Agenda

- Announcements
- Banked Funds Overview – Kathleen Fabiny
- Online Capital Project Request Form – Jim Belshe & Qixin Chen
- Questions & Answers
BANKED FUNDS OVERVIEW

BUDGET MANAGER’S MEETING

JULY 2019
Purpose of Banked Funds Presentation:

• Review how Banked Funds are calculated

• Review how to request use of Banked Funds

• Review Banked Funds tracking documents
Banked Funds Calculation Methodology

**Definition:** Banked Funds are calculated for each Unit by comparing the Year-end Actual Performance to Unit Budget/Target. A distinction is made between Restricted and Unrestricted banked funds.

**Example:**

<table>
<thead>
<tr>
<th>All-Funds</th>
<th>FY19 Budget</th>
<th>FY19 YE Actuals</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>62,900,000</td>
<td>72,400,000</td>
<td>9,500,000</td>
</tr>
<tr>
<td>Expense</td>
<td>56,700,000</td>
<td>64,500,000</td>
<td>7,800,000</td>
</tr>
<tr>
<td>Net Surplus/(Deficit)</td>
<td>$6,200,000</td>
<td>$7,900,000</td>
<td>$1,700,000</td>
</tr>
</tbody>
</table>
Banked Funds Calculation Methodology

General Principles:

• Units may bank funds if they exceed their target.
• The bank records only Unrestricted Fund surpluses.
• Restricted Funds record their individual Fund Balances.
• Units may be required to take a loan from the bank if they miss their target.

Two Scenarios for Units Exceeding Target:

1) If unit meets or exceeds target, banked amount is equal to Unrestricted Variance, not to exceed Total Variance.

2) If unit meets or exceeds target, but the Unrestricted Variance is negative, there is no banked amount.
Scenario 1A

Unit meets or exceeds target and **Unrestricted Variance** is less than **Total Variance**.

<table>
<thead>
<tr>
<th>FY19 Budget</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td>35,570,000</td>
<td>27,330,000</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td>30,200,000</td>
<td>26,500,000</td>
</tr>
<tr>
<td><strong>Net Surplus/(Deficit)</strong></td>
<td>$5,370,000</td>
<td>$830,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FY19 YE Actuals</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td>40,300,000</td>
<td>32,100,000</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td>34,400,000</td>
<td>30,100,000</td>
</tr>
<tr>
<td><strong>Net Surplus/(Deficit)</strong></td>
<td>$5,900,000</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Variance</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td>4,730,000</td>
<td>4,770,000</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td>4,200,000</td>
<td>3,600,000</td>
</tr>
<tr>
<td><strong>Net Surplus/(Deficit)</strong></td>
<td>$530,000</td>
<td>$1,170,000</td>
</tr>
</tbody>
</table>

Banked Funds=$530K
### Scenario 1B

Unit meets or exceeds target and Unrestricted Variance $\textcircled{1}$ is greater than Total Variance $\textcircled{2}$.

<table>
<thead>
<tr>
<th>FY19 Budget</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>35,570,000</td>
<td>27,330,000</td>
<td>62,900,000</td>
</tr>
<tr>
<td>Expense</td>
<td>30,200,000</td>
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<tr>
<td>Net Surplus/(Deficit)</td>
<td>$5,370,000</td>
<td>$830,000</td>
<td>$6,200,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FY19 YE Actuals</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>41,000,000</td>
<td>31,100,000</td>
<td>72,100,000</td>
</tr>
<tr>
<td>Expense</td>
<td>33,700,000</td>
<td>31,000,000</td>
<td>64,700,000</td>
</tr>
<tr>
<td>Net Surplus/(Deficit)</td>
<td>$7,300,000</td>
<td>$100,000</td>
<td>$7,400,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Variance</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>5,430,000</td>
<td>3,770,000</td>
<td>9,200,000</td>
</tr>
<tr>
<td>Expense</td>
<td>3,500,000</td>
<td>4,500,000</td>
<td>8,000,000</td>
</tr>
<tr>
<td>Net Surplus/(Deficit)</td>
<td>$1,930,000</td>
<td>$(730,000)</td>
<td>$1,200,000</td>
</tr>
</tbody>
</table>

Banked Funds = $1.2M
Scenario 2

Unit meets or exceeds target and **Unrestricted Variance** is negative.

<table>
<thead>
<tr>
<th>FY19 Budget</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unrestricted</td>
<td>Restricted</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Revenue</td>
<td>35,570,000</td>
<td>27,330,000</td>
<td>62,900,000</td>
</tr>
<tr>
<td>Expense</td>
<td>30,200,000</td>
<td>26,500,000</td>
<td>56,700,000</td>
</tr>
<tr>
<td>Net Surplus/(Deficit)</td>
<td>$ 5,370,000</td>
<td>$ 830,000</td>
<td>$ 6,200,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FY19 YE Actuals</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unrestricted</td>
<td>Restricted</td>
<td>TOTAL</td>
</tr>
<tr>
<td>Revenue</td>
<td>40,300,000</td>
<td>32,100,000</td>
<td>72,400,000</td>
</tr>
<tr>
<td>Expense</td>
<td>35,200,000</td>
<td>30,100,000</td>
<td>65,300,000</td>
</tr>
<tr>
<td>Net Surplus/(Deficit)</td>
<td>$ 5,100,000</td>
<td>$ 2,000,000</td>
<td>$ 7,100,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Variance</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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<td>4,770,000</td>
<td>9,500,000</td>
</tr>
<tr>
<td>Expense</td>
<td>5,000,000</td>
<td>3,600,000</td>
<td>8,600,000</td>
</tr>
<tr>
<td>Net Surplus/(Deficit)</td>
<td>$ (270,000)</td>
<td>$ 1,170,000</td>
<td>$ 900,000</td>
</tr>
</tbody>
</table>

Banked Funds=$0K
General Principles:
• Units may bank funds if they exceed their target.
• The bank records only Unrestricted Fund surpluses.
• Restricted funds record their individual Fund Balance.
• Units may take a loan from the bank if they miss their target.

Two Scenarios for Units Missing Target:

3) If unit is below (misses) target, and there is a surplus in Unrestricted sufficient to offset the variance to target, no loan is required.

4) If unit is below (misses) target, and there is a negative variance in Unrestricted, then the loan is the greater of Unrestricted Variance or Total Variance.
Scenario 3

Unit is below (misses) target, but there is a surplus in Unrestricted①.

<table>
<thead>
<tr>
<th>FY19 Budget</th>
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<tr>
<td>Expense</td>
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<td>56,700,000</td>
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<tr>
<td>Net Surplus/(Deficit)</td>
<td>$5,370,000</td>
<td>$830,000</td>
<td>$6,200,000</td>
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<tbody>
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<td>Revenue</td>
<td>40,300,000</td>
<td>25,000,000</td>
<td>65,300,000</td>
</tr>
<tr>
<td>Expense</td>
<td>34,700,000</td>
<td>26,100,000</td>
<td>60,800,000</td>
</tr>
<tr>
<td>Net Surplus/(Deficit)</td>
<td>$5,600,000</td>
<td>$(1,100,000)</td>
<td>$4,500,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Variance</th>
<th>Unrestricted</th>
<th>Restricted</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>4,730,000</td>
<td>(2,330,000)</td>
<td>2,400,000</td>
</tr>
<tr>
<td>Expense</td>
<td>4,500,000</td>
<td>(400,000)</td>
<td>4,100,000</td>
</tr>
<tr>
<td>Net Surplus/(Deficit)</td>
<td>$230,000</td>
<td>$(1,930,000)</td>
<td>$(1,700,000)</td>
</tr>
</tbody>
</table>

Loan Requirement=$0K
Scenario 4A

Unit is below (misses) target and there is a negative variance in Unrestricted. The loan is the greater of Unrestricted Variance or Total Variance.

<table>
<thead>
<tr>
<th>FY19 Budget</th>
<th></th>
<th></th>
<th></th>
</tr>
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<tbody>
<tr>
<td></td>
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<td>Restricted</td>
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<td>Net Surplus/(Deficit)</td>
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<td></td>
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<td>Restricted</td>
<td>TOTAL</td>
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<tr>
<td>Revenue</td>
<td>40,300,000</td>
<td>25,000,000</td>
<td>65,300,000</td>
</tr>
<tr>
<td>Expense</td>
<td>35,450,000</td>
<td>26,100,000</td>
<td>61,550,000</td>
</tr>
<tr>
<td>Net Surplus/(Deficit)</td>
<td>$4,850,000</td>
<td>$(1,100,000)</td>
<td>$3,750,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Variance</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
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<td>Restricted</td>
<td>TOTAL</td>
</tr>
<tr>
<td></td>
<td>4,730,000</td>
<td>(2,330,000)</td>
<td>2,400,000</td>
</tr>
<tr>
<td>Expense</td>
<td>5,230,000</td>
<td>(400,000)</td>
<td>4,830,000</td>
</tr>
<tr>
<td>Net Surplus/(Deficit)</td>
<td>$(520,000)</td>
<td>$(1,930,000)</td>
<td>$(2,450,000)</td>
</tr>
</tbody>
</table>

Loan Requirement = $520K


Scenario 4B

Unit is below (misses) target, and there is a negative variance in Unrestricted ①. The loan is the greater of Unrestricted Variance or Total Variance ②.

<table>
<thead>
<tr>
<th></th>
<th>FY19 Budget</th>
<th>FY19 YE Actuals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Restricted</td>
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<td>Expense</td>
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<tr>
<td>Net Surplus/(Deficit)</td>
<td>$ 5,370,000</td>
<td>$ 830,000</td>
</tr>
</tbody>
</table>

|                        | Unrestricted         | Restricted             | TOTAL                  |
| Revenue                | 40,300,000           | 30,000,000             | 70,300,000             |
| Expense                | 39,450,000           | 26,100,000             | 65,550,000             |
| Net Surplus/(Deficit)  | $ 850,000            | $ 3,900,000            | $ 4,750,000            |

|                        | Unrestricted         | Restricted             | TOTAL                  |
| Revenue                | 4,730,000            | 2,670,000              | 7,400,000              |
| Expense                | 9,250,000            | (400,000)              | 8,850,000              |
| Net Surplus/(Deficit)  | (4,520,000)          | $ 3,070,000            | (1,450,000)            |

Loan Requirement=$1.45M
When to request use of Banked Surplus?

Use of Banked Surplus must be requested, to:

1) Meet target

2) Fund a specific one-time operational need

3) Fund a capital project
How to Request Use of Unrestricted Banked Surplus

Use of Banked Funds Request Form

Instructions: Use this form to request the use of banked funds or accumulated fund balances to offset unexpected future deficits, smooth "lumpy" gift income, support one-time programmatic needs, provide start-up funds, fund entrepreneurial endeavors or help pay for capital projects. The use of banked funds or accumulated fund balances generally represents a "one-time" funding source. If the request is for an entrepreneurial or start-up program, you must submit a supporting business case along with this form that details the new program requirements, estimated costs of the new program, and a detailed plan and timeline for the program to generate sufficient revenue to become self-sustaining. The use of banked funds or accumulated fund balances for recurring expenditures without a corresponding plan for generating supporting revenues can lead to a fiscal cliff and missed financial targets. Please submit completed forms and all supporting documentation to your unit's budget analyst or via email to the Budget Office at budgetoffice@uchicago.edu.

Goal of this form:

- Communicate on Missed Targets
- Protect against “Run on the Bank”
- Memorializes understanding with Provost's Office
How to Request Use of Restricted Banked Surplus

Use of Banked Funds Request Form

Instructions: Use this form to request the use of banked funds or accumulated fund balances to offset unexpected future deficits, smooth "lumpy" gift income, support one-time programmatic needs, provide start-up funds, fund entrepreneurial endeavors or help pay for capital projects. The use of banked funds or accumulated fund balances generally represents a "one-time" funding source. If this request is for an entrepreneurial or start-up program, you must submit a supporting business case along with this form that details the new program requirements, estimated costs of the new program, and a detailed plan and timeline for the program to generate sufficient revenue to become self-sustaining. The use of banked funds or accumulated fund balances for recurring expenditures without a corresponding plan for generating supporting revenues can lead to a fiscal cliff and missed financial targets. Please submit completed forms and all supporting documentation to your unit’s budget analyst or via email to the Budget Office at budgetoffice@uchicago.edu.

Goal of this form:

- Smooth lumpy fundraising/gift receipts
- Spending down prior year fund balances

<table>
<thead>
<tr>
<th>Type of Request:</th>
<th>□ One-Time □ Entrepreneurial/Start-up □ Capital □ Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requesting Unit:</td>
<td></td>
</tr>
<tr>
<td>Explanation for Use of Funds:</td>
<td>Fundraising fell short of budget expectations</td>
</tr>
<tr>
<td>Total Amount of Request:</td>
<td></td>
</tr>
<tr>
<td>Type of Fund:</td>
<td>□ Unrestricted Bank Balance □ Restricted Gifts and Endowment</td>
</tr>
<tr>
<td>For Use of Accumulated Fund Balance (Restricted Gifts and Endowment), List Fund Account(s) and Amount(s) to be utilized. If more accounts are to be utilized than the number of spaces provided, please attach a separate page with a complete listing of account numbers and amounts to be utilized to fund this request.</td>
<td></td>
</tr>
<tr>
<td>Account (#)</td>
<td>Amount ($)</td>
</tr>
<tr>
<td>Chen Gift (6-XXXXX)</td>
<td>$172,200</td>
</tr>
<tr>
<td>Total Amount of Request:</td>
<td>$172,200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exec-level Approval:</th>
<th>Name</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Office Approval:</td>
<td>Name</td>
<td>Date:</td>
</tr>
</tbody>
</table>
Summary

• Bankable Funds Memo and Bankable Funds Request Form found at:

https://budgetoffice.uchicago.edu/resources-reports/

• FY19 Banked Funds Calculation, approximately 7-10 days after final FY19 results (Total University Close).

QUESTIONS?

Any questions, please contact your Budget Analyst or send email to budgetoffice@uchicago.edu.
Online Capital Project Request Form
Jim Belshe & Qixin Chen
Purpose and Scope of New Online Form

Eliminate manual forms and improve transparency of status

• Improve tracking of requests as they progress through the process
• Streamline intake and improve information collection and consistency
• Enhanced functionality and more transparency for units to track status of submitted projects
  ➢ Edit and save drafts
  ➢ Submit multiple requests simultaneously
  ➢ Receive automatic email notifications of status changes or revisions
  ➢ Ability to search open requests, link requests, and duplicate

• Better engage Project Manager (PM) for scope and cost estimating
• Create database of all capital project requests

What Kinds of Requests will be Submitted in the Online Form?

• All Capital projects >$100K (central or unit funded), including projects that will require use of banked funds
Online Capital Budget Requests: Roles

<table>
<thead>
<tr>
<th>Unit Roles</th>
<th>Performs the Following Activities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitter</td>
<td>Submits requests</td>
</tr>
<tr>
<td>Scope and Cost Reviewer</td>
<td>Submits, works with FS, other, etc.</td>
</tr>
<tr>
<td>Departmental Reviewer</td>
<td>Submits, reviews, verifies, submits for approval</td>
</tr>
</tbody>
</table>

- At a minimum, each unit must have a **Scope and Cost Reviewer** and one **Departmental Reviewer**.
- The **Scope and Cost Reviewer** may also submit requests.
- The **Departmental Reviewer** is the Unit Budget Manager.
- Units may also designate additional submitters and scope and cost reviewers as needed.
## Process Overview: Off-Cycle Request (OCR)

1. **DRAFT and SUBMIT Capital Project Request**
   - **Form**
   - **SUBMITTER**

2. **REVIEW request, CONFIRM funds availability**
   - **PROVOST/BUDGET OFFICE**

3. **Work with Facilities Project Managers or Others to develop SCOPE and COST**
   - **SCOPE & COST REVIEWER**

4. **Review, Verify, and SUBMIT for APPROVAL**
   - **DEPARTMENT REVIEWER**

5. **REVIEW and APPROVE (or DENY)**
   - **APPROVAL AUTHORITY**

6. **COMMUNICATE decision**
   - **PROVOST/BUDGET OFFICE**

---

1. All center funded projects and over $100K funded by unit (incl. Banked Funds)
Process Overview: Annual Fiscal Year Request

1. DRAFT and SUBMIT Capital Project Request\(^1\) Form  - SUBMITTER

2. REVIEW request, CONFIRM funds availability  - PROVOST/ BUDGET OFFICE

3. Work with Facilities Project Managers or Others to develop SCOPE and COST  - SCOPE & COST REVIEWER

4. Review, Verify, and SUBMIT for APPROVAL  - DEPARTMENT REVIEWER

5. REVIEW and APPROVE (or DENY)  - APPROVAL AUTHORITY

COMMUNICATE decision  - PROVOST/ BUDGET OFFICE

\(^1\)All center funded projects and over $100K funded by unit (incl. Banked Funds)
Online Capital Project Requests: Overview

• Available on Budget Office website, https://budgetoffice.uchicago.edu/capital-budget/
  • Workflow
  • Instructions (in development)
  • FAQs (in development)

• Open August 1st
  • Currently under system testing and bug fixing
Online Capital Project Requests: Overview

• Log in with CNetID and password
• Request access:
  • Fill out the Excel template after meeting; or
  • Contact Capital-Budget-Request@uchicago.edu
Online Capital Project Requests: Overview

Welcome Qixin Chen! username: qxin  (Log out)
You're in the Capital Project Request Provost and Budget Office Role

Capital Projects Request Form (CPR)

Please select from the list of actions below:

Available Actions:

- Create a Fiscal Year Request
- Create an Off-Cycle Capital Project Request
- Find/Edit a Capital Project Request
Capital Project Requests

Create Request

CAPITAL PROJECT REQUEST - CENTRAL OR UNIT FUNDED

User: 11329320L

1. Project Name

2. Project Description

3. Project Type

4. Original Request

5. Ledger Acct.

6. Fiscal Year for this Request

7. Is Off-Cycle

Contact Information:

8. Contact Person

9. Contact Phone

10. Contact Email

11. Project Steward

12. Funding Source

13. GL / SL

*Use hyphens i.e. 2-92960

14. Amount Requested

0

15. Total Project Cost Estimate

0

Relative Priority (To other projects if any):

16. Only Request

NO

17. Relative Priority: Rank

0

18. Relative Priority: Rank

0

21. Creation Date

07/10/2019 09:17:AM

22. Created By Name

CHEN, QIXIN

23. Exec Level

24. Department

Academic Offices Executive

Finan Plan/Budget

25. Status

DRAFT

26. Dept/ Program Affected

27. Building Name: % wildcard

28. Property/ I.D.

29. Project Group

30. Project Start Date

10 July 2019

31. Project Complete Date

10 July 2019
34. Project Justification and Consequences of not funding: Describe how this project furthers academic or administrative goals and the negative impact of not funding.

35. Project Schedule: Describe the implications of schedule delays. Detail options that exist to bridge the time between need and completion. Discuss how you will accomplish this schedule.

36. Linkages: If this project triggers another project or is linked to others in your unit or in the University, describe below:

Answer the following as they pertain to the project?

38. What other alternatives to this project have been considered and why were they discounted?

39. Is this project expected to decrease/increase either Unit or University operating costs? How and by how much?

40. Will this capital project increase square footage? If yes, by how much?

41. Will this project result in or require the modification of space adjacent to the proposed project area? If yes, please describe.

42. Will the result of this project require any special equipment, operating conditions, or the purchase of equipment or furniture? If so, is it part of this request? If not part of this request, please describe further requirements and estimated costs.
Welcome Qin Chen! username: qixin (Log out)
You’re in the Capital Project Request Provost and Budget Office Role

Show Request Number: 20191548 Fiscal Year

1. Project Name: Fit-Out for Budget Manager Meeting
2. Project Description: To create designated conference place for holding monthly budget manager meeting.
3. Project Type: Renovation
4. Original Request: YES
5. Repeat Req: NO
6. Fiscal Year: 2021
7. Is Off-Cycle: NO
8. Contact Person: Qin Chen
9. Contact Phone: 773-834-6681
10. Contact Email: qixin@uchicago.edu
11. GL / SL: 2-40000
12. Amount Requested: $111,111.00
13. Total Project Cost Estimate: $111,111.00
14. Total Approved Value: $0

18. Only Request: YES
21. Creation Date: July 10, 2019 9:32:54 AM CDT
22. Created By Name: CHEN, QIXIN
23. Exec Level: 40, Academic Offices Executive
24. Department: 641., Finan Plan/Budget
27. Status: DRAFT
28. Dept./Program Affected: Budget Office
29. Building Name: Edward H. Levi Hall
30. Property I.D.: D20
31. Project Group: Capital A&R
32. Project Start Date: September 10, 2019 12:00:00 AM CDT
33. Project Completion Date: March 10, 2020 12:00:00 AM CDT
Request Document(s): No Attachments
Status History: No
Departmental Review Check: No

Questions 34-42.

34. Project Justification and Consequences of not funding: Describe how this project furthers academic or administrative goals and the negative impact of not funding.

To be filled later...
*Please check the box below after confirming fields 34-42 have all been filled in, then click the "Submit" button. To ensure no data is lost, it is highly recommended you "Update" your request before you formally "Submit".

I acknowledge the form is complete  

[ ]
Welcome Qixin Chen!  username: qixin
You're in the Capital Project Request Provost and Budget Office Role

Show Request Number: 20191548  Fiscal Year

1. Project Name: Fit-Out for Budget Manager Meeting
2. Project Description: To create designated conference place for holding monthly budget manager meeting.
3. Project Type: Renovation
4. Original Request: YES
5. Repeat Req: NO
6. Fiscal Year: 2021
7. Is Off-Cycle: NO
8. Contact Person: Qixin Chen
9. Contact Phone: 773-634-6681
10. Contact Email: qixin@uchicago.edu
11. GL / SL: 2 40000
12. Amount Requested: $111,111.00
13. Total Project Cost Estimate: $111,111.00
14. Total Approved Valu: $0

Questions 34-42.

34. Project Justification and Consequences of not funding: Describe how this project furthers academic or administrative goals and the negative impact of not funding.

To be filled later...

18. Only Request: YES
19. Creation Date: July 10, 2019 9:32:54 AM CDT
20. Created By Name: CHEN, QIXIN
21. Exec Level: 40, Academic Offices Executive
22. Department: 641-, Finan Plan/Budget
23. Status: SUBMITTED
24. Dept/Program Affected: Budget Office
25. Building Name: Edward H. Levi Hall
26. Property I.D.: D20
27. Project Group: Capital A&R
28. Project Start Date: September 10, 2019 12:00:00 AM CDT
29. Project Completion Date: March 10, 2020 12:00:00 AM CDT
30. Request Document(s): No Attachments
31. Status History: 4
32. Departmental Review Check: NO
Budget Office

The University of Chicago
Office Of The Provost
Capital Project Requests

Welcome Qixin Chen!
username: qixin
You're in the Capital Project Request Provost and Budget Office Role

STEP = SCOPE Cost REVIEWER... STATUS = SUBMITTED

Department Reviewed? NO

*Please check the box below to confirm, then click the “Submit For Review” button. To ensure no data is lost, it is highly recommended you first “Update” your request.

I acknowledge the form is complete

** To send back as “Incomplete,” check the box and click Submit:

Submit
Submit For Review
Duplicate Record
Back
Welcome Qixin Chen! username: qixin
You're in the Capital Project Request Provost and Budget Office Role

Show Request Number: 20191548  Fiscal Year

1. Project Name: Fit-Out for Budget Manager Meeting
2. Project Description: To create designated conference place for holding monthly budget manager meeting.
3. Project Type: Renovation
4. Original Request: YES
5. Repeat Req: NO
6. Fiscal Year: 2021
7. Is Off-Cycle: NO
8. Contact Person: Qixin Chen
9. Contact Phone: 773-834-6681
10. Contact Email: qixin@uchicago.edu
11. GL / SL: 2-40000
12. Amount Requested: $111,111.00
13. Total Project Cost Estimate: $111,111.00
14. Total Approved Value: $0

Questions 34-42.

34. Project Justification and Consequences of not funding: Describe how this project furthers academic or administrative goals and the negative impact of not funding.

18. Only Request: YES
19. Creation Date: July 10, 2019 9:32:54 AM CDT
20. Created By Name: CHEN, QIXIN
21. Exec Level: 40, Academic Offices Executive
22. Department: 641-, Finan Plan/Budget
23. Status: IN_REVIEW
24. Dept/Program Affected: Budget Office
25. Building Name: Edward H. Levi Hall
26. Property I.D.: D20
27. Project Group: Capital A&R
28. Project Start Date: September 10, 2019 12:00:00 AM CDT
29. Project Completion Date: March 10, 2020 12:00:00 AM CDT
30. Request Document(s): No Attachments
31. Status History: No
32. Departmental Review Check: NO
Capital Project Requests

Welcome Qixin Chen! username: qixin (Log out)
You're in the Capital Project Request Provost and Budget Office Role

- Home
- Search Request List
- New Fiscal Year Request
- New Off-Cycle Request
- Budget Office
- New

Surrounding Elements:
- Add Review
- Edit
- Back
- Back to list after updating this record
- STEP = DEPT REVIEWER ..... STATUS = IN REVIEW

Alert!
By clicking on this checkbox you acknowledge that you have Reviewed, Not Reviewed this Request. Request will route to the Provost/Budget office.

Departmental Review:
- Yes
- No

No Departmental Review:
- Yes
- No

Alert!
If so have citations been issued?
- Yes
- No

Section Status:
- Assigned To

Save
Duplicate Record
Back

Budget Office
35
Show Request Number: 20191589 Fiscal Year

1. Project Name: FitOut for Budget Manager Meeting
2. Project Description: To create designated conference place for holding monthly budget manager meeting
3. Project Type: Renovation
4. Original Request: YES
5. Repeat Req: NO
6. Fiscal Year: 2021
7. Is Off-Cycle: NO
8. Contact Person: Qixin Chen
9. Contact Phone: 773-834-6681
10. Contact Email: qixin@uchicago.edu
11. GL / SL: 2-40000
12. Amount Requested: $111,111.00
13. Total Project Cost Estimate: $111,111.00
14. Total Approved Value: $0

18. Only Request: YES
21. Creation Date: July 16, 2019 8:30:01 AM CDT
22. Created By Name: CHEN, QIXIN
23. Exec Level: 40, Academic Offices Executive
24. Department: 841, Finan Plan/Budget
27. Status: IN REVIEW
28. Dept./Program Affected: Budget Office
29. Building Name: Edward H. Levi Hall
30. Property I.D.: D20
31. Project Group: Capital A&R
32. Project Start Date: September 10, 2019 12:00:00 AM CDT
33. Project Completion Date: March 10, 2020 12:00:00 AM CDT

Request Document(s): No Attachments
Status History: 
Departmental Review Check: YES
Show Request Number: 20191589  Fiscal Year

1. Project Name: FillOut for Budget Manager Meeting
2. Project Description: To create designated conference place for holding monthly budget manager meeting
3. Project Type: Renovation
4. Original Request: YES
5. Repeat Req: NO
6. Fiscal Year: 2021
7. Is Off-Cycle: NO
8. Contact Person: Qixin Chen
9. Contact Phone: 773-834-6681
10. Contact Email: qixin@uchicago.edu
11. GL / SL: 2-40000
12. Amount Requested: $111,111.00
13. Total Project Cost Estimate: $111,111.00
14. Total Approved Value: 50

18. Only Request: YES
19. Creation Date: July 16, 2019 8:30:01 AM CDT
20. Created By Name: CHEN, QIXIN
21. Exec Level: 40, Academic Offices Executive
22. Department: 641-, Finan Plan/Budget
23. Status: APPROVED
24. Dept./Program Affected: Budget Office
25. Building Name: Edward H. Levi Hall
26. Property I.D.: D20
27. Project Group: Capital A&R
28. Project Start Date: September 10, 2019 12:00:00 AM CDT
29. Project Completion Date: March 10, 2020 12:00:00 AM CDT
30. Request Document(s): No Attachments
31. Status History: No
32. Departmental Review Check: YES
Online Capital Project Requests: Overview

Welcome Qixin Chen!  username: qixin  (Log out)
You're in the Capital Project Request Provost and Budget Office Role

Capital Projects Request Form (CPR)

Please select from the list of actions below:

Available Actions:

- Create a Fiscal Year Request
- Create an Off-Cycle Capital Project Request
- Find / Edit a Capital Project Request

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## Capital Project Requests

Welcome Qixin Chend username: qixin (Log out)

You're in the Capital Project Request Provo and Budget Office Role

### Capital Project Request Filter Form

Search Fields For Capital Project Requests – (Use % sign for multi-value searches)

Your Organization Association = ALL, User Exec Level = 40, Exec Can See = [40, ALL], qixin, UCHI= 11323920L

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Project Name</th>
<th>Building Name</th>
<th>Status</th>
<th>Created By Name</th>
<th>Project Type</th>
<th>Project Group</th>
<th>Created Date</th>
<th>Cost Estimate</th>
</tr>
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<tbody>
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<td></td>
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<td>2020</td>
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Route To Request Type

Find Requests

*Data optional: Click to Toggle Dates

<table>
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<tr>
<th>ID</th>
<th>Fiscal Year</th>
<th>Project Name</th>
<th>Building Name</th>
<th>Request Type</th>
<th>Route To</th>
<th>Status</th>
<th>Project Type</th>
<th>Project Group</th>
<th>Created Date</th>
<th>Cost Estimate</th>
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</thead>
<tbody>
<tr>
<td>331</td>
<td>2021</td>
<td>69th &amp; Ellis Plaza</td>
<td>Campus</td>
<td>Fiscal Year</td>
<td>SUBMITTER</td>
<td>CANCELLED</td>
<td>Exterior Upgrade</td>
<td>Campus Enhancements</td>
<td>8/31/17 10:53 AM</td>
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<td>1229</td>
<td>2021</td>
<td>Harper Court expansion</td>
<td>5235 South Harper Court</td>
<td>Fiscal Year</td>
<td>DEPT_REVIEWER</td>
<td>IN_REVIEW</td>
<td>New Construction</td>
<td>Major Projects</td>
<td>6/6/19 6:43 AM</td>
<td>$50,000,000</td>
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</tbody>
</table>
Online Capital Project Requests: Next Step

• Budget Office will send out follow up email today
  ➢ Units complete excel template with role assignments
    ▪ Minimum of 2 unit staff – Departmental Reviewer (Budget Manager) and Scope and Cost Reviewer
    ▪ May assign additional users as Submitters or other roles as desired
    ▪ Complete and return form to Budget Office by **Friday, July 26**
    ▪ Registration for in-person training: **Tuesday, August 13**

• **August 1st** – open to all units for building/infrastructure and construction related projects
  • Deadline of FY2021 Capital Project proposals: **November**
  • Paper OCR can be used for any requests before Aug 1

• **Online IT** Capital Project Request is in development and will be open in September for capital IT requests

• Detailed FY21 capital call will be distributed later this summer with detailed timeline
Questions?

Contact Capital-Budget-Request@uchicago.edu