

Today's Date: _____

Date Received by AIC: _____

**ACADEMIC INFRASTRUCTURE COMMITTEE
Proposal for Remodel/Renovation**

Name of Division: _____

Contact information for person submitting proposal:

Name: _____

E-mail address: _____

Office address and phone ext: _____

Check one:

Remodel: _____ Renovation: _____

Please write both complete and thorough proposals. AIC will not accept or score incomplete proposals, or proposals that are lacking information so as to make an informed decision for scoring and ranking. There may be an impact only on teaching or scholarship/creative activity, or on both; please answer accordingly.

- I. Describe the need for and purpose of remodel/renovation proposal. Requests should include details of location for proposal work, how facility has been used and whether that function requires alteration and why. Indicate time constraints and a timeline. Attach additional pages as necessary.
- II. If applicable, describe impact on classroom instruction. Include a description of the depth of the impact (necessity to a particular program) as well as breadth of the impact (such as benefits to other disciplines).
- III. If applicable, describe impact on research or creative activity. Include a description of the depth of the impact (necessity to a particular program) and breadth of the impact (such as benefits to other disciplines).
- IV. Describe any reasons for the timeliness of this project. Is there a critical or cost-saving reason to prioritize this item for this year?
- V. Does this remodel/renovation work necessitate other equipment costs not specifically outlined in this proposal? If so, please explain those costs and the funding source(s).
- VI. What other funding agencies (internal and/or external) have been explored? How might other resources be used for funding this request?
 - I. Please explain the potential (if any) for partial funding, should that need arise. Which items would be prioritized highest, and which lowest.

- II. Please use the excel budget template to itemize all costs related to the remodel/renovation. Include specifications, recommended manufacturer, model number and cost estimate. Please include specific information for at least one vendor. Multiple items may be listed if all relate to the same purpose. For example, a new digital camera, memory card, video monitor and connecting cables may all relate to one instructional need. Attach additional pages as necessary.

Approved for submission by the following two individuals:

Division Head: _____ Date: _____

Director of Physical Plant: _____ Date: _____
(Tom Neal)

Committee Action:

Approved as proposed - routed to: _____ Date: _____

Approved with modifications (relevant changes described in attached pages) -
routed to: _____ Date: _____

Delayed (relevant reasons described in attached pages) - routed to: _____
Date: _____

Denied (relevant reasons described in attached pages) - returned to: _____
Date: _____

Chair, Academic Infrastructure Committee