**Major Capital Project Proposal**

**PROPOSED PROJECT NAME:** Enter name of project

**SCHOOL/UNIT PROJECT SPONSOR:** School/unit name(s)

**Primary Contact:** Contact(s) for questions about project proposal

**Email:** Email/computing ID **Phone:** Preferred phone

**PROJECT TYPE:**

Study/preplanning only (initiate study to identify need, establish project objectives, identify potential program and site, and develop initial conceptual/target budget range)

Planning/design (authorize project through schematic design and develop final project budget)

Project (authorize project through construction pending approval of financing plan)

**EXECUTIVE SUMMARY**

Describe the proposed study/project and how it aligns with the 2030 Plan, other institutional strategy and priorities, and UVA’s mission.

**PROJECT BACKGROUND AND DESCRIPTION**

Provide relevant background information and describe in detail the proposed study/capital project including, but not necessarily limited to, the project scope; previous studies/assessments that informed the project; any alternatives considered; the value/benefit it will bring to the University; and any collaboration with other schools/units. In addition, include the key drivers/need for the project (e.g., addresses life-safety risk; responds to legal, compliance, or regulatory mandate; improves current conditions; etc.) and background about the project that will assist with evaluating and prioritizing the proposal.

**PROJECT DESIGN/EXECUTION**

**Proposed timeframes project will be initiated (if applicable):**

* Study/preplanning phase: Enter month and year study will begin
* Planning/design phase: Enter month and year design will begin (design begins with architect/ engineer selection through schematic design approval)
* Construction phase: Enter anticipated month and year construction phase will begin

**Expected project completion date:** Enter month and year project will be completed (i.e., certificate of occupancy issued and building occupied)

**FINANCIAL INFORMATION/FITNESS TEST**

**Estimated cost of proposed study/project:** Enter estimated cost of study/total project budget range. Note that all financial information will be reviewed prior to project being added to Capital Plan.

**Proposed funding source(s):**

Gifts Amount/percentage

Debt Amount/percentage

Cash Amount/percentage

State General Funds Amount/percentage

**Financial assumptions:**

Describe any assumptions used to develop budget, as well as, if applicable, whether it may be necessary to bridge collections of philanthropic gifts (for gift-funded projects) and how debt will be repaid (for debt-financed projects).

**ADDITIONAL INFORMATION**

Enter additional information and/or attach documents related to project not included above (e.g., pro formas; private philanthropy commitments; photos of existing conditions; etc.).

**Date submitted:** Date

*For additional information, please visit the* [*Capital Program website*](https://svpo.virginia.edu/capital) *or contact Holly Wyatt Herman at* [*HWHerman@virginia.edu*](mailto:HWHerman@virginia.edu)*.*