

TEMPORARY CREATIVE PROJECT PROPOSAL CHECKLIST

Applicant Name: _____

Project Title: _____

- 1. Applicant obtains a letter of recommendation from a dean or director, which should be addressed to the CRA with copy to Landmarks and Office of Campus Planning.
- 2. Applicant prepares a draft proposal according to the Proposal Guidelines.
- 3. Applicant contacts the local facility manager to review the proposal.
- 4. The local facility manager forwards a completed review to the Office of Campus Planning.
- 5. The Office of Campus Planning reviews and sends recommendation to the applicant with copy to the CRA, Landmarks, and the local facility manager.
- 6. Applicant adjusts proposal in response to Office of Campus Planning recommendations.
- 7. Applicant sends completed proposal with copy of recommendation letter to the CRA. Applications must be received at least 90 days prior to the desired start date.
- 8. The CRA reviews and sends its recommendation to the Provost.
- 9. The Provost reviews and sends recommendation to the President with copy to the CRA, Office of Campus Planning, and Landmarks.
- 10. The President sends final determination to the CRA, with copy to the Provost, Office of Campus Planning, and Landmarks.
- 11. The CRA informs applicant of determination.

THIS DOCUMENT MUST ACCOMPANY ALL PROPOSALS.

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