

CAMPUS APPROVAL FOR CAPITAL PROJECT OR FEASIBILITY STUDY REQUEST
UNIVERSITY OF ILLINOIS URBANA CHAMPAIGN CAMPUS

Proposed Project Title: \_\_\_\_\_

Building Name and Number: \_\_\_\_\_ Room Number(s): \_\_\_\_\_

Project Description (add additional pages if required):

NASF (net assignable square feet): \_\_\_\_\_ GSF (gross square feet): \_\_\_\_\_

Feasibility Cost Estimate (See Feasibility Rate Scale per GSF): \_\_\_\_\_

Project Cost Estimate (See Total Project Budget/GSF Rate Scale): \_\_\_\_\_

Operations/Maintenance Annual Estimate (See New Area Funds-O&M/GSF Rate Scale): \_\_\_\_\_

Utilities Annual Estimate (See Utility/GSF Rate Scale): \_\_\_\_\_

- Project Type: [ ] New Building, LEED Gold [ ] Utilities Improvements
[ ] Building Addition, LEED Gold [ ] Remodeling
[ ] Site Work [ ] Infrastructure [ ] Feasibility Study

Unit's Proposed Schedule (month, year): Table with columns Start and Finish, and rows Campus Approval, Programming, Project Approval, Consultant Procurement, Design, Construction.

- Unit's Proposed Source of Funds (select all that apply): [ ] Dept. Funds [ ] State Capital Request [ ] R & R [ ] Gift/Grant Funds [ ] Federal [ ] Other (please specify)

Required Attachments:

- a. [ ] Academic Program Statement (need and expected contribution to educational services)
b. [ ] Relationship to Mission and Long Range Planning (relevance to Campus Strategic Plan)
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 (net zero growth justification)
f. [ ] Donor feasibility (Vice Chancellor for Institutional Advancement involvement and concurrence)

Requesting Individual: \_\_\_\_\_ Dept.: \_\_\_\_\_

Approved by:

Director / Department Head (signature required) Date: \_\_\_\_\_

Dean (VCAA units only) (signature required) Date: \_\_\_\_\_

VCR / VCSA or Designee (signature required) Date: \_\_\_\_\_

Provost or Designee (signature required) Date: \_\_\_\_\_

Delegated Authority Limits, Definitions, Instructions, and Rate Guidelines

Capital Projects have a Total Project Budget of \$250K or greater. Non Capital Projects should be submitted to <https://my.fs.illinois.edu>

**Campus Approval:** By obtaining the required signatures, per the levels noted below, the requesting Unit may proceed with the project development process. New Buildings, Major Additions, or Total Renovations will require additional campus review and approval prior to proceeding with project development.

Deans may approve projects and Feasibility Studies up to \$500K. Projects and Feasibility Studies greater than \$500K require the Provost's signature as well.

VCR, Vice Chancellor for Research, may approve projects up to \$1M. Projects greater than \$1M require the Provost's signature as well.

DIA may approve projects up to \$500K. Chancellor's Office may approve projects up to \$1M. Projects greater than \$1M require the Provost's signature as well.

VCSA, Vice Chancellor for Student Affairs, may approve projects up to \$5M. Projects greater than \$5M require the Provost's signature as well.

**Electronically forward completed form and required attachments to F&S Capital Programs Division at:**  
[CampusCapitalApproval@illinois.edu](mailto:CampusCapitalApproval@illinois.edu)

**Project Approval:** Board of Trustee (BOT) delegated approval will proceed following project development, acceptance of prepared Program Statement and receipt of executed funding commitment.

These rates are to be used for budgeting purposes only:

Feasibility Rate Scale	Low	High	Average
Feasibility Studies/GSF	\$2.50	\$4.00	\$3.25

Utility/GSF Rate Scale	Average	Escalation Rate per year
Offices/Classrooms	\$3.67	2.50%
Research Labs	\$6.89	2.50%
Libraries/Museums	\$3.56	2.50%

O&M/GSF Rate Scale	Average	Escalation Rate per year
Offices/Classrooms	\$5.72	2.50%
Research Labs	\$12.09	2.50%
Libraries/Museums	\$6.12	2.50%

Total Project Budget/GSF Rate Scale	Low	High	Average	Escalation Rate per year
Offices/Classrooms				
new space	\$300	\$440	\$390	5.25%
remodeled space	Varies	\$400	\$250	5.25%
Research Labs				
new space	\$500	\$850	\$700	5.25%
remodeled space	\$350	\$700	\$500	5.25%
Libraries/Museums				
new space	\$300	\$600	\$450	5.25%
remodeled space	\$200	\$500	\$350	5.25%

Date Received: \_\_\_\_\_ Planner/Project Manager Assigned: \_\_\_\_\_

Date Assigned: \_\_\_\_\_ Project Number: \_\_\_\_\_

Feasibility Studies and Projects greater than \$1M: copy of executed documents distributed to all CCRC members