

**MEMORANDUM**

From: Kathleen Fabiny, Interim Budget Director  
To: University of Chicago Unit Finance Leaders  
Date: September 3, 2020

**Subject: FY22 Capital Project Budget Request – Due October 31, 2020**

**I. Purpose**

The purpose of this memorandum is to solicit FY22 capital project requests and to provide unit budget and financial management leadership teams with guidance on submitting FY22 capital requests. This memorandum pertains to unit-funded capital projects of the types outlined in Section (II) below. For other types of capital and annual capital funding requests for FY22, or if you have a space-related project need that does not fall into one of the categories below, please contact the Budget Office ([capital-budget-request@uchicago.edu](mailto:capital-budget-request@uchicago.edu)) or Blair Archambeau ([barchamb@uchicago.edu](mailto:barchamb@uchicago.edu)) in the Office of the Provost.

Given capital budget constraints as a result of the COVID-19 pandemic, there will be extremely limited resources available to authorize unit-funded requests in the FY22 capital budget. Because of this, any unit capital project request must include a source of unit funding as described in Section (III) below. Also, please note that requests originated by units, regardless of funding source, will be evaluated and prioritized against all other requests for capital authorization based on criticality 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.

**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 projects originated by units to improve, enhance, upgrade, redesign, or otherwise alter space. These also include projects to alter space in support of academic division's programs and priorities. Note that if a unit has already worked with Facilities Services to make requests for Capital Alterations and Repairs (A&R) that address building envelope, infrastructure repairs, 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 been working to ensure that those projects have been submitted by Facilities Services.

**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 you have any general questions before submitting any IT project requests, please contact the Budget Office or Brian Schinker ([bschinker@uchicago.edu](mailto:bschinker@uchicago.edu)) in Information Technology Services (ITS).

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 ([capital-budget-request@uchicago.edu](mailto:capital-budget-request@uchicago.edu)).

### III. Sources of Funding

For FY22 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 for 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 projects for which the unit does not have an identified source of funding, please contact the Budget Office and Blair Archambeau ([barchamb@uchicago.edu](mailto:barchamb@uchicago.edu)). The Office of the Provost and the Budget Office will contact units for additional information after an initial review of those requests has been completed.

*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

Please create all FY22 capital project requests within the **Capital Project Budget Request (CPBR)** application by **October 31, 2020**. 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's & support, and training resources. The Budget Office will be conducting additional CPBR user training in September – a separate communications will be emailed to unit capital managers and unit budget and financial managers with details and training sign-up information.



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Please note that only completed CPBR forms received by the submission deadline will be considered for FY22 authorization. All required fields and documentation must be completed and submitted within the application. As noted above, 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 an initial review of those requests has been completed.

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).