

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 and sculptures, monuments, artwork, memorials or any other site features 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/Site Features
 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
- g) Recommendations from Pertinent Sub-Committees of the U.R.P.C. (for Site Features)

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.

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.