PERMANENT CREATIVE PROJECT PROPOSAL CHECKLIST

Applicant Name: ____________________________________________________________________________

Project Title: _______________________________________________________________________________

☐ 1. Applicant prepares a draft proposal according to the Proposal Guidelines to the CRA. Applications must be submitted at least 90 days prior to the desired start date.

☐ 2. The CRA reviews and sends its recommendation to the Provost with copy to Landmarks and the Office of Campus Planning.

☐ 3. The Provost completes the review in consultation with the Office of Campus Planning and other relevant offices or committees.

☐ 4. The Provost sends recommendation to the President with copy to CRA, Landmarks, and the Office of Campus Planning.

At this stage there are two possible paths forward. If the proposal is NOT for a donated work of art intended for exterior display, then:

☐ 5. The President makes the final determination and sends decision to the CRA, with copy to the Provost, the Office of Campus Planning, and Landmarks.

☐ 6. The CRA informs the applicant of determination.

Or, if the proposal IS for a donated work of art intended for exterior display, then:

☐ 5. The President requests approval from the Board of Regents.

☐ 6. The President relays the Board’s decision to the CRA, with copy to the Provost, the Office of Campus Planning, Landmarks, and other stakeholders.

☐ 7. The CRA informs the applicant of determination, and the associated development office may inform the prospective donor.

THIS DOCUMENT MUST ACCOMPANY ALL PROPOSALS.

Please title document with proposal name and the date of the most recent update.