



EVIDENCE INVENTORY

Standard VI: Planning, Resources and Institutional Improvement

Criterion	Evidence number	Page in Self-study	Title of evidence	Page with section or paragraph that is referenced	Explanatory note
1	SVI-1	p. 65	UPR Law on Assigning Funds, as amended	p. 3	Evidence of law for assigning funds to the UPR
1	SVI-2	p. 66	Decep Revenues 16FY to 21FY	Table	Evidence of income generated by Decep from hybrid, distance, and extended university courses
1	SVI-3	p. 66	Entrepreneurial Initiatives 17FY to 21FY	Table and Charts	Evidence of a report on income from entrepreneurial businesses for FY 2016-2017 to 2020-2021
1	SVI-4	p. 66	Contributions of Operational Expenses	Table identifying contracts	Evidence of a report on contracts for non-teaching personnel awarded using funds generated by several entrepreneurial business initiatives
1	SVI-5	p. 67	Institutional Effectiveness Policy: Alignment of planning with the allocation of resources	Certification	Evidence of approval of an institutional effectiveness policy: alignment of planning with budget allocation
1	SVI-6	p. 67	Meetings Chancellor's Staff	Attendance Lists	Evidence of attendance to meetings announced the chancellor
1	SVI-7	p. 67	Appointment of Executive Committee Members	First meeting attendance list and designation letters	Evidence of official constitution of a Budget Executive Committee
1	SVI-8	p. 67	Budget Regulations	p. 5	Evidence of compliance with the regulation and constitution of a Budget Executive Committee
1	SVI-9	p. 67	Analysis of the Priorities of the Validity Period of the Plans	pgs. 1-31	Evidence of a needs analysis and alignment of priorities with institutional goals, objectives, and assignment of resources
1	SVI-10	p. 67	Financial Plan UPRH	p. 10, Figure 5	Evidence of actual budget and projections for 2017-2021 (Change in fiscal scenario)
1	SVI-11	p. 68	Instrument for Budget Petition 2020-2021	p. 2, Form	Evidence of how information is obtained to establish budget priorities
1	SVI-5	p. 68	Institutional Effectiveness Policy: Alignment of planning with the allocation of resources	p. 2	Evidence of the model adopted that integrates all institutional levels, operational plans, and assessment processes with allocation of resources
1	SVI-8	p. 68	Budget Regulations	pgs. 1-13	Evidence of a UPR Budget Regulation document
1	SVI-12	p. 68	Summary Report of the Budget 2020-2021	pgs. 3, 4 and 10	Evidence of premises regarding the general fund budget for FY 2021-2021
1	SVI-5	p. 68	Institutional Effectiveness Policy: Alignment of planning with the allocation of resources	pgs. 3-5	Evidence of timeframe in which the phases established by the policy are used to operationalize the <i>Reglamento de Presupuesto de la UPR</i>
2	SVI-13	p. 68	Publication of the Budget on the UPRH Website	Webpage link, Screenshot, Email	Evidence of the link to access publication of approved annual budget to disseminate this information

Criterion	Evidence number	Page in Self-study	Title of evidence	Page with section or paragraph that is referenced	Explanatory note
2	SVI-14	p. 69	Budgetary Projection FY19-20 FY20-21	Data table with allocation of resources and projected expenditures	Trimester report to evidence budget allocation, expenses, and available balance along with projected expenses at the end of the fiscal year. Includes a table that identifies the redistribution among expense codes.
2	SVI-15	p. 69	Budget Equilibrium	Table that identifies budget allocations by fiscal year in graphs	Evidence of periodic revision of budget allocations
2	SVI-2	p. 69	Decep Revenues 16FY to 21FY	Income Data Table	Evidence of income generated by Decep through courses offered in hybrid and distance modalities, and courses offered through continuing education
2	SVI-16	p. 69	UPR Humacao-Multi Year Projected Budget-2020FY – 2025FY	Table that includes past, present, and future budgets identifying consolidated income and expenses	Evidence of the integration and consolidation of the different funding sources to obtain an ample scenario in support of the planning process
3	SVI-7	p. 69	Appointment of Executive Committee Members	Attendance list of first meeting and designation letters	Evidence of the constitution of an official Budget Executive Committee
3	SVI-9	p. 69	Analysis of the Priorities of the Validity Period of the Plans	pgs. 1-31	Evidence of a needs analysis and priorities aligned with institutional goals, objectives, and allocation of resources
4	SVI-17	p. 70	Infrastructure Projects	PowerPoint, Slide 6	Evidence of recovery projects approved by FEMA identified by categories
4	SVI-18	p. 70	Technology Fee	p. 3	Evidence of the establishment of a technology quota for the development of technology investments that benefit the students
4	SVI-19	p. 70	Technology Fee Budget 16FY to 21FY	Annual budget allocation table with graph	Evidence of what the technology quota contributes to the budget per fiscal year
4	SVI-20	p. 70	Report on the Distribution of Technology Fee Funds	pgs. 1-5	Evidence of the constitution of an evaluation committee that oversees the use of the technology quota
4	SVI-21	p. 70	Plan for the Use and Distribution of CARES Act Funds	Established periods: June 2020 to May 2021: pgs. 1-7	Evidence of how CARES funds are distributed that enables academic continuity using virtual modalities
4	SVI-22	p. 71	Requirements and Specifications for the Position – Accountant I	Announcement and list of candidates for Accountant I	Evidence of how non-teaching personnel are recruited
4	SVI-23	p. 72	UPRH Academic Transformation Plan	p.1, Activity 2	Evidence of matching academic course offerings with student needs that ensure curriculum sequences
4	SVI-24	p. 72	Strategies to Maximize Human Capital	Table of initiatives that support academic and administrative areas	Evidence of the initiatives that support the different categories and the budget impact by fiscal years

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4	SVI-25	p. 72	Permanent Improvements Plan	pgs. 10-11	List of permanent improvement projects approved by the UPR Governing Board
4	SVI-18	p. 72	Technology Fee	p. 3	Evidence of the establishment of a technology quota for the development of technology investments that benefit the students
4	SVI-26	p. 72	Guide and Procedure for the Use of Funds from the Technology Fee	p. 1	Evidence of a policy on the use and administration of technology funds
4	SVI-27	p. 72	UPR Policy on the use and administration of laboratory funds	Cover page and Table of Contents	Evidence of a policy on the use and administration of laboratory fund
4	SVI-28	p. 76	UPR Policy on the use and administration of maintenance funds	Cover page and Table of Contents	Evidence of a policy on the use and administration of maintenance funds
4	SVI-29	p. 72	Institutional Training Policy for UPRH Personnel	p. 1	Evidence of continuous training of university personnel
4	SVI-30	p. 72	Statistical Report of Workshops and Activities	p. 1-2	Evidence of a register of activities in compliance with the policy for training UPRH personnel
5	SVI-31	p. 72	UPRH Organizational Chart	Figure	Evidence of the institutional structure in conformity with the Law of the UPR and the UPR General Regulations
5	SVI-32	p. 72	UPR Bylaws	Articles 63 y 64 pgs. 91-95	Evidence of an organizational structure that roles clearly defined
5	SVI-33	p. 73	Operational Plan/Annual Report Office of EEO	Screenshot	Evidence of an organizational structure that facilitates and contributes to the planning process
5	SVI-34	p. 73	Alignment of Resources and the UPRH Strategic Plan	pgs. 1-11	Evidence of the distribution of the budget
5	SVI-5	p. 73	Institutional Effectiveness Policy: Alignment of planning with the allocation of resources	p. 4, Phase 1	Evidence of representation of the university sectors in the distribution of the budget process
6	SVI-35	p. 73	UPRH Strategic Development Plan	pgs. 24-45	Evidence of the document that leads institutional efforts toward achieving the mission and goals
6	SVI-10	p. 73	Financial Plan UPRH	p. 6, last paragraph p. 9	Evidence of comprehensive plans that support innovations and sustainability
6	SVI-36	p. 73	Distance Education Program Revenues	Table	Evidence of generation of internal income to steer the UPRH toward sustainability
7	SVI-37	p. 74	Evaluation of the Financial Plan	Table	Evidence of affirmative actions and results that are obtained
7	SVI-38	p. 74	Merger of Administrative Tasks	Table	Evidence of reduction in expenses
7	SVI-35	p. 76	UPRH Strategic Development Plan	p. 41, D 3.3	Evidence of restructuring of OPIS
7	SVI-39	p. 76	2021-2022 Form 1 Alignment of Resources and the UPRH Strategic Plan	p. 10, Goal E	Evidence of assigning a budget to address the functions of the Pre-Award and Post-Award
7	SVI-10	p. 76	Financial Plan UPRH	p. 21	Evidence of increasing approved external funds by 20%
7	SVI-40	p. 76	Results of external audit FY 2020	p. 1	Evidence of addressing the concerns of external audits

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7	SVI-41	p. 76	University of Puerto Rico Financial Statements 2017-2020	Covers page and Table of Contents	Evidence of compliance with audited financial statements
7	SVI-42	p. 76	Annual Accounting Close Processes Timetable 2020-2021	Table	Evidence of an internal mechanism to comply with established closing dates
7	SVI-43	p. 76	Finance Internal Monitoring for Auditor's Sample Request Y2020	Table	Evidence of financial planning processes
7	SVI-44	p. 76	Evidence of Follow up (Finance Personnel Meetings)	pgs. 1-36	Evidence of financial planning processes
7	SVI-45	p. 76	Guidelines for monthly closing period	Table	Evidence of financial planning processes
7	SVI-46	p. 77	Human Resource Allocation	Table	Evidence of internal measures
7	SVI-47	p. 77	Professional Improvement	Announcement Attendance	Evidence of Microsoft Excel training
7	SVI-48	p. 77	Google Drive Repository Y19-20 & Y20-21	Screenshot	Evidence of dissemination of UPRH transactions
7	SVI-49	p. 77	Announcements for Meetings by Finance AC	Screenshots	Evidence of continuous communication with UPR central administration on closing processes
7	SVI-50	p.77	Consolidated Revenues and Expenses FBM-095	Table	Evidence of details regarding generation of income and expenses by codes during a period
7	SVI-51	p. 77	Trial Balance	Table	Evidence of analysis of two-year comparative balance
7	SVI-31	p. 77	UPRH Organizational Chart	Figure	Evidence of the institutional structure in conformity with the Law of the UPR and the UPR General Regulations
7	SVI-52	p. 77	Procedure for the collection of employee debts	Circular Letter	Evidence of analysis of the operational processes for closing a fiscal year
8	SVI-5	p. 77	Institutional Effectiveness Policy: Alignment of planning with the allocation of resources	pgs. 4-5	Evidence of phases regarding distribution of the budget
8	SVI-9	p. 77	Analysis of the Priorities of the Validity Period of the Plans	pgs. 1-31	Evidence of a needs analysis and alignment of priorities with institutional goals, objectives, and assignment of resources
8	SVI-34	p. 77	Alignment of Resources and the UPRH Strategic Plan	pgs. 1-11	Evidence of the distribution of the budget
8	SVI-53	p. 77	Budget Distribution 2020-2021	pgs. 1-26	Evidence of efficient distribution of institutional resources
8	SVI-33	p. 77	Operational Plan/Annual Report Office of EEO	Screenshot	Evidence of the distribution of the budget
8	SVI-14	p. 78	Budgetary Projection FY19-20 FY20-21	Data Table	Evidence of the establishment of a technology quota for the development of technology investments that benefit the students.
8	SVI-51	p. 78	Trial Balance	Table	Evidence of analysis of two-year comparative balance
9	SVI-54	p. 78	Reminder to submit annual reports and operational plans	Letter	Evidence of promoting the submission of operational plans and annual reports

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9	SVI-55	p. 78	Operational plan/Annual plan of the Physics and Electronic Department	Screenshot	Evidence of the results of the planning and assessment process
9	SVI-9	p. 79	Analysis of the Priorities of the Validity Period of the Plans	pgs. 1-31	Evidence of a needs analysis and priorities aligned with institutional goals, objectives, and allocation of resources
9	SVI-34	p. 79	Alignment of Resources and the UPRH Strategic Plan	pgs. 1-11	Evidence of the distribution of the budget
9	SVI-53	p. 79	Budget Distribution 2020-2021	pgs. 1-26	Evidence the efficient distribution of institutional resources
9	SVI-37	p. 79	Evaluation of the Financial Plan	Table	Evidence of affirmative actions and results that are obtained
9	SVI-7	p. 79	Appointment of Executive Committee Members	First meeting attendance list and designation letters	Evidence of official constitution of a Budget Executive Committee
9	SVI-31	p. 79	UPRH Organizational Chart	Figure	Evidence of a change in the organizational structure to be more efficient
9	SVI-2	p. 79	Decep Revenues 16FY to 21FY	Table	Evidence of income generated by Decep from hybrid, distance, and extended university courses