

Resource Request Form

(To be submitted by the Dean or the Dean's designee)

The Resource Request form should be submitted when a college is requesting resources (space or funding) from the Office of Academic Affairs. The Resource Request must be submitted in a timely manner to allow appropriate evaluation and planning.

The deadlines are as follows:

- January for Summer Work
- March for any project to be included in the Annual Capital Development Plan submittal to the Board of Trustees
- July for Winter Break Work
- October for Spring Break Work

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Upon approval of the Resource Request, if a Construction Administration PIR is required to proceed, attach the approved Resource Request PDF to the [PIR submittal](#).