

The off-cycle funding allocation process for FY2023, as outlined below, has been posted to the Budget Office website. Although HEF requests are to be submitted during the annual Budget Development process, this interim procedure was implemented for special HEF requests that surface unexpectedly during the fiscal year. For such instances, special HEF committees meet three times a year to review all off-cycle HEF requests.

Below are the submission deadlines and corresponding meeting dates for FY2023:

HEF Submission Deadlines	HEF Subcommittee Meetings	HEF Cabinet Subcommittee Meetings
Oct 14	Oct 21	Oct 28
Jan 13	Jan 20	Jan 27
Apr 14	Apr 21	Apr 28

After April 14th, submissions in the current fiscal year will no longer be accepted, unless it can be demonstrated that the purchases can be made by August 1st or that the facilities can be renovated by August 1st.

Please be aware, there are limited amounts of HEF funds available for off-cycle HEF requests. The majority of HEF funds are allocated for use during the annual budget process which is the preferred and suggested method to request HEF funds.

All off-cycle HEF requests are to be submitted through Axiom (see [HEF Requests 2023](#) on Axiom's home page in the Off-Cycle HEF Tasks section) and can be accessed by clicking the following link: <https://unthsc.axiom.cloud>. The form is now available for you to enter your HEF requests.

Also within Axiom, in the Presentations and Reference Materials section, you will find the FY 2023 HEF Guidelines for your reference that explains eligible and ineligible types of expenses for HEF purchases.

Thank you,



Chuck Fox, MBA, CPA | Chief Fiscal Officer
Fiscal Services
a: 3500 Camp Bowie Blvd., Fort Worth, Texas 76107
p: 817.735.5030