

UNIQUE COST - Part I - STEP 12 CRITERIA  
(REVISED 1/4/96)

The unique cost step (Part I - STEP 12) of the formula is intended for items the cost of which are unique to one or to a small number of institutions, and which are not covered under other steps of the Appropriation Formula for Continuing Operations. Unlike other steps of the formula, allocations under the unique cost step are to be spent as allocated, with appropriate adjustments made based on the percent of formula received.

The following criteria will be used in determining what will be included in the unique cost step of the formula:

1. Requests for unique cost funding should be relatively modest. The unique cost step is not intended to address major funding deficiencies.
2. Requests for equipment or deferred maintenance will not be considered. General requests will not be considered. General requests include, for example, requests which result from years of underfunding, requests to upgrade a laboratory, requests to upgrade equipment to meet accreditation requirements, requests to fix damage from wear and tear, etc.
3. Formula changes will not be included in the unique cost step. For example, no request for a change in methodology for an existing step in the formula or for the addition of a step to the formula will be considered.
4. Requests for funds to make up for past underfunding in the formula or requests to make up for anticipated underfunding of the formula will not be considered. For example, requests for upgrading faculty salaries will not be considered.
5. Institutions may not request funding for items covered by the formula unless there is a unique need at that institution which makes the expenditures for a particular category considerably higher than at other institutions. For example, extra funding for maintenance may not be considered unless there is a special circumstance that makes maintenance much more expensive for a substantial portion of the campus. Relatively minor adjustments which result from a special circumstance in one or a few buildings will not be considered.
6. NEW INCLUSION  
Funds appropriated for unique cost adjustments should not be used to fund matching grants.
7. All requests for unique cost funding must be justified each year even if they have been requested and approved for funding in a previous year.