



OFFICE OF THE VICE-PRESIDENT —
AGRICULTURE AND NATURAL RESOURCES

OFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607

February 3, 2025

**VICE PRESIDENT
DEANS
ASSOCIATE VICE PRESIDENT
PROGRAM DIRECTORS
UNIT DIRECTORS**

RE: FISCAL YEAR 2025-2026 BUDGET CALL

Dear Colleagues,

As referenced in Associate Vice President Tu Tran's letter sent on Tuesday, January 28, attached is the 2025-26 Budget Call Form for your unit/program. Please ensure that completed budget call forms are submitted by **Monday, March 3, 2025**.

Resource Optimization

This year's budget process will require units to be strategic and resourceful. Before requesting for new funding, units must reevaluate their needs and prioritize the use of existing resources to fulfill commitments.

Units should consider the following when evaluating whether to submit a budget request:

- Expediting the filling of currently vacant positions.
- Completing previously approved projects and initiatives.
- Identifying opportunities to repurpose or reallocate existing resources within your unit.
- Evaluating collaborative opportunities with other units.

Strategic Plan Alignment and Efficiency

For cases where new funding requests are needed, proposals must demonstrate:

- Clear alignment with UC ANR's 2030 Strategic Plan goals.
- Specific operational efficiencies or cost savings.
- Clear outcomes and actionable deliverables.

For consideration, budget requests must include actionable strategies, measurable outcomes, and a clear demonstration of the value of the proposed investments. Only exceptional cases will be considered for additional funding outside of these priorities.

Submission Process

Detailed instructions are available under the 'Directions' tab in the budget call form. Please ensure you follow these instructions carefully—forms that are incomplete or improperly filled out will be returned for revision and will not be considered for approval until all necessary information is submitted.

To address any questions, office hours will be held on:

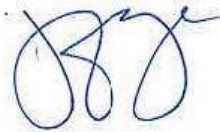
February 11th, from 2:00 PM to 3:00 PM
February 19th, from 11:00 AM to 12:00 PM.

Join us via Zoom at <https://UCOP.zoom.us/j/5104498062>.

For units who have more complex requirements and need further assistance with the budget call forms, please reach out to us for additional consultation.

We appreciate your dedication and thoughtful engagement in this budget process. For any questions regarding the budget call form or process, please contact nathan.ritchie@ucop.edu for support.

Sincerely,

A handwritten signature in blue ink, appearing to read 'JB', is centered below the text 'Sincerely,'.

Jennifer Bunge
Executive Director
Resource Planning and Management

cc: Business Officers
Management Services Officers