UNIVERSITY FACILITY FEE ADVISORY BOARD (UFFAB)

PROJECT PROPOSAL

BEFORE BEGINNING THIS PROCESS, PLEASE BE SURE TO HAVE CLASSROOM REVIEW BOARD AND/OR SPACE COMMITTEE APPROVAL IF GENERAL ASSIGNMENT CLASSROOMS OR ROOMS BELONGING TO ANOTHER DEPARTMENT ARE INVOLVED.

Fill out and return via email as soon as possible to Karin.Rees@colostate.edu
If accepted, you will be asked to give a formal presentation to UFFAB.

1. Title of Proposal:

2. Total Project Budget Request:
   a. Attach Budget

3. Submitting Unit
   a. Name:
   b. Telephone:
   c. Email Address:
   d. Department:
   e. College or Division:

4. Approvals (Signatures):
   f. Dean/VP: _______________________________(signature)
   g. VPUO:___________________________________________ (signature)
   h. Provost: _____________________________________________ (signature)

5. Facilities Management Project Manager
   a. Name:
   i. Approval of Budget Estimate: ______________________________
      (signature)
6. Description of the project (limit to ½ page):

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

8. Please provide a discussion of how users will be supported (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/](http://uffab.colostate.edu/)

**SUBMISSION DEADLINES:**
January 20th of each academic year