



Project Initiation - Standard Form

Block: Requestor Info

Primary Contact Information

- Requestor's Full Name
- Requestor's Email Address
- Requestor's Phone Number

Requestor's College/Division

Requestor's Organization Number

Requestor's Office Location – Campus & Building

Requestor's Office Location: Room #

Primary Contact Information - Additional

- Address
- Address 2
- State
- Postal Code

Would you like to include additional contacts?
(Up to 2 additional contacts)

Block: Project Information

Is this a new request?

Provide a project title

Project Scope

Provide a clear justification, describing the need & benefit associated with the request

Project Location – Campus & Building

Project Location: Room #

When do you need a cost estimate?

Desired Project Completion Date



Is the project completion date a hard requirement?

Explanation of project completion date

Is this project anticipated to occur in phases and/or have subsequent projects?

Is the project space currently assigned to your organization?

Is the existing space usage changing? e.g. converting a lab to a classroom, office to storage, storage to lavatory, etc.

Will any space be vacated as a result of this project?

What is the anticipated cost range for this project?

Projects over \$150,000 require additional information and authorizations, please select "\$150,000 - \$499,999" for projects close to the \$150,000 threshold to ensure all required project information is collected with this request. FM is responsible for formal cost estimating.

Do you have a specific cost estimate for this project? If so, provide the total project cost estimate here. If not, answer "No."

Has funding for this project been identified?

Yes, Full Funding

Yes, Partial Funding

No

If full or partial project funding has been identified, please describe the amount and source of funds here:

Is a grant / 53 account expected to fund this work?

Account number if available

Block: Project Information - Additional Details for Projects \$150,000 and above

Please indicate which of the CSU President's priorities this request aligns with.

Check all that apply. Review the Strategic Roadmap 2035 document for details on the priorities and the associated metrics.

- ☐ Student Success
- ☐ Research & Academic Excellence
- ☐ Institutional Competitiveness
- ☐ Strengthening CSU's Impact Across the State, Region, and the World



☐ Strengthening Democracy

How does this request align with the CSU President's priorities and the associated Strategic Roadmap 2035 metrics for student success?

How does this request align with the CSU President's priorities and the associated Strategic Roadmap 2035 metrics for research & academic excellence?

How does this request align with the CSU President's priorities and the associated Strategic Roadmap 2035 metrics for institutional competitiveness?

How does this request align with the CSU President's priorities and the associated Strategic Roadmap 2035 metrics for strengthening CSU's impact across the state, region, and world?

How does this request align with the CSU President's priorities and the associated Strategic Roadmap 2035 metrics for strengthening democracy?

What is the level of project preplanning that has occurred to date?

Describe the anticipated impact on future capital and/or operating budgets for this project
Consider additional revenue or savings opportunities.

Describe any known risks and/or potential challenges for this project
e.g., environmental, materials, conflicts with other colleges'/divisions' plans, research, etc.

List other stakeholders, describe their involvement, and the anticipated impact of the project for them?
i.e., other campus organizations, students, etc.

Describe the anticipated outcome for this project

Block: Authorizing Reps

Authorizing Representative Contact Information - Less than \$150,000

- Authorizing Representative's Full Name
- Authorizing Representative's Title
- Authorizing Representative's Email Address

Authorizing Representative & Dean/VP Contact Information - \$150,000 or above

- Authorizing Representative's Full Name
- Authorizing Representative's Title
- Authorizing Representative's Email Address
- Dean/VP Full Name



- Dean/VP Email Address

Block: For Projects \$150,000+

Is this project request co-sponsored by another Dean or VP?

Co-sponsoring Dean/VP Contact Information

- College or Division Name
- Dean/VP Full Name
- Dean/VP Email Address

Is this request authorized to proceed and be presented to the Provost, VP for University Operations, President's Chief of Staff, and VP for Research?

Dean/VP Signature