

SLCC Informed Budget Process (IBP) Accountability Report Submission Guidelines

Accountability reports are required for 2 consecutive years following the funding of all IBP Approved and Funded requests of \$50,000 or more. Submitters of IBP Approved and Funded initiatives will receive a reminder email when it is time to submit accountability reports.

If a request was IBP approved and funded for \$50,000 or more, its status button will appear as shown below.

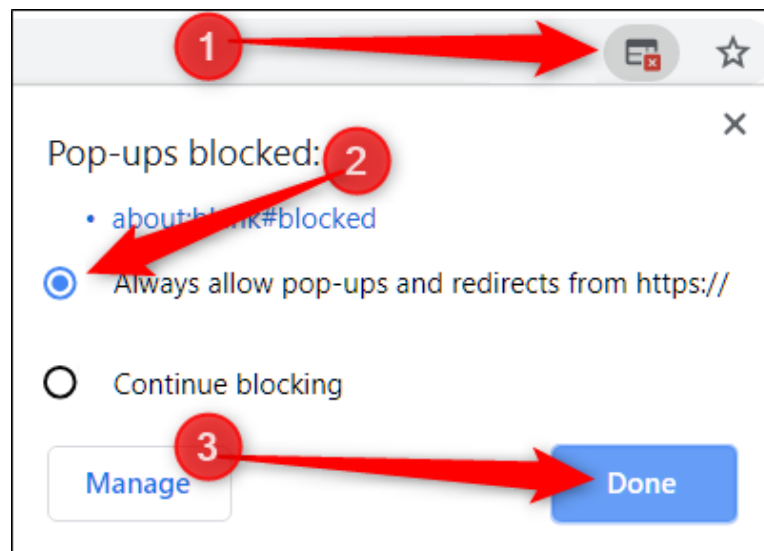


Click the status button to access the request Edit page. For each approved amount of \$50,000 or more, links for Year1 and Year2 will appear to the right of the amount.

Apprvd OT	Apprvd Base	Acct. Report		
50000	0	Yes	Year1	Year2
0	0			
0	50000	Yes	Year1	Year2
0	0			

Click on the corresponding year for the Accountability Report being submitted to navigate to the report submission form. See the form screenshot on the last page.

If no new page opened after clicking on the Year1/Year2 link, double check your web browser and make sure to allow pop-ups.



Notes:

- At least one accountability report needs to be submitted for each IBP request that was approved for \$50,000 or more.
- A single accountability report can be submitted for multiple approved amounts of \$50,000 or more on the same IBP request if they are all related to one project.
- All data at the top of the accountability report form is automatically retrieved from the IBP request.
- The first two questions are required for both one-time and base dollars.
- The third question is applicable to base dollars only.

Informed Budget Process - FY requested 2022
Accountability Report - Year # 1

Request Title:
Requested By:

Request ID

What was the planned use of the new dollars, and were you able to spend them? *

Characters Remaining : 3000

How has this supported the Mission, Vision, and Goals of the College? Please list the outcomes/benefits. *

Characters Remaining : 3000

If this is ongoing funding, what do you expect to accomplish this coming Fiscal Year?

Characters Remaining : 3000

Save

Note: Please email additional documents (if any) to hoa.nguyen@slcc.edu