

**MEMORANDUM**

From: Katrina Spencer, Associate Vice President of Finance and Budget Director  
To: University of Chicago Unit Finance Leaders  
Date: September 27, 2019

**Subject: FY21 Capital Project Budget Request**

**I. Purpose**

The purpose of this memorandum is to solicit FY21 unit-funded capital projects and provide unit budget and financial management leadership teams with guidance on submitting FY21 capital requests. This memorandum pertains **to unit-funded** capital projects of the types outlined in Section (II.) below. For other types of capital or annual funding requests for FY21, or if you have a space-related project need that does not fall into one of the categories below, please contact the Budget Office or Blair Archambeau ([barchamb@uchicago.edu](mailto:barchamb@uchicago.edu)) in the Office of the Provost. If you have any questions related to Information Technology (IT) project requests, please contact the Budget Office or Brian Schinker ([bschinker@uchicago.edu](mailto:bschinker@uchicago.edu)) in Information Technology Services.

For FY21, given capital budget constraints, there are extremely limited sources of central funding to support unit-originated requests. As such, unit capital project requests should include a source of unit funding as described in Section (III) below. Also, please note that unit-originated requests, regardless of funding source, will be evaluated and prioritized against other requests for capital authorizations as part of the annual capital budgeting process. For additional information related to the types of funding sources available for unit-funded capital projects or for more general information related to University capital, unit banked funds, or the University Space Allocation Budget model, please see the Budget Office memorandums available on the Budget Office website at <https://budgetoffice.uchicago.edu/resources-reports/>.

As always, if you have additional questions please contact your budget analyst or email the Budget Office at [capital-budget-request@uchicago.edu](mailto:capital-budget-request@uchicago.edu).

**II. Types of Projects**

Units may submit requests for the following categories of capital projects to the Budget Office:

***Building/Infrastructure Capital Projects*** – These include unit-originated projects to improve, enhance, upgrade, redesign, or otherwise alter space occupied by the unit. These also include projects to alter space in support of academic programs and priorities. Note that if a unit has already worked with Facilities Services to make requests for FY21 Capital Alterations and Repairs (A&R) or other major projects within their spaces, do not resubmit those project requests to the Budget Office. For questions related to those project requests please contact the appropriate Facilities Services Project Manager with whom you have already been working.

**Information Technology (IT) Projects** – These are IT projects including software and hardware implementation projects, website and application design, or other projects to improve, upgrade, enhance, redesign, or otherwise alter University information technology assets.

If units have questions about the type of request they wish to submit or do not yet know whether a project falls into one of these categories, please contact the Budget Office.

### III. Sources of Funding

For FY21 unit-funded capital requests, units should submit requests for capital projects for which they have already identified available sources of unit funds. In general, the sources of funds available to fund these projects include: (1) gifts made to a unit and restricted for the purpose of funding a specific capital project; (2) units' current year revenues; (3) banked funds or accumulated fund balances; and (4) any combination of funding types (1) through (3). To review details of capital funding, units can refer to the "UC Capital Memo" published on the Budget Office's website at <https://budgetoffice.uchicago.edu/resources-reports/>. For any space-related projects for which the unit does not have an identified source of funding, please contact Blair Archambeau ([barchamb@uchicago.edu](mailto:barchamb@uchicago.edu)). Also, units may submit Information Technology (IT) project requests without an identified source of funding. The Office of the Provost and the Budget Office will contact units that submit IT project requests for additional information after the Provost's IT Committee has completed an initial review of IT project requests.

*If a unit plans to use banked funds for any capital requests, they must receive approval to do so. The form for requesting the use of banked funds for capital projects is also available on the Budget Office website at the link provided above. Approval for the use of unit banked funds must be secured prior to submitting the project request, and a copy must be attached to the request form in the online Capital Project Budget Request (CPBR) application.*

### IV. Submission

Within the **Capital Project Budget Request (CPBR)** application please create all FY21 capital project request drafts by **October 16, 2019** if possible. The deadline for finalizing and submitting FY21 capital project requests within the CPBR application is **November 4, 2019**. The CPBR application can be found at the following link:

<https://budgetoffice.uchicago.edu/capital-budget/capital-project-budget-request-cpbr/>

Also included on the page at the link above is additional information about the CPBR workflow, detailed instructions, FAQ & support, and training resources. The Budget Office will be conducting additional training on October 9, 2019 – a separate communications will be emailed to unit capital managers and unit budget and financial managers with details and training sign-up information.

Please note that only completed CPBR forms received by the submission deadline will be considered for FY21 funding. All required fields and documentation must be completed and

submitted within the application. However, units may submit requests for projects that have not yet been fully cost estimated and may submit a request with an approximate estimate of the total expected costs for the project being requested. If that information is not available prior to submission, units may submit projects with \$0 entered in the cost estimate fields. For any project considered for funding in FY21 that is submitted without a cost estimate, the Budget Office or the Provost's Office will contact the requesting unit for additional information and detail if the project is determined to be a likely candidate for funding in FY21. This primarily pertains to unit-originated IT project requests as there are generally many more project needs than available funding, and units will be contacted for additional information and/or will receive a communication if those requests will not be considered candidates for funding in FY21.

If you have any questions about the process or if you need assistance completing online Capital Project Budget Requests, please contact the Budget Office at [capital-budget-request@uchicago.edu](mailto:capital-budget-request@uchicago.edu).