

General Information Completion Instructions (Establish Phase I):

The first time clicking on this tab you will need to select [Create General Information](#) to display the questions and tables to be completed for the Request Type.

FileRequestTasks

SaveSave and CloseAdd to +Save and NewDelete

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Request: 1115-1 | Establish Phase I | College of Charleston | Test

Request Type*Additional Costs / (Savings)General InformationHigher EducationNotes/DocumentsApprovals

Request Type: Establish Phase I | College of Charleston | TestCreated By: JLLPRESTI8/7/2026 10:19:38 AM

Status: In-Progress

General Information

Request Number1115-1

Create General Information

Answer all questions displayed. Some responses will generate an additional question or a table to be completed. All questions and tables displayed are required and must be completed.

General Information

Request TypeEstablish Phase IStatusIn-Progress

Total Project CostImport --> Cost EstimateUpload

Attach a copy of the internal detailed cost estimate if submitting an Establish Phase I or Phase I Increase. Attach a copy of the A&E cost estimate obtained during the Phase I process if submitting an Establish Phase II or Phase II Increase.
All Documents must be 8.5 x 11 for Upload

Has the total estimated cost to complete the project increased/decreased from the most recent CPIP submission?

Fund Sources

Project Phase	Amount	Fund Type	GL Code	Description	Current Uncommitted Balance	Date Current Uncommitted Balance Verified
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Show 100 records

Totals will update on submit.

A&E Pre-Design TotalFull Construction Total

Combined Total

Does the A&E Pre-Design request exceed 1.5% of the internal estimated cost of the project?

Programs Impacted

Identify the programs that use or will use the space impacted by this project.

Persons Impacted

User Type*

Number of Users*

Show

100

records

Total People Impacted

Economic Impact

Provide the economic impact of the project, including job creation and retention. If there is no impact, provide an explanation.

Project Type

Is this a renovation project, construction of a new facility and/or an addition to an existing facility?

Enter the total estimated cost of the project in its entirety.

Upload

the cost estimate.

Note: The cost estimate should reflect the total estimated cost of the project in its entirety.

Request Type

Establish Phase I

Status

In-Progress

Total Project Cost

Import ---> Cost Estimate

Upload

Attach a copy of the internal detailed cost estimate if submitting an Establish Phase I or Phase I Increase. Attach a copy of the A&E cost estimate obtained during the Phase I process if submitting an Establish Phase II or Phase II Increase.
All Documents must be 8.5 x 11 for Upload

If the PIP/Request Type was created from a CPIP Project Detail Worksheet, the below question will be displayed.

If the answer is yes, the fillable field is displayed and must be completed.

Has the total estimated cost to complete the project increased/decreased from the most recent CPIP submission?

Yes

Explain*

If the answer is no, there is no further information needed.

Has the total estimated cost to complete the project increased/decreased from the most recent CPIP submission?

No

If the PIP/Request Type was not created from a CPIP Project Detail Worksheet, the below question will be displayed. If the answer is yes, the fillable field is displayed and must be completed.

Why was the project not included in the most recent CPIP submission?

Click the  sign to access the Fund Sources table.

[illegible]

The Fund Sources table must be completed to identify the specific funding source(s) allocated by project phase.

Fund Source

Complete this table by identifying all funding sources that will be used for this renovation and/or new construction project. Include the funding source and corresponding amount for all funds required to support both Phase I (A&E Pre-Design) and Phase II (Full Construction).

Project Phase*

Amount* Fund Type*

Current Uncommitted Balance* GL Code

For each funding source, identify the statutory authority authorizing its use for permanent improvement projects, including the applicable code section or other legal provision. If the funding source includes revenue from a fee, provide the fee name, amount, collection frequency, and the date the fee was first implemented.

If bonds are identified as a funding source, provide the bond issuance date. If the bonds have not yet been issued, indicate the anticipated date on which the bond resolution will be submitted to the State Fiscal Accountability Authority for approval.

Fund Type Description*

Fund Type Definition*

Date Uncommitted Balance Verified:

Month

Year

If project funding is provided by a third party, a commitment letter must be provided.
If project funding is Appropriated State (nonrecurring) or Capital Reserve Funds, a copy of the ratified appropriation must be provided.

All Documents must be 8.5 x 11 for Upload
Verify the correct document type is selected from the dropdown on the import screen
If private or federal funding is being used, attach a letter guaranteeing the availability of those funds.

Import ----> Letter of Funds

Upload

If Appropriated State (nonrecurring) and/or Capital Reserve funds are included as a funding source, attach a copy of the ratified appropriation of those funds.

Import ----> Appropriation

Upload

If the answer is yes, the fillable field is displayed and must be completed.

Does the A&E Pre-Design request exceed 1.5% of the internal estimated cost of the project?

Yes

Explain*

If the answer is no, there is no further information needed.

Does the A&E Pre-Design request exceed 1.5% of the internal estimated cost of the project?

No

Answer the below question as appropriate.

Programs Impacted

Identify the programs that use or will use the space impacted by this project.

Click the  sign to access the Persons Impacted table.

Persons Impacted

User Type*

Number of Users*

Show 100 records

Total People Impacted

People Impacted

User Type*

Number of Users*

Clients

Faculty

Staff

Students

Visitors

< None >

Add as many User Types as needed to reflect the users for the Programs Impacted by the project.

Answer the below question as appropriate.

Economic Impact

Provide the economic impact of the project, including job creation and retention. If there is no impact, provide an explanation.

Select the Project Type option that best represents the request.

Project Type

Is this a renovation project, construction of a new facility and/or an addition to an existing facility?

New Construction

Renovation

Both

< None >

Once fully complete, click **Submit**. All changes will be saved on the General Information tab.

Submit

Cancel

General Information Completion Instructions [\(Phase I Increase\)](#):

Update all responses displayed as appropriate. All questions and tables displayed are required and must be completed.

General Information Completion Instructions ([Establish Phase II](#)):

Update all responses displayed as appropriate. There are new questions presented for this Request Type. Some responses will generate an additional question or a table to be completed. All questions and tables displayed are required and must be completed.

If the answer is yes, the fillable field is displayed and must be completed.

Has the total estimated cost to complete the project increased/decreased from the Phase I estimate or Phase I Increase estimate?

Explain*

If the answer is no, there is no further information needed.

Has the total estimated cost to complete the project increased/decreased from the Phase I estimate or Phase I Increase estimate?

If the answer is N/A, there is no further information needed.

Has the total estimated cost to complete the project increased/decreased from the Phase I estimate or Phase I Increase estimate?

If the answer is yes, the fillable field is displayed and must be completed.

Is the contingency more than 10% of fees and construction costs?

Explain*

If the answer is no, there is no further information needed.

Is the contingency more than 10% of fees and construction costs?

Once fully complete, click . All changes will be saved on the General Information tab.

General Information Completion Instructions [\(Phase II Increase\)](#):

Update all responses displayed as appropriate. There is a new question presented for this Request Type. Some responses will generate an additional question or a table to be completed. All questions and tables displayed are required and must be completed.

Answer the below question as appropriate.

Why has the total estimated cost to complete the project increased from the Phase II estimate or Phase II Increase estimate?