

**FEDERATION FOR EARTH SCIENCE INFORMATION PARTNERS
FISCAL YEAR 2009 BUDGET PREPARATION PROCESS**

It is the goal of the Finance and Appropriations Committee to prepare its recommendations each year in such a way that the ESIP Federation's operating budget will be complete and in-place 30 days before the start of the new fiscal year on October 1. To accomplish this goal, I am requesting the Chairs of all of the Federation's Committees, Working Groups and Clusters submit their FY 09 budget requests to the F&A Committee by no later than **August 15, 2008**.

To make the F&A Committee's review more efficient, I ask that you use the attached Excel format and standard budget categories. For each major category in which you have requested funding, I ask that you provide details about the proposed expenditures so that the F&A Committee can establish a clear picture of what it is that you are proposing to do and how this activity relates to your mission. In addition, please set priorities for your items in your funding proposal – Essential, Important, Desired – to allow the F&A Committee to better evaluate all requests against one another.

BUDGET DETAIL EXAMPLE:

In its proposed budget, Standing Committee X requests \$3,000 under the "Travel" category and \$500 under "Office Expense" for "postage and delivery". In its "Budget Detail Attachment", the Committee Chair might want to indicate that one of the Committee's objectives for FY 09 is to reach out to three additional professional associations that are serving the Earth science community to explain the work of the Federation.

- The \$3,000 for travel would allow three representatives from the Committee to attend and man the Federation's poster board display at association annual meetings in Philadelphia, Chicago and Washington, DC (6 trips @ \$500).
- The \$500 for postage and delivery would allow the Committee Chair to ship the Federation's poster board display to the three meeting sites.

ASSUMPTIONS:

In preparing your budget requests, I recommend that you make the following assumptions:

- That available funds for Federation committee, cluster and working group activities will be approximately \$170,000 in FY09.
- That the funding available for the Federation will be allocated through the Foundation for Earth Science (overhead costs are probably not appropriate in your requests unless you anticipate the need for a contractual relation between your organization and the Foundation or the Foundation and a subcontractor).
- That any unspent FY 09 money allocated to your Committee will revert back to the Foundation's general fund.