



CAMPUS PROJECT DEVELOPMENT REQUEST
(For large projects anticipated to be more than \$4 million)

PROPOSAL NAME: _____

COLLEGE/UNIT PROPOSAL SPONSOR: _____

Primary Contact: _____

Email: _____

Phone: _____

EXECUTIVE SUMMARY

Describe the needs for this capital request, and how it aligns with the Texas A&M Strategic Plan, other university strategic initiatives, and Texas A&M’s mission, how does this project benefit the students, faculty and staff of Texas A&M? How does it raise Texas A&M’s profile locally, nationally, globally?

NEEDS BACKGROUND AND DESCRIPTION

Provide relevant background information and describe the needs in detail including, but not limited to:

1. Key drivers for the need (e.g., addresses life-safety risk; responds to legal, compliance, or regulatory mandates; improves current conditions; realigns resources to meet needs; provides resources that do not currently exist; and more.)
2. Whether the need is being driven by a new program, a research grant, inadequate existing facilities, etc.
3. Collaborations with other colleges/divisions/units.
4. The value investing in the need will bring to the university, and beyond the university.
5. Proximity/adjacency requirements to other units and/or functions on campus.
6. Whether the need depends on other enabling projects, including infrastructure and utilities, and if so, describe the sequence order of those projects.
7. Critical timelines to address the need (operational requirement, certificate of occupancy, etc.)
8. Other background about the request that will assist with evaluating and prioritizing the need.

FINANCIAL INFORMATION

Financial resources to address the need will be evaluated as part of the process. Indicate whether any funding strategies have been identified to address the need. Describe the financials in detail including, but not limited to:

1. Have funding resources been identified to build the project?
2. Are there research grants that will be obtained because of this project? What are they?
3. Are there research grants at risk that will be lost as the result of not moving forward with this project? What are they?
4. Does the project generate enough revenue to cover the project costs, maintenance costs, utility costs, IT/technology costs?
5. The value investing in the need will bring to the university, and beyond the university.

ADDITIONAL INFORMATION

Enter additional information and/or attach documents related to the need not included above (e.g., pro formas; private philanthropy commitments; photos of existing conditions; etc.).

Submitted/Endorsed by:

Requestor:

(print name)

(signature)

(date)

Department/Unit Head:

(print name)

(signature)

(date)

Dean or Vice Chancellor/Vice President (or equivalent):

(print name)

(signature)

(date)