

The Southern Baptist  Theological Seminary

Proof of Concept Form

All proofs of concept must be submitted to Andy Vincent in Carver 217 or avincent@sbts.edu

The “Proof of Concept” (POC) is designed to document specific supporting arguments and provide relevant context for a proposed personnel, operating or capital request. The information you provide will be used to determine allocation of resources for the upcoming budget year and provide accountability for the proposed request. **Approved POCs that have been implemented but are found to not meet or exceed their projections will be defunded.**

When contemplating your request, please be sure it:

- Is missional
- Supports the current institutional priorities
- And/or provides new or increased revenue

Department: _____

POC Title: _____

Required Signatures

Requesting Budget Manager _____ Date _____

Department Dean or VP _____ Date _____

Proof of Concept Financial Summary

POC Title: _____

Operating Expense **Total** \$ _____

Personnel Expense

Salary _____

Benefits **assume \$16,500 for full-time and 7% for part-time* _____

Operating Supplies _____

Travel _____

Other _____

(Less internal funding available) _____

Total Personnel Expense \$ _____

Capital Expense

Office Furnishings - assume \$2000 per desk, \$500 per chair _____

Computer & Other Technology - assume \$600/computer, \$200/phone _____

Building Modifications - contact Operations for cost estimates _____

Equipment _____

Other _____

Total Capital Expense \$ _____

Operating Request

Initiative Title: _____

1. Describe the new initiative:

2. Budget Impact

a. Estimate the total cost of the new initiative for the first budget year. *(Please provide detail of your calculations.)* Enter total on Financial Summary Sheet.

b. Identify funds within your current budget to be given up or allocated to help fund this proposed initiative. *(List specific account numbers and dollar amounts you plan to contribute to this request.)*

- c. Estimate the revenue projection (if any) the new initiative will provide for the first budget year and beyond.

3. Justification

- a. Identify the positive impact on your department, division, and the institution.

- b. Identify the risks and negative impact this request could have on your department, division, and the institution.

- c. Will this initiative require a contractual obligation? If so, what is the estimated contractual obligation amount and term?
 - d. Provide a timeline for implementation.
 - e. Define an exit strategy.
4. Provide any additional comments or information that can better clarify your request.

Personnel Request

Position Title: _____

1. Attach the position description and completed Financial Summary Sheet.
2. Budget Impact
 - a. Identify funds within your current budget available to be allocated to this position. (*List specific account numbers and dollar amounts you plan to contribute to this request.*)
 - b. Estimate the revenue projection (if any) the new position will provide for the first budget year and beyond.
3. Justification
 - a. Describe the anticipated benefits this position will provide to the department and the institution.
 - b. Identify the risks and negative impact this request could have on your department, division, and the institution.

c. Provide a timeline for implementation.

d. Define an exit strategy.

4. Provide any additional comments or information that can better clarify your request.

***If you have questions or need any help navigating the personnel process, please contact the HR Director, Rich McRae rmcrae@sbts.edu or x 4721.**