

**CHICAGO STATE UNIVERSITY
FY 2019 CAPITAL BUDGET APPROPRIATION REQUEST**

NARRATIVE –

PRIORITY 2019- (REGULAR CAPITAL OR CAPITAL RENEWAL)

PROJECT:

CATAGORY :

NEW RESOURCES REQUESTED: \$

- 1. IN NO MORE THAN A ½ PAGE NARRATIVE, SUMMARIZE ALL THE MAJOR POINTS OF YOUR REQUEST. IN PARTICULAR, DESCRIBE HOW THIS REQUEST ADVANCES THE GOALS OF THE UNIVERSITY AND YOUR DIVISION AND COLLEGE OR DEPARTMENT.**

- 2. DISCUSS IN DETAIL THE ESSENTIALS OF WHAT YOU ARE REQUESTING.**

- 3. EXPLAIN IN DETAIL WHY YOU ARE MAKING THIS REQUEST. DISCUSS THE ISSUES INVOLVED AND WHY THIS PARTICULAR REQUEST IS THE BEST SOLUTION. GIVE ANALYSES OF PRESENT CONDITIONS, INCLUDING WEAKNESSES OR DEFICIENCIES TO BE CORRECTED, SUPPLY RELEVANT DATA/STATISTICS (e.g. HIGH STUDENT DEMAND BACKLOG OF WORK, AGE OF PRESENT EQUIPMENT, ETC.)**

- 4. DISCUSS HOW THIS RELATES TO THE UNIVERSITY'S MISSION AND THE PRESIDENT'S GOALS AND OBJECTIVES.**

- 5. EXPLAIN HOW THIS REQUEST RELATES TO YOUR DIVISION'S GOALS AND OBJECTIVES AND MORE SPECIFICALLY YOUR COLLEGE'S / DEPARTMENTS GOALS AND OBJECTIVES.**

- 6. ESTIMATE YOUR RESOURCE NEEDS AS FOLLOWS:**