



To: President's Cabinet  
Portfolio Owners  
Academic School Deans

From: Claude D. Rounds  
Vice President for Administration

Date: October 05, 2012

Re: Capital Funding Requests Based on Performance Plans

As part of the FY14 Performance Planning process, the Administration Division is starting now to gather capital project needs from all portfolios in order to fully estimate project costs and to develop and manage the Institute's overall Capital Budget. The request should be developed and presented as a "Three Year Capital Plan" including your assessment of priority needs in your portfolio for FY14, FY15, and FY16. These expenditures could be facilities-related and include leasing of real estate, deferred maintenance and/or renewal needs; or they may be related to priority program initiatives and/or capital equipment in your portfolios that require capital funding.

The priorities presented in your FY14 Capital Budget Request must focus on and support the FY14 Performance Planning three components of our Institute-Wide Highest Priorities of Overarching Goals, Signature Thrusts, and Highest Priorities.

## **Overarching Goals**

- **Physical and Cyber Infrastructure**
- **Faculty Renewal, Expansion, and Retention**
- **Stronger, Larger, Higher Impact Research Portfolio**
- **40-30-10-10-10 to promote intellectual diversity of the Institute**
- **University Positioning – "The Three Thirty Fives"**
- **Strengthen the Resource Base**

## **Signature Thrusts**

- **Biotechnology and the Life Sciences**
- **Nanotechnology and Advanced Materials**
- **Computational Science and Engineering (Computation and IT)**
- **Energy and the Environment**
- **Media, Arts, Science and Technology (MAST)**

## **Institute-Wide Highest Priorities**

- **Grand Challenges**
- **Strategic Planning: "Rensselaer at 200"**
- **CLASS...Student Experience**
- **Center for Science**
- **Fundraising – Strategic Focus**
- **Global Engagement**

**In all instances your requests must be considered high priorities to the success of your portfolio's mission and be specifically included in your Portfolio's Performance Plan.** Allocation of capital resources in the FY14 Capital Budget will be based on the Institute's and Portfolio's highest priorities; in this regard we ask that the Portfolios provide supporting documentation that shows the alignment of these projects with the Institute's highest priorities.

Capital expenditures are currently defined as "the construction, renovation, purchase or lease of an asset (facilities, equipment, computer hardware, and software) that costs \$50,000 or more and has an expected useful life of at least one year. This includes major capital equipment costing \$50,000 or more."

The Administration Division is in the process of identifying facilities-related deferred maintenance and renewal priorities based on input from within our Division. Some of your requested projects may be duplicates of these projects. We will ensure that there is no duplication of projects.

All information provided as capital project requests will be considered preliminary. However, this is a necessary first step in order to develop priorities, detailed scope of work and cost estimates that will be included in formal budget submittals during January 2013.

Attached as Exhibit A, is a template that outlines the information needed for each of your requested capital projects. It includes your estimate of the necessary completion date and the cost for each project in order to develop a timeline for all projects and to determine where potential resource conflicts exist. Your requests will also be reviewed by the Administration Division to assess and validate costs where possible, to determine our capacity to manage the completion of the projects, and to determine when buildings and residence halls will be available for construction. If you would like assistance in estimating some of your requests prior to your submittal, please contact Bruce Kunkel, Director, CP&FD [kunkeb@rpi.edu](mailto:kunkeb@rpi.edu), x8246, or Ed Staats, Manager of Design & Construction, CP&FD [staate@rpi.edu](mailto:staate@rpi.edu), x8249.

**Some capital program requests may require additional space to support your programs. Space utilization and planning has become an Institute priority, so capital requests should clearly define all additional space requirements.**

Attached as Exhibit C, are the capital projects/expenditures that your portfolio submitted last year for the current fiscal year. Capital projects/expenditures that were submitted during the FY13 Performance Planning process for FY13 and beyond should be resubmitted if they are related to your Performance Plan priority program initiatives and/or capital equipment in your portfolios that require capital funding. This should include reevaluating both the need, prioritization and estimated cost for the projects.

Attached as Exhibit B is the "Timeline for Capital Funding Requests FY14"

Please **return** your Exhibit A information templates by November 5, 2012 to Steve Schwan, Sr. Business Manager, Administration Division, [schwas@rpi.edu](mailto:schwas@rpi.edu), x6628. Contact him if you would like an electronic copy of the template.