



PROJECT REQUEST FORM

The purpose of this form is for Academic Departments to request projects that require funding through Capital funds, Tech Fee funds, Grant funds, Foundation funds or any combination thereof. To maximize the likelihood of the project request being approved, proposers should ensure that appropriate preliminary research is done to confirm that the project is feasible and that the approximate furniture and equipment costs are known. Please see enclosed project timeline for submission and approval dates.

Requesting Department:

Department location:

Project Contact Name:

Date:

Phone:

PROJECT DESCRIPTION

1. Description of Proposed Project (attach additional page or sketch if necessary):

2. Location of Proposed Project, (Bldg Name, Room #'s, etc):

3. Is additional space needed to accomplish this request?

4. Will an existing program/function displaced by this project? yes no
If yes, will it need a new location as well?

5. Does this program/function already exist on Campus? yes no If yes, where?

6. Will **new** equipment (lab equipment, computers, loose supplies, etc.) be needed to accomplish this project and what is the estimated cost? (please describe; attach product information if available)

7. Will **new** furniture be needed and what is the estimated cost? (describe)

8. Will project require new electrical service, plumbing, ventilation, heating, or air-conditioning? Will it require new computer cabling or WiFi service? (If known)

PROJECT JUSTIFICATION

9. Reason for Request:

10. When do you anticipate needing this project completed by?

11. Explain any time constraints, such as grant matching or scheduling deadlines?

12. If your department has submitted other project requests, what priority would you assign to THIS project?

13. What are the benefits to the program/college by executing this project?

FUNDING

14. What Funding, if any, is already IN PLACE for this project? (describe below)

- Existing Departmental budget Approved grant Capital funding Tech Fees
 Approved private funding (NCC Foundation, private donor, etc) None

15. What funding, if any, are you REQUESTING for this project? (describe below)

16. Any recurring costs as a result of this project must be explicitly stated. Recurring costs are new staff, software licensing, equipment maintenance, supplies, etc. List any recurring costs and expected source of funding.

REVIEWS / APPROVALS

Signature of Project Requester:

Dept Chairperson:

Dean Approval:

Academic Affairs Approval:

Preliminary Cabinet Approval:

NCC Design & Construction POST-EVALUATION Recommendation:

- Recommended (Evaluation attached) Not Recommended and reason

Date:

Final Cabinet Approval:

Date:

Funding: