

# CALL FOR PROJECTS TIMELINE & PROCESS

Remember that the projects presented this fiscal year are approved for two fiscal years later.

See Examples in the bottom three line items

TIMELINE	PROCESS STEP	WHAT HAPPENS
YEAR ROUND	PROJECT INTAKE	PROJECTS WITH IDENTIFIED FUNDING TAKEN IN FOR CONSIDERATION. FACILITIES COLLABORATE WITH SMES AND THE FACILITIES SUBCOMMITTEE TO PREPARE THE ITEM FOR VP OF OPS AND ADMIN CONSIDERATION. SCOPE DEFINITION AND COST ESTIMATING MAY OCCUR. SAME INTAKE SHEET IS USED YEAR-ROUND.
OCT 1	FACILITIES SUB COMMITTEE & FACILITIES SME'S REVIEW	PROJECTS DUE FOR ISU FY AND PBFAC FUNDING LIST CONSIDERATION. EXAMPLE: IN 2025, PROJECTS NEEDING PBFAC FUNDING IN JULY 2027 AND ISU FY FUNDING IN JULY 2026 WILL BE CONSIDERED.
NOV. 1 -15	VP REVIEW & PRIORITIZATION	VICE PRESIDENT REVIEWS AND APPLIES PRIORITY RECOMMENDATIONS TO THE PHASE ONE LIST. ACADEMIC AFFAIRS PROVOST AND DEANS REVIEW THEIR DIVISION'S PROJECTS TOGETHER.
NOV. 15	FACILITIES REVIEW	FACILITIES SUBCOMMITTEE & FACILITIES SMES REVIEW PROJECTS AND PREPARE PHASE ONE LIST FOR ADMINISTRATIVE COUNCIL CONSIDERATION.
NOV. 18 - 20	VP & FACILITIES LEADERSHIP REVIEW	VP OF OPS AND FACILITIES LEADERSHIP REVIEW PHASE ONE LIST AND PREPARE IT FOR ADMIN AND LEADERSHIP COUNCIL.
NOV. 18 - 20	UNIVERSITY PLANNER & ARCHITECT REVIEW	UNIVERSITY PLANNER AND ARCHITECT PREPARE ADDITIONS TO THE FIVE-YEAR PLAN, INCLUDING PROJECT DOMINOS, FOR ADMIN COUNCIL APPROVAL.
NOV. 20	ADMIN COUNCIL APPROVAL	PHASE ONE LIST AND FIVE-YEAR PLAN ADDITIONS GO TO ADMIN COUNCIL FOR APPROVAL, MOVING INTO PHASE TWO.
JAN - FEB	PHASE II SCOPING & COST ESTIMATING	FACILITIES SERVICES EXAMINES SCOPE OF ALL PHASE II AND DOMINO PROJECTS AND PREPARES DETAILED COST ESTIMATES.
MAR. 1 - 15	PHASE II REVIEW	LEADERSHIP COUNCIL REVIEWS PHASE II PROJECT LISTS AND FUNDING PROPOSALS FOR FINAL RECOMMENDATIONS TO ADMIN COUNCIL.
APR. 10	ADMIN COUNCIL FINAL APPROVAL	PROPOSED FUNDING LIST DUE TO DPW AND SBOE FOR AUGUST MEETING.