AIC Proposal Form – Remodel/Renovation

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