

TIMELINE & PROCESS

REMEMBER THAT THE PROJECTS PRESENTED THIS FISCAL YEAR ARE APPROVED FOR TWO FISCAL YEARS LATER. SEE EXAMPLES IN THE BOTTOM THREE LINE ITEMS

TIMELINE	PROCESS STEP	WHAT HAPPENS
SEPT. 11 - OCT. 11	CALL FOR PROJECTS GOES OUT	THE CAMPUS WILL HAVE ONE MONTH TO SUBMIT THEIR PROJECT REQUESTS VIA THE SUBMISSION FORM.
OCT. 12 - NOV. 1	FACILITIES SUB COMMITTEE & FACILITIES SME COMMITTEE REVIEW	THE FACILITIES SUB COMMITTEE WILL REVIEW AND RATE ALL BETTERMENT PROJECTS. WHILE THE FACILITIES SUBJECT MATTER EXPERTS (SME) WILL REVIEW ALL OTHER PROJECTS.
NOV. 2 - 22	VICE PRESIDENT REVIEW	THE VICE PRESIDENTS WILL REVIEW THEIR RESPECTIVE DIVISION'S SUBMISSIONS AND APPLY THEIR PRIORITY RECOMMENDATIONS TO THE PHASE I PROJECT LIST. ACADEMIC AFFAIRS PROVOST AND DEAN'S WILL REVIEW THEIR DIVISION'S PROJECTS TOGETHER.
NOV. 23 - 29	VICE PRESIDENT FOR OPERATIONS (VPO) & FACILITIES LEADERSHIP REVIEW	THE VPO WILL REVIEW THE PHASE I CALL FOR PROJECTS LIST WITH FACILITIES LEADERSHIP AND PREPARE IT FOR APPROVAL.
NOV. 29	PHASE I LEADERSHIP COUNCIL REVIEW	LEADERSHIP COUNCIL WILL REVIEW THE PHASE I PROJECT LIST AND PROVIDE RECOMMENDATIONS.
DEC. 6	PHASE I ADMIN COUNCIL APPROVAL	ADMIN COUNCIL WILL REVIEW AND APPROVE THE PHASE I PROJECT LIST, WHICH WILL THEN GO ON TO PHASE II.
JAN - FEB	PHASE II - PROJECT SCOPING AND COST ESTIMATING	FACILITIES SERVICES WILL EXAMINE THE SCOPE OF ALL PHASE II PROJECTS AND PREPARE DETAILED COST ESTIMATES.
MAR. 1 -15	CAMPUS OPERATIONS PREPARES FOR PRESENTATION TO LEADERSHIP COUNCIL	CAMPUS OPERATIONS AND FACILITIES SERVICES PREPARE PROJECTS FOR PRESENTATION.
MAR. 20	PHASE II LEADERSHIP COUNCIL REVIEW	LEADERSHIP COUNCIL WILL REVIEW PHASE II PROJECT LISTS AND FUNDING PROPOSALS AS PART OF FINAL RECOMMENDATIONS TO ADMINISTRATIVE COUNCIL.
APR. 10	PHASE II ADMINISTRATIVE COUNCIL REVIEW AND APPROVAL	ADMINISTRATIVE COUNCIL WILL REVIEW PHASE II PROJECT RECOMMENDATIONS, FUNDING PROPOSALS, AND APPROVAL OF A FINAL PROJECT LIST FOR PBFAC FUNDING AND INTERNAL FUNDING CONSIDERATION.
THE FOLLOWING YEAR, FIRST TUESDAY IN OCT. (EX: FY 26 REQUEST WILL BE PRESENTED IN OCTOBER OF 2024)	PBFAC REVIEW	PBFAC WILL REVIEW THE PROJECT LIST AND APPLY THEIR APPROVAL AS APPROPRIATE.
THE YEAR AFTER AROUND MID - APR. (EX: FY 26 REQUEST WILL BE APPROVED IN APR. 2025 WHEN THE THE JFAC MEETS)	PBFAC/ STATE APPROVAL	ISU WILL RECEIVE NOTICE BACK FROM PBFAC OF WHAT PROJECTS HAVE BEEN APPROVED TO MOVE FORWARD FOR THIS COMING FISCAL YEAR.
NEAR JUL. 1ST OF THE SAME YEAR. (EX: FY26 LIST WILL BE FUNDED JUL. 1ST OF 2025, WHICH IS THE START OF FY26)	PROJECTS ARE SCHEDULED BY ISU AND DPW (DEPARTMENT OF PUBLIC WORKS) PROJECT MANAGERS	THE PROJECT MANAGERS WILL WORK OUT THE DETAILS AND TIMELINES OF THE PROJECTS.