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

If this is not a new request, please use the same project title previously submitted.

Project Scope

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

Please note if the project is a continuation of a previous University investment.

Project Location – Campus & Building

Project Location: Room #

When do you need a cost estimate?

- Specific date the estimate is required by

- Date *(mm/dd/yyyy)*
- Rationale for the specific date

➢ Other: Please provide additional information

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?

➢ Explanation of phasing need and/or follow-on projects

Is the project space currently assigned to your organization?

➢ Who is the space currently assigned to?

When possible please provide names, organizations, and percentage splits

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?

➢ Spaces to be vacated
- Building Name(s)
- Room Number(s)
- Additional Information

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

Colorado State University

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?

- ☐ Conceptual idea only with some discussions
- ☐ Facilities study and programming
- ☐ College/Department/Division Business Plan
- ☐ Land option identified and/or already acquired (e.g., existing university property)
- ☐ Other

- ➢ Please provide details on other preplanning.

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: Capital Project Self-Scoring Information (Projects $2,000,000 and above)

Capital Project Self-Scoring

*Please reference the **Capital Project Scoring Rubric** which can be found on the Project Requests webpage to guide your selections.*

- President's Priorities 0-5
- Sustainability 0-5
- Recapitalization 0-5
- Collaboration 0-5
- Space Need 0-5
- Financial Return 0-5

Please provide a statement and the supporting data for your self-scoring for alignment to the **President's Priorities**

Please provide a statement and the supporting data for your self-scoring for **Sustainability**

Please provide a statement and the supporting data for your self-scoring for **Recapitalization**

Please provide a statement and the supporting data for your self-scoring for **Collaboration**

Please provide a statement and the supporting data for your self-scoring for **Space Need**

Please provide a statement and the supporting data for your self-scoring for **Financial Return**

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