



OFFICE OF RESOURCE MANAGEMENT & PLANNING

**General Directions -- Rate Proposal Documents**

(The latest revisions were posted on the ORMP website in February 2008. The only revision in this sheet since January 2008 is this note and the date on the footer.)

**Process:**

1. Units will complete Documents I, II and III and email them to the Dean/VC/VP reviewer.  
  
Doc I: Rate Proposal form  
Doc II: Text  
Doc III: Spreadsheets
2. The Dean/VC/VP office will review and approve the documents and email them to ORMP.
3. The Dean/VC/VP office will provide a hard copy of the signature page (Document I, page 1) to ORMP.
4. ORMP will review the submitted documents and will fill out Document IV: ORMP Comments and Recommendations.
5. ORMP will provide the submitted documents plus Document IV to the Rate Group.

**Reasons we need these new forms:**

1. Reduce duplication of effort.
2. Consistent format so it is easier to find specific information in the analysis.
3. Spreadsheets use DaFIS object consolidation so it is easier to rely on and tie to accounting records.
4. Most directions are removed from the forms so that submitted forms have less verbiage and therefore are easier for the Dean/VC/VP office, ORMP and the Rate Group to review.
5. Spreadsheets are organized so that they can be linked easily. Links avoid transcription errors and ease review for the Dean/VC/VP office and ORMP and Rate Group.
6. The checklist in Document I clarifies important compliance issues for units and Dean/VC/VP office reviewers.

**Reasons for three different types of documents:**

PDF format -- Document I: Rate Proposal form needs to be in a format to ensure that submissions remain uniform and complete. This eases review and ensures that the official Rate Files meet compliance requirements.

Word format -- Document II: Text needs to be in a format that allows flexible word processing; since this is not available in the pdf form or excel, the optimal format is Word.

Excel format -- Document III: Spreadsheets must have computation and linking capacities so the optimal format is excel.

**Timeframe for adoption of new documents:**

Please start using these documents for any proposals you are developing. Contact your Dean/VC/VP Office for guidance. Contact Julie Saylor, [jsaylor@ucdavis.edu](mailto:jsaylor@ucdavis.edu), 754-9622 and Nancy Wilson, [njwilson@ucdavis.edu](mailto:njwilson@ucdavis.edu), 752-5070, for help with the forms. Based on feedback and experience, we will make improvements periodically.