

ACADEMIC PROJECT INITIATION FORM

1. College, Department/School or other Unit:

2. Project Title:

3. Project Description and Scope:

(Describe elements such as approximate square footage; whether new construction, renovation, infrastructure, building systems improvements, etc.; types of functional space (offices, laboratories, etc.); programs to be supported. Information will be more general for projects for which initial planning analysis is requested.) Please use additional space, sheets or attachments as appropriate.

4. Project Justification:

5. Desired Year of Project Completion:

6. Proposed Funding Source(s) and amount

	FY11	FY12	FY13	TOTAL
Cost of Project				
Unit Funds Committed				
Requested Provost Office Funds				
Other Sources of Funds [Explain]				
TOTAL				

Chair/Director of Proposing Unit:

Signature _____

Date: _____

Campus Box/Address _____

Phone: _____

E-Mail _____

Dean Approval:

This proposal is approved and ranked _____ of _____ for the College of _____ or _____ (other unit).

- To: Facilities Planning: Please draft a Scope Statement and Conceptual Estimate for attachment to this Request.
- To: Classroom Technology Support: Please review this proposal for impact on technology needs

Dean/Supervisor Approval and Request for Scope Statement and Conceptual Estimate:

Signature _____

Date: _____

Provost's Office Approval:

Signature _____ Date: _____
