

HEF 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 unusual circumstances requiring HEF funding that can subsequently arise or when such information is unbeknownst by the budget deadline, a process was established to allow for such exceptions to be considered. As part of this process, a committee reviews all HEF requests below the \$500,000 threshold.* Once a request is submitted to and reviewed by the committee, any recommendation is then sent to the Cabinet subcommittee for its review and potential approval.

In order to accommodate these requests, the committee will meet as shown below to review the submissions. Below are the submission deadlines:

Submission Deadline	HEF Subcommittee Meeting	HEF Cabinet Subcommittee Meeting
20-Oct	1-Nov	9-Nov
20-Jan	1-Feb	8-Feb
20-Apr	1-May	15-May

After May 1, submissions in the current fiscal year will no longer be accepted, unless it can be demonstrated equipment can be purchased by August 1st or facilities can be renovated by August 1st.

If approved, an update on the return on investment of this funding, to measure success and accountability, will be required at 1 year and 3 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.

Additionally, effectively immediately all HEF requests will now be submitted through the Financial Planning Software, Axiom, which is available 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>

*Note: HEF requests equal to or greater than \$500,000 will be sent directly to the Cabinet subcommittee for review and potential approval.