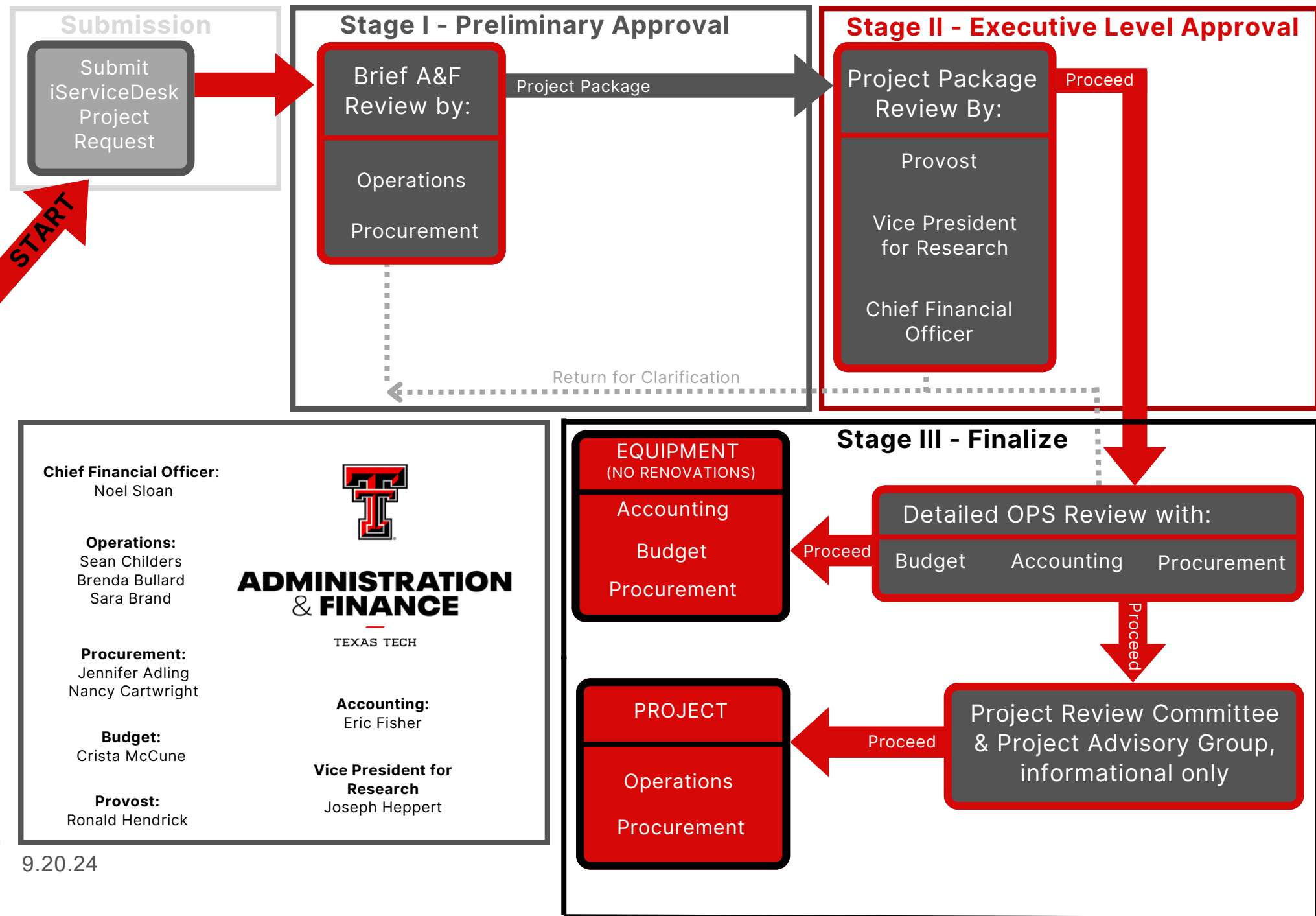


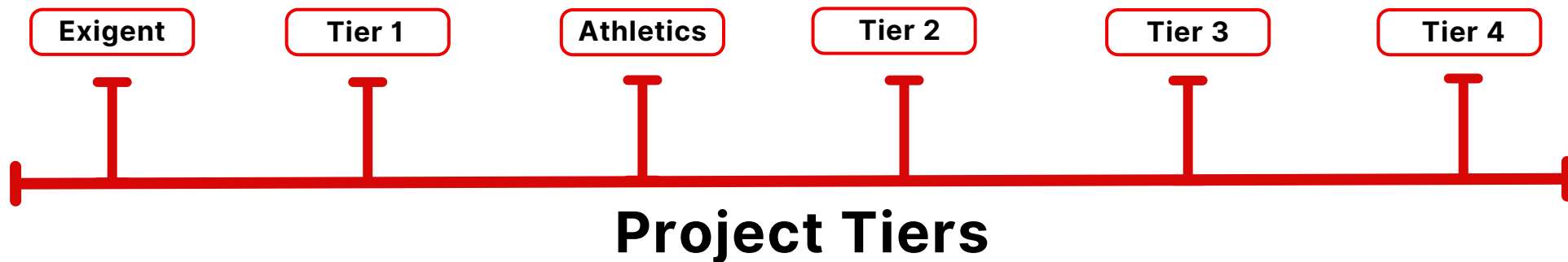
The background features a complex, abstract geometric pattern composed of large, solid-colored blocks in red, black, and white. These blocks are arranged in a way that creates a sense of depth and architectural structure, with some blocks appearing to overlap others. The central area is a large white rectangle where the text is located.

RESEARCH PROJECT PACKAGE

11.20.24

Tier 1 - Research Project Flowchart





- Exigent

➔

Projects identified as pressing or critical and approved by executive leadership

EXAMPLE: Donor, facility emergency, campus related event, urgent safety
- Tier 1
University Research
Texas University Fund
and Non-Texas
University Fund

➔

Projects in support of university research, TUF and all other research

EXAMPLE: Laboratory modifications/renovations, and new equipment support
- Athletics

➔

Projects identified for Athletics

EXAMPLE: Facility enhancements, repurposing, or renovations
- Tier 2
Strategic Alignment

➔

Projects in alignment with university initiatives and plans

EXAMPLE: New hires, repurposing of facility, CCAP, executive level initiatives, contractual requirements
- Tier 3
Budgeted Funding

➔

Project submitted and approved during annual budget hearings by leadership

EXAMPLE: Capital, maintenance and life safety related facility modifications
- Tier 4
Other

➔

Projects requested by colleges, departments, or areas that do not fall within other tiers

EXAMPLE: Facility enhancements modifying existing functional space, office renovations, furniture purchases.



Tier 1, Submission

iServiceDesk Project Request

The screenshot shows the Texas Tech University Operations Division iServiceDesk interface. The header includes the Texas Tech logo and the text "TEXAS TECH UNIVERSITY Operations Division". The main navigation menu on the left lists "Operations Division", "Operations Home", "Key Management System", "Material Information Portal", "Self Help Assessment", "Work Request", "Submit a Request", and "Search By Number". The "Work Request" section is active, showing a "Work Order" dropdown and a "GO" button. The main content area is titled "iServiceDesk: Work Order & Project Request Submission" and features a red banner with the text "For Emergencies call 806.742.4OPS (4677)". Below the banner, there are instructions: "1) Select your Facility", "2) Select your Building", and "3) Submit your Request". A note states "Please note that items in RED are required." The "Request Form for PHYSICAL PLANT" is displayed, with fields for "Name", "Phone #", "E-mail Address", "Area or Room #", "Account #", "Tag #", "Department", "Request", and "Did you have a primary contact?". An "Attachment (Max: 3MB)" section includes a "Choose File" button and a "No file chosen" message. A "Submit" button is at the bottom. A footer note says "If you have questions or comments, please contact us at 806.742.4OPS (4677)".

Project Request

- www.depts.ttu.edu/Operations/
- Click Work Order & Project Requests
- Complete iServiceDesk: Work Order & Project Request Submission
- Operations will gather additional project details as needed

Tier 1, Stage I, Preliminary Approval

Brief A&F Review

Brief A&F Review

- Brief A&F Review by
Operations and Procurement,
including:
Operations
Procurement

- Approved project requests will
proceed to executive level
review

Tier 1, Stage II, Executive Level Approval

Executive Level Review

Executive Level Review

- Executive Level Review by:
Provost
Vice President for Research
Chief Financial Officer

- Approved project requests will
proceed to Detailed OPS DIV
Review with:
Accounting
Budget
Procurement

Tier 1, Stage III - Finalize Detailed OPS DIV Review

Detailed OPS DIV Review

- Operations will conduct a detailed review with:

Budget

Accounting

Procurement

- Approved project requests will proceed to:

Option 1

Equipment (no renovations)

OR

Project Review Committee &
Project Advisory Group,
information only

Project (with or without
renovations)

Tier 1, Stage III, Finalize EQUIPMENT (no renovations), Option 1

Equipment (no renovations)


- Project package review by:

Accounting

Budget

Procurement

Tier 1, Stage III, Finalize EQUIPMENT (no renovations), Option 1

 TEXAS TECH UNIVERSITY
Operations Division

Equipment Funding Request

Project Number	<input type="text"/>	Building/Location	<input type="text"/>
Project Name	<input type="text"/>	Gross Square Footage	<input type="text"/>
Requestor	<input type="text"/>	Requestor Email	<input type="text"/>
Project Manager	<input type="text"/>	Date	<input type="text"/>

The referenced TUF request for
has been evaluated after discussion with the researcher, Procurement, and Budget. This initial funding request addresses purchase of the following equipment items:

Construction Funding Request for equipment only is \$. This amount does not include construction costs, fees, or support activities. A separate Construction Funding Request will be sent to the researcher for additional funding of these items excluding fees.

Please note that this is an Equipment Funding Request based upon the initial proposal review and scoping discussions. It is intended to be a preliminary budgetary establishment only. This cost is NOT a firm, final equipment cost. A firm cost will be established through coordination with a vendor to determine all associated vendor costs or discounts.

Estimated construction time for this project is months (includes equipment purchase and delivery time). Construction/equipment procurement cannot begin until appropriate funding has been placed into a construction account.

Equipment Funding Request

- Operations will send Equipment Funding Request to requestor in order to encumber funds for equipment procurement
- Complete form and return to Operations

Tier 1, Stage III, Finalize PROJECT

A&F Review

- Project Package reviewed by:
Operations
Procurement

- Approved project requests will be assigned to an Operations Division, Engineering Services project manager and proceed to:
Design Phase

Tier 1, Stage III, Finalize PROJECT - Design Phase



Design Funding Request

Project Number	<input type="text"/>	Building/Location	<input type="text"/>
Project Name	<input type="text"/>	Gross Square Footage	<input type="text"/>
Requestor	<input type="text"/>	Requestor Email	<input type="text"/>
Project Manager	<input type="text"/>	Date	<input type="text"/>

Project Scope (includes budget breakdown)

We have estimated the total design cost to be \$.

This Design Funding Request ☐ does ☐ does not include third party design fees for contracting with a design firm to prepare necessary design and construction documents.

Design duration is estimated to be months once design funding is received and the project is inserted into the work schedule. Design cannot begin until appropriate funding has been placed into a construction account.

----- Requestor to Complete Below this Line -----

Account Number (FOP)	<input type="text"/>
Account Signature Authority	<input type="text"/>
Provost/Vice President/Dean Signature	<input type="text"/>
Chief Financial Officer Signature*	<input type="text"/>

*16A funds over \$100,000, and 16B - 16K funds regardless of amount, must be approved by the Chief Financial Officer.

Comments

- If you choose not to proceed with construction immediately after design is completed, your design will need to be reevaluated prior to construction commencement and additional design costs may be incurred.
- If we do not receive a reply within thirty (30) days, the project will be closed. To re-open the project, a new request will be required.

_____ Date reviewed by Project Review Committee

_____ Date Reviewed by Project Advisory Group

Design Funding Request

- Operations will send Design Funding Request to applicant to encumber funds for design phase of project
- Complete form and return to Operations

Tier 1, Stage III, Finalize PROJECT - Construction Phase



Construction Funding Request

Project Number	<input type="text"/>	Building/Location	<input type="text"/>
Project Name	<input type="text"/>	Gross Square Footage	<input type="text"/>
Requestor	<input type="text"/>	Requestor Email	<input type="text"/>
Project Manager	<input type="text"/>	Date	<input type="text"/>

Project Scope (includes budget breakdown)

We have estimated the total construction budget to be \$. This cost includes construction costs, management fees of \$, and support activities.

Construction cannot begin until appropriate funding has been placed into a construction account, contract has been executed, and a Notice to Proceed has been issued. Construction duration is estimated to be months. Construction is estimated to begin . After project completion, reconciliation of accounting is anticipated to take days.

----- Requestor to Complete Below this Line -----

Account Number (FOP)	<input type="text"/>
Account Signature Authority	<input type="text"/>
Provost/Vice President/Dean Signature	<input type="text"/>
Chief Financial Officer Signature*	<input type="text"/>

*16A funds over \$100,000, and 16B - 16K funds regardless of amount, must be approved by the Chief Financial Officer.

Comments

- If you choose not to proceed with construction immediately after design is completed, your design will need to be reevaluated prior to construction commencement and additional design costs may be incurred.
- If we do not receive a reply within thirty (30) days, the project will be closed. To re-open the project, a new request will be required.


_____ Date reviewed by Project Review Committee

_____ Date Reviewed by Project Advisory Group

Construction Funding Request

- Operations will send Construction Funding Request to applicant to encumber funds for construction phase of project
- Complete form and return to Operations

Tier 1, Stage III, Finalize PROJECT - Equipment Phase, if applicable

 TEXAS TECH UNIVERSITY
Operations Division

Equipment Funding Request

Project Number	<input type="text"/>	Building/Location	<input type="text"/>
Project Name	<input type="text"/>	Gross Square Footage	<input type="text"/>
Requestor	<input type="text"/>	Requestor Email	<input type="text"/>
Project Manager	<input type="text"/>	Date	<input type="text"/>

The referenced TUF request for
has been evaluated after discussion with the researcher, Procurement, and Budget. This initial funding request addresses purchase of the following equipment items:

Construction Funding Request for equipment only is \$. This amount does not include construction costs, fees, or support activities. A separate Construction Funding Request will be sent to the researcher for additional funding of these items excluding fees.

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Estimated construction time for this project is months (includes equipment purchase and delivery time). Construction/equipment procurement cannot begin until appropriate funding has been placed into a construction account.

Equipment Funding Request

- Operations will send Equipment Funding Request to applicant in order to encumber funds for equipment procurement, if applicable
- Complete form and return to Operations