

Capital Project Proposal Package

STATEMENT OF NEED INSTRUCTIONS

Units may use their own format to submit a Statement of Need; however the content must follow these instructions. The instructions outline the specific information that is needed by the Provost's Office and Capital Projects Committee to review and understand your unit's capital project need. The instructions include specific items for describing the problem and how it applies to the current environment, options considered, the preferred solution, and other supporting information.

DUE: Sept 15th to the Vice Provost for Academic and Budgetary Affairs.

NOTE: Please respond only to the sections and items that are relevant to the capital project request. It is important to be as concise as possible and to adhere to the page limit listed for each section.

A. Definition of Need

Limit: 4 Pages

Please provide the following information to help us understand the problem and include any supporting data, if needed:

- 1) The specific function and problem that is driving the capital need.
- 2) What is prompting the need to address the problem at this time.
- 3) How long the problem has existed.
- 4) How your unit has managed to work around the problem to date.
- 5) An explanation of any changes in:
 - a) Business practice that have made the space inadequate to meet current needs.
 - b) Trends in peer institutions and their relevance to the University of Michigan's competitiveness.
 - c) New or expanded programs that are planned, the impact they will have on enrollment, faculty, research or administrative staff, and the timeframe for the new or expanded programs.
 - d) New needs that are specifically related to student, faculty, or research investigator recruitment.

Please be as specific as possible about the number of new students, faculty, researchers or administrators that will have to be accommodated and for what purposes.

B. Supporting Information

Limit: 4 pages

For classroom or instructional lab needs, please explain or provide:

- 1) Your current student enrollment and number of faculty by level.
- 2) The amount (square footage) and quality of your unit's existing classroom and instructional lab space by building.¹
- 3) The number of classes/sections currently offered and the planned sizes for these classes/sections.
- 4) The classroom or instructional lab facilities that are shared with other units. Include the name of the units and the purpose of the space.
- 5) A description of your existing classroom or instructional lab utilization. Include explanation of any underutilized classrooms.²
- 6) If space is informally used (i.e., not officially scheduled), please describe the nature and volume of that use and approximate percentage of student body and/or faculty that participate in that informal use.
- 7) The percentage of unit classrooms that are centrally scheduled vs. departmentally scheduled.

- 8) A description of internal policies that your unit currently has in place to ensure effective classroom scheduling and utilization. Explain the extent to which current utilization conforms to that policy.
- 9) A description of any classroom or instructional lab space that your unit currently occupies or has access to that is not currently being utilized. Explain why the space is not being utilized.
- 10) An explanation of how your unit has attempted to meet its unmet classroom or instructional space needs through the use of centrally scheduled classrooms or partnerships with other units.

For research space needs, please explain or provide:

- 1) The number of research faculty, investigators, and supporting staff within the space in question.
- 2) The amount of sponsored research dollars brought into the unit for the past 3-5 years.
- 3) The amount (square footage) and quality of your unit's existing research space by building.¹
- 4) A description of major equipment or technology needs that are unique to your unit and if this equipment or technology has reached the end of its useful life or been identified as obsolete.
- 5) A description of the current space and existing utilization if the need involves research faculty or investigator office space.
- 6) A description of internal policies that your unit currently has in place to ensure effective research space utilization. Explain the extent to which current utilization conforms to that policy.
- 7) A description of any research space that your unit currently occupies or has access to that is not currently being utilized. Explain why the space is not being utilized.
- 8) An explanation of how your unit has attempted to meet its unmet research space needs through partnerships with other units.

For administrative space needs, please explain or provide:

- 1) The number of administrative staff within the space in question.
- 2) A description of any particular equipment or technology needs unique to the unit's general administrative space.
- 3) The amount (square footage) and quality of your unit's existing administrative space by building.¹
- 4) A description of internal policies that your unit currently has in place to ensure effective office or service space utilization. Explain the extent to which current office or service space utilization conforms to that policy.
- 5) A description of any research space that your unit currently occupies or has access to that is not currently being utilized. Explain why the space is not being utilized.
- 6) An explanation of how your unit has attempted to meet its unmet administrative space needs through partnerships with other units.

For clinical service space needs, please explain or provide:

- 1) The number of people served over the past 3 years.
- 2) The amount (square footage) and quality of your unit's existing clinical service space by building.³
- 3) A description of major equipment or technology needs that are unique to your unit and if this equipment or technology has reached the end of its useful life or been identified as obsolete.
- 4) An explanation of how your unit has attempted to meet its unmet clinical service space needs through partnerships with other units.

For any leased space, please explain or provide:

- 1) The number of staff in leased space.
- 2) The location of the leased space(s), including address.
- 3) A description of the amount (square footage) and quality of the space. ⁴
- 4) The function of the space and a description of why non-university space was leased.
- 5) Annual leasing costs and length of leasing contract.

For any other space not addressed above, please provide a similar explanation and supporting data.

C. Desired Solution

Limit: 2 pages

Explain your unit's current thinking about the best way to address the needs described.

- 1) Describe the options that were explored.
- 2) Describe how you reached the conclusion that the proposed project is the best solution.
- 3) Describe your unit's plan for addressing the current challenges if the capital project need is not explored further,

D. Photos

Limit: 20 digital photos

Submit no more than 20 digital photos in either PowerPoint or Word format to supplement your Statement of Need. Photos should include a brief description of the space as well as the building name and room number, if applicable.

NOTE: After reviewing the Statement of Need, the Office of the Provost may additionally request a tour of the facilities.

E. Other Supporting Information

Limit: 2 pages

Please provide any additional information that you believe will be helpful to explain your needs to the Provost's Office and Capital Projects Committee and justify the project proposed.

¹ Pre-defined BusinessObjects reports showing net square footage of instructional, departmental research, organized research, and office space by building or department are available in the SM01 Space Management Universe. Data used in the Statement of Need should be based on these reports.

² Pre-defined BusinessObjects reports showing classroom utilization are available in the SM01 Space Management Universe. Data used in the Statement of Need should be based on these reports. Visit www.provost.umich.edu/space/resources/classroom.html for a brief overview of available reports.

³ Pre-defined BusinessObjects reports are currently not available for clinical service space.

⁴ Pre-defined BusinessObjects reports are currently not available for leased space. Units may contact Architecture, Engineering, and Construction (AEC) Office of Real Estate and Space Information for assistance in gathering this information.