided.

However, in order to address unanticipated needs requiring HEF funding that might arise subsequent to the budget development deadline, a process was established to allow for such exceptions to be considered. As part of this process, special HEF committees meet three times a year to review all off-cycle HEF requests.

Below are the submission deadlines and corresponding meeting dates for FY 2020:

| HEF Submission Deadlines | HEF Subcommittee Meetings * | HEF Cabinet Subcommittee Meetings |
|--------------------------|-----------------------------|-----------------------------------|
| Oct 9                    | Oct 16                      | Oct 23                            |
| Jan 15                   | Jan 23                      | Jan 29                            |
| Apr 15                   | Apr 22                      | Apr 29                            |

\* The HEF Subcommittee makes recommendations to the HEF Cabinet Subcommittee for any HEF requests less than \$500,000.

After April 15, submissions in the current fiscal year will no longer be accepted, unless it can be demonstrated that the purchases can be made by August 1<sup>st</sup> or that the facilities can be renovated by August 1<sup>st</sup>.

If approved, an update on the return on investment of this funding, to measure success and accountability, will be required after the first and third years, to show how this funding has benefitted the UNTHSC.

It cannot be stressed enough that all HEF requests should be submitted as part of the annual budget development process, as only a potentially small amount of funds may be available to distribute afterward.

Furthermore, all HEF requests are to be submitted through Axiom (under *HEF Funding Requests* on the home page), and can be accessed by clicking the following link: <https://unthsc.axiom.cloud>

To learn about the types of expenditures that are allowed on HEF, click the link below.

<https://www.unthsc.edu/administrative/wp-content/uploads/sites/23/HEAF-guidlines-with-link-to-request-form.pdf>