

## 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.***