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 Becca.Wren@colostate.edu
If accepted, you will be asked to give a formal presentation to the 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. Department Head/Director Approval: _______________________________(signature)
   g. College Dean Approval:___________________________________________ (signature)
   h. Provost/VP Approval:_____________________________________________ (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). Website: [http://uffab.colostate.edu/](http://uffab.colostate.edu/)**

**SUBMISSION DEADLINES:**

January 20th of each academic year