



## Methodology

The annual budget request period began in Fall 2021 and closed at the end of January 2022. The annual budget form feedback survey was administered from February 7 to February 22, 2022. This survey was sent to 27 employees and this contact list was provided by the Finance and Administrative Services Office. IRP sent email invites with the survey link embedded. Survey form was created using Remark survey software and reminder emails were generated for respondents.

## Source

FH IRP [Resource Request Evaluation Survey Results AY22.bqy]

Annual Budget Request Process Evaluation  
Survey administration  
February 7 - February 22, 2022

Survey sent to 27 people  
18 respondents or 67% response rate

Q1: Indicate how easy it was to access the annual budget request form.

Response	N	Percent
Easy	9	50%
Somewhat Easy	7	39%
Not Easy	2	11%
Total	18	100%

Q2: Approximate the amount of time it took for you to complete the annual budget request form.

Response	N	Percent
< 30 minutes	3	17%
30 minutes > 60 minutes	4	22%
60 minutes > 90 minutes	4	22%
90 minutes > 120 minutes	3	17%
> 120 minutes	4	22%
Total	18	100%

Q3: Did your program review self-study action plans inform the budget requests made?

Response	N	Percent
No	3	17%
Yes	7	39%
Self-study not completed yet	8	44%
Total	18	100%

Q4: Indicate the level of support you received to complete the annual budget request form.

Response	N	Percent
Just right	10	56%
Not enough	7	39%
No Response	1	6%
Total	18	100%

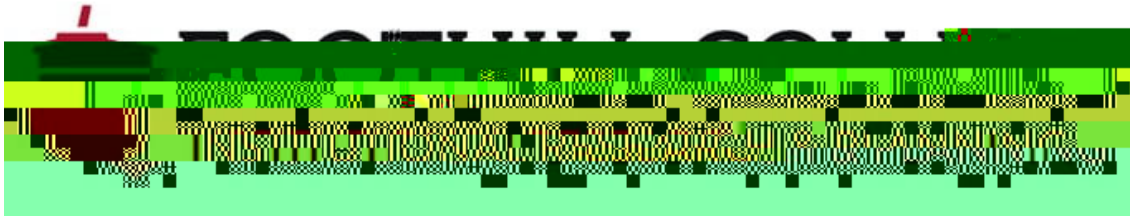
Q5: Indicate how easy it was to find someone to answer questions about the annual budget request form.

Response	N	Percent
Easy	6	33%
Somewhat Easy	6	33%
Not Easy	4	22%
I did not have any questions	2	11%
Total	18	100%

Q6: Indicate if you encountered any of the following issues when filling out the annual budget request form.

Response	N	Percent
Experienced no issues	4	22%
Understanding instructions	3	17%
Difficulty gathering proper info	6	33%
Not finding valid sections	3	17%
Form flow difficult to navigate	4	22%
Online site difficult to navigate	1	6%
Thought I completed but didn't	0	0%
Submitting online form	1	6%





## Annual Budget Request Process Feedback

(1) Indicate how easy it was to access the annual budget request form.

- Easy
- Somewhat Easy
- Not Easy

(2) Approximate the amount of time it took for you to complete the annual budget request form.

- 5 minutes or less
- 6-10 minutes
- 11-15 minutes

(3) Did your program review self-study action plans inform the budget requests made?

(4) Indicate the level of support you received to complete the annual budget request form.

(5) Indicate how easy it was to find someone to answer questions about the annual budget request form.

(6) Indicate if you encountered any of the following issues when filling out the annual budget request form.

- Did not experience any issues
- Understanding the instructions of completing the online form
- Difficulty gathering the proper information to submit to the site
- Not finding sections valid to my resource request
- Organization/flow of form made it difficult to navigate the appropriate sections
- Navigating the online site
- Being notified that I did not complete the form when I thought I did
- Submitting the online request form
- Saving/printing a copy of my completed form
- Other (please explain)

**(7) Share any suggestions you have about improving the annual budget request form and/or process:**

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Modified 01.14.22