



UNIVERSITY FACILITY FEE ADVISORY BOARD (UFFAB) PROJECT PROPOSAL FORM

Before beginning this process, please be sure to have the Classroom Review Board and/or the Space Committee approval if proposing a project in a General Assignment Classroom or any rooms that belong to another department are involved.

Be sure to connect with a Facilities Management Project Manager on ALL projects.

This form will now be processed with electronic signatures only. Please attach all required documentation with the attachment links at the end of this form.

SUBMISSION DEADLINE: January 20th of each academic year.

If you have any questions on this process, please contact Karin Rees at Karin.Rees@colostate.edu.

1. Title of Proposal:

2. Total Project Budget Request:

- a. Attach Budget Opinion:

3. Submitting Unit:

- a. Name(s):
b. Telephone:
c. Email Address(es):
d. Department:
e. College or Division:
f. Location / Building where project is located:

4. Approvals (Signatures):

1. Dean/VP of College or Unit:

_____ (signature)

2. Facilities Management Project Manager:

- a. Name of PM: _____

Approval of Budget Estimate: _____ (signature)

5. Description of the project (limit to ½ page or provide attached document):

6. Approximate schedule for the project (have you contacted Facilities for a bid and proposed schedule?)

7. Please provide a discussion of how users will be supported (limit to ¼ page):

8. If applicable - Please provide a discussion of how the university's goals for diversity and inclusion are impacted by this project (limit to ¼ page).

9. Please describe the benefits to students in accordance with UFFAB By-Laws (see Article VII, Funding Rules) at the UFFAB Website: <http://uffab.colostate.edu/>

New Submission Process for UFFAB Proposals: Please attach your Proposal and Budget Opinion to this document. Once this is complete and signed by the Dean or Department Head, send to Karin Rees at Karin.Rees@colostate.edu for remaining approvals. You will be notified if the project has been approved by the VPUO and the Provost. If your project is accepted to present to UFFAB, you will be asked to give a formal presentation to UFFAB in the Spring.