



**SVPAA Major Project Request Initiation Form**

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Complete the following text boxes as best as you are able. Please submit the completed form to [paige.russell@utah.edu](mailto:paige.russell@utah.edu) in pdf format. Once received, we will be in touch to develop any necessary clarifications.

Please note a signature of approval from the Dean's Office is required to submit this form.

- 1. Purpose
  - a. Why is the space needed and what are the goals to be achieved?
  - b. How does it connect to the academic plan of the college and the university?

- 2. Program
  - a. How will the space be used? Connect these activities explicitly to the purpose(s) identified above. Any sense of schedule would also be useful.

- 3. People
  - a. Who will be located in the space? Who will use the space beyond those located there?
  - b. Who would you recommend from the college to be on the project team?

4. Physical Setting

- a. What is the quantity/quality of space needed? On what site is this to be located? If a remodel, what is being lost and/or where is that being relocated?
- b. Any specific equipment/technology needed?

5. Financing

- a. How is this project to be funded?

6. Timeline

- a. Identify the desired time to occupy and why that timeline