This application will assist University leadership and the applying entity in the identification, communication, approval and planning for capital projects. Email the application to Design & Construction Management, [spaceman@mst.edu](mailto:spaceman@mst.edu)

Date: Name of Project Leader:

Email Address: Phone Number:

Name of Department Submitting Request:

Name of Department Head:

🞎 I verify that the department/division Head has reviewed and approved this application. *(Required)*

**Description of your facility challenges:** What is driving this capital project need at this time? (e.g., changes in programming, pedagogy, or research; increased enrollments; faculty or student recruitment and retention; ability to compete with peer institutions); benefit to our six customer groups. *(Response is limited to the space provided below.)*

**Project Description:** Please provide a description of the project’s goals and expected outcomes. Also address: staffing/administration (if applicable), timeline for implementation and when outcome result can be reasonable provided. *(Response is limited to the space provided below.)*

**Evaluation:** Please describe how the project’s outcomes will be measured and evaluated, including results from student surveys and from department-level assessment instruments, as well as any measures used in program accreditation. *(Response is limited to the space provided below.)*

**Support of Strategic & Master Plans:**  Please share how your project would support the Strategic Plan and Campus Master Plan. For supporting the strategic plan, please indicate which levers are supported. *(Response is limited to the space provided below.)*

**Funding Plan:**

* Is your department/division financially prepared to support a program or study?
* What are the fund sources anticipated for this project?

*(Response is limited to the space provided below.)*