**2019-20 Timeline for FWS Instructional Needs Funding**

Requests

To the extent that units anticipate need for IN funding in any courses, advance notice and templates are very helpful to allow the campus to budget appropriately. Funds may not be available later in the year.

*Beginning in 2019-20, the Instructional Needs funding process has been split into one for the College of Letters and Sciences and one for the other Colleges. This process applies only to the other Colleges.*

IN request templates for FWS courses may be submitted to Matthew Traxler ([mjtraxler@ucdavis.edu](mailto:mjtraxler@ucdavis.edu)) until the 15th day of Spring quarter. While templates can be submitted over the course of the year for unexpected needs, the ability to add sections in any given term may be impacted by Registrar timelines. The office of the Registrar can typically work with departments to make adjustments through the second week of classes. For 2019-20, the 10th day of instruction can be found here: <http://registrar.ucdavis.edu/calendar/quarter.cfm>.

* Fall: October 8, 2019
* Winter: January 17, 2020
* Spring: April 10, 2020

Beyond this point, it may be difficult to accommodate additional requests.

Responses from VP-UE and BIA will generally be provided within two weeks.

Reports

Consolidated reports for all courses for which a college has received Instructional Needs funding are due to Matthew Traxler ([mjtraxler@ucdavis.edu](mailto:mjtraxler@ucdavis.edu)) by the fifth week of spring quarter. **No funding will be provided before reports are submitted.**