

**2024 UNIVERSITY FACILITY FEE ADVISORY BOARD (UFFAB)
PROJECT PROPOSAL ONLINE SUBMISSION FORM PROCESS**

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.

SUBMISSION DEADLINE: January 20th at 11:59pm of each academic year. Unfortunately, no late submissions will be considered after this date.

Below are the items that will be needed for the online UFFAB Project Proposal submission form.

1. Title of Proposal:

2. Total Project Budget Request:

3. Submitting Unit:

a. Name(s):

b. Telephone:

c. Email Address(es):

d. Department:

e. College or Division:

f. Location / Building of where the proposed project is located:

4. Project Proposal Signature Approvals:

*** Project Submitter is responsible for obtaining these before submitting all documentation online**

**** SIGNATURES document template is located on the UFFAB website under the online project proposal submission form.**

Dean/VP of College or Unit - (name and signature)

FM Project Manager / PM Approval of Budget Estimate - (name and signature)

5. Description of the project that you are proposing to be funded through UFFAB.

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

7. Please provide a discussion of how users will be supported.

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

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

After Project Proposal Online Submission is complete: UFFAB will review all proposed projects. If your project is accepted to present to UFFAB, you will be asked to give a formal 30 min. presentation to UFFAB in the Spring. Final UFFAB approval of proposed projects will be formally announced with a letter to the project submitter.