

Project Approval Request (PAR) – FY 2019

Please submit completed form to your Divisional Vice President.

Capital Projects are defined as any of the following:

- Alterations or expansions of existing facilities (Ex: Converting a large filing room into an office or other space as a result of an ECM initiative; Expanding an office or other space into a common area; etc.)
 - New Construction
 - Significant (non-construction) enhancement/upgrade of a space – such as furniture, carpeting, etc. (Note: Small projects – such as having one’s office painted or re-carpeted – do not rise to the level necessitating a PAR request; minor requests such as these should be submitted via work order to the Facilities Department.)
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Name of Project:

Person(s) submitting the request:

Requesting Department:

Project Location:

Project Cost (Only if known):

Please list the specific criteria the proposed project addresses (see list in item #3 of “PAR Process Steps” and enter the letter(s) of related criteria):

Brief Statement of Purpose and Need: *Please stay within the character limit.*

PAR Requestor’s Signature

Date

Extension

Dean/Director’s Signature

Date

Extension

AVP DIIS's Signature (for Technology PAR's)

Date

Extension

VP/Provost’s Signature

Date

Extension

Please submit completed form to your Divisional Vice President. (Any PAR that has a technology software, hardware, etc. component, must be signed by the AVP of DIIS)

***(Form submission deadline is determined by your Vice President)**

FY19 PAR Process Steps (for projects that will be executed during Summer 2018)

1. **The requesting person/department shares their vision/concept for a project with their Divisional leadership.** (A form for this process is available on the [Facilities website](#)). Each divisional vice president will communicate the logistical aspects of their preferred methodology with their direct reports relative to timelines, routing processes, etc. for PAR forms. (Deadline: Determined by the Vice President for each Division)
2. **Vice Presidents will determine which projects should move to the next step; these projects will be submitted to the Facilities Planning Committee.** If multiple projects are submitted by a Vice President, they will be listed in rank-order. (Deadline: October 6, 2017)
3. **The Facilities Planning Committee reviews the list of projects submitted by the VP's.** The Committee will rank-order the list based upon the criteria listed below (*Projects that address health, safety and/or accessibility issues will be ranked highest. Other factors that will be considered are included in the non-hierarchical list below*). (Deadline: November 1, 2017)
 - a. The project will help to recruit and retain students.
 - b. The project will significantly enhance a program, major or minor field of study.
 - c. The project has direct connection to the Campus Master Plan.
 - d. The project supports a revenue generation or cost reduction initiative.
 - e. The project simultaneously provides an upgrade to an existing space and resolves a deferred maintenance item.
4. **The rank-ordered list will be provided to the AVP of Facilities so that the Planning, Design and Construction department can procure accurate cost-estimates for the highest ranked items.** (Deadline: December 1, 2017)
5. **The AVP of Facilities will provide cost-estimate data to the Facilities Planning Committee.** Decisions relative to which projects will be recommended for funding will be made by the Committee and submitted, via the Vice President for Finance and Administration, to the IEBC. (December 15, 2017)
6. **The IEBC will determine which projects can be funded within the FY19 budget.** The IEBC's recommendations will then be provided, via the Vice President for Finance and Administration, to the President's Council. (January 2018)
7. **The President's Council will then endorse or otherwise modify the list of recommended projects and include them in the proposed Fiscal Year budget to the Board of Trustees.** (January 2018)
8. **The Board of Trustees will endorse or otherwise modify the list into a final, funded list of projects.** (March 2018)
9. **Projects that were selected for funding are executed.** (Summer 2018)