

Major Capital Building or Renovation Project (\$500,000+)

Concept Approval Form

Stage 1

Date approved: October 3, 2006
Effective Date: October 3, 2006
Date revised: November 2, 2007

Major Capital Concept Project Approval Form (Stage 1)

Project Proponent

Name: _____ Title: _____ Faculty and/or Department: _____ Signature: _____	Telephone: _____ Fax: _____ E-mail: _____ Date: _____
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Description of the Proposed Project

UNBF or UNBSJ Project Number (to be assigned at UNBF by Physical Plant): Faculty or Department: Description of the Project (1 to 2 pages):
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Estimated Project Costs

<i>Estimated Total Project Costs:</i>	
Project cost (based on \$/meter, Class "D" Estimate) including:	
<ul style="list-style-type: none"> - construction cost - professional fees - project management fees - contingency - applicable taxes 	
Furnishings	
Equipment	
Other components (list)	
Total project cost	
<i>Estimated Annual Operating and Maintenance Costs:</i>	
Support staff salaries and benefits	
Materials and supplies (63 series)	
Furniture and Equipment (64 series)	
Maintenance and repairs	
Utilities (71 series)	
Debt service	
Depreciation and amortization (facility replacement costs)	
Other (specify)	
Annual O & M cost	

Potential Funding from Internal/External Sources

Source of Internal and/or External Sources	Cash	In-kind	Total
Internal support: Faculty or Departmental carry-forward funds or other reserves			
External support: research grants contributing to infrastructure development, gifts from donors etc.			
Potential revenue generation from the project			

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Total Contributions			
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Acknowledgment Signatures – key stakeholders who have been consulted

UNB Associate Vice President (Capital Planning & Property Development)	
Signature: _____	Date: _____

Chief Advancement Officer (if relevant to this application)	
Signature: _____	Date: _____

Executive Director of Research Services (if relevant to this application)	
Signature: _____	Date: _____

UNBSJ Assistant Vice President (Financial and Administrative Services)	
Signature: _____	Date: _____

I confirm that the Class “D” Estimates included	
UNBF Director of Physical Plant	
Signature: _____	Date: _____

Other key stakeholders	
Signature: _____	Date: _____

Dean(s) and/or Director(s) Signature

I approve the submission of this concept project and acknowledge that it conforms to my unit’s strategic objectives. If this conceptual project proceeds further, I acknowledge that future support from my Faculty, Institute and/or Departmental operating budget may be required to cover funding shortfalls.	
Name: _____ (Dean(s) and/or Director(s))	Signature: _____ Date: _____

Campus Vice President Signature

I recommend this concept project to the University Management Committee and rank it as # _____ of _____ campus projects being considered at the conceptual stage. If applicable, I have discussed this project and its research implications with the Vice President Research.	
Name: _____ Campus Vice President	Signature: _____ Date: _____

University Management Committee Signature

On behalf of the University Management Committee I recommend to the Board of Governors that this project be approved and ranked # _____ of _____ University projects being considered at the conceptual stage.	
Name: _____ President and Vice Chancellor	Signature: _____

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