

PURDUE UNIVERSITY  
CAPITAL PROJECT REQUEST FOR ASSESSMENT

Proposed Project Title: \_\_\_\_\_

All projects for the construction of new facilities and new uses of University land as well as facilities additions, renovations and/or capital improvement projects estimated to cost \$500,000 or more will be reviewed and approved by the Capital Projects Council prior to being presented to or discussed by advisory groups, prospective donors, or any other organization outside Purdue University. The following information and authorizations are needed in order to commit University planning and fundraising resources and to provide appropriate coordination.

**Brief Project Description:**

**Project Information:**

Requesting Individual: \_\_\_\_\_ Dept.: \_\_\_\_\_

Department Head (signature required): \_\_\_\_\_ Date: \_\_\_\_\_

VP/Dean/Fiscal Officer (signature required): \_\_\_\_\_ Date: \_\_\_\_\_

President's Direct Report (signature required): \_\_\_\_\_ Date: \_\_\_\_\_

Project Cost Estimate: \_\_\_\_\_

Project Type:  New Building  Major Remodeling  Site Work  
 Utilities Improvement  Building Addition  Other Construction

| Proposed Schedule: (mm/yy) | Start | Finish |
|----------------------------|-------|--------|
| Initial Planning           | _____ | _____  |
| Fundraising                | _____ | _____  |
| Design                     | _____ | _____  |
| Construction               | _____ | _____  |

**Proposed Source of Funds (select all that apply):**

Dept. Funds \_\_\_\_\_  State Capital Request \_\_\_\_\_  
 R & R \_\_\_\_\_  Gift/Grant Funds \_\_\_\_\_  
 Federal \_\_\_\_\_  Other (please specify) \_\_\_\_\_

**Program Benchmarks (to be included as attachments):**

- a)  Relationship to Mission and Long Range Planning (relevance to University Strategic Plan)
- b)  Need and Expected Contribution to Educational Services
- c)  Alternatives Considered
- d)  Existing and projected: 1) Personnel; 2) Student Enrollment; 3) Student Contact Hours; 4) Research Funding
- e)  Summary of Existing Space Inventory
- f)  Sources used for Estimate, Schedule and Location

*The original (with all required signatures) of this completed form and attachments must be submitted to the University Architect, FREH, at least five weeks prior to the CPC meeting at which approval will be requested.*

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**Capital Projects Council Review - Authorization to Proceed with Assessment:**

President: \_\_\_\_\_ Date: \_\_\_\_\_

Approved copies will be forwarded to the Requesting Individual, Dean, University Architect, Director of SMAS, & Sr. VP for Advancement.