

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 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/>**

SUBMISSION DEADLINES:

January 20th of each academic year