**CAPITAL PROJECTS ADVISORY COUNCIL (CPAC)**

**PROJECT CONCEPT APPROVAL REQUEST**

***Draft Date:*** Click here to enter a date.

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The purpose of the *Project Concept Approval Request* is to inform the Capital Projects Advisory Council (CPAC) and to allow it to assess the proposed project concept for inclusion in the university’s capital plan. Review and approval by the CPAC is required for all projects that meet one or more of the following criteria:

1. Involves construction of a new facility, building addition, or utility infrastructure
2. Involves renovations to or for a University facility or utility improvements and is estimated to cost more than $2,000,000
3. Involves purchase or sale of university land or buildings
4. Establishes new uses for University land

**Proposed Project Title:** Click here to enter text.

**Project Overview:** Click here to enter text.

**Project Information:**

Requesting Individual: Click here to enter text.

Department: Click here to enter text.

Department Head (signature required): Click here to enter text. Date: Click here to enter a date.

VP/Dean/Fiscal Officer (signature required): Click here to enter text. Date: Click here to enter a date.

Project Cost Estimate or Range: $ Click here to enter text.

**Project Type:**

☐ New Building/Addition

☐ Major Renovations

☐ Site Work/Site Features

☐ Utilities Improvement

☐ New Use of University Land

☐ Other

**Proposed Schedule:** **(mm/dd/yy)**

**Start Finish**

Initial Planning Click here to enter a date. Click here to enter a date.

Fundraising Click here to enter a date. Click here to enter a date.

Design Click here to enter a date. Click here to enter a date.

Construction Click here to enter a date. Click here to enter a date.

**Proposed Source of Funds:**

Departmental Funds $ Click here to enter text.

Rutgers General Fund $ Click here to enter text.

R&R/Deferred Maintenance $ Click here to enter text.

Gift/Donations $ Click here to enter text.

Federal Grants $ Click here to enter text.

Other (please specify) Click here to enter text. $ Click here to enter text.

**Total**  $ Click here to enter text.

**Program Information:** (include details on separate page)

a) Relationship to Mission and Long Range Planning (relevance to University Strategic Plan)

b) Need and Expected Contribution to Academic Program and or Pedagogy

c) Preliminary Business Plan and Pro Forma including O&M Costs

d) Sources used for Estimate, Schedule and Location

e) Alternatives Considered

f) Potential site options (for new buildings and site features only)

The original (with all required signatures) of this completed form and attachments must be submitted to the Executive Director, University Planning and Development, at least 30 days prior to the CPAC meeting at which approval will be requested. Questions and requests for assistance should also be directed to this office.