UNIVERSITY AT ALBANY
State University of New York

> When submitting a program proposal please submit this form to indicate the resource implications of the proposal.

Proposal Title: _____

College or School _____ **Department** _____

Program Director or Sponsor _____ **Email** _____

Action Category	☐ Program Proposal ☐ Other (describe)	Does this proposal include any space resource implications? Approx. sq. ft. needed: _____	☐ Yes ☐ No
Action Type	☐ New ☐ Revision ☐ Deactivation ☐ Other (describe)	Does the Office of Finanical Aid identify this as a **Gainful Employment Program (GEP)**?	☐ Yes ☐ No

Brief Description of Proposal: *(attach additional pages if necessary)*

Is there an impact on other service units? Please attach documentation that you have consulted with each unit listed below:

Yes	No	
☐	☐	**ITS**
☐	☐	**University Libraries**
☐	☐	**Scientific Core Facilities**
☐	☐	**Other services (**i.e., advisement, parking, facilities, security), please list:

Is there an impact on other academic programs? Please list all academic departments consulted regarding impact and attach documentation.

Faculty and Staff *(attach additional pages **if** necessary)*
(a) Describe new faculty hiring needed during the next 3 years
(b) Explain how program will be administered for the purposes of admissions, advising, course offerings, etc. Discuss the available support staff.

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Program Expenses

List all resources that will be engaged specifically as a result of the proposed program (e.g., a new faculty position or additional library resources). If they represent a continuing cost, new resources for a given year should be included in the subsequent year(s), with adjustments for inflation or negotiated compensation.

Program Expense Categories	Prior to implementation	Academic Year 1:	Academic Year 2:	Academic Year 3:	Academic Year 4:	Academic Year 5:
(a) Personnel (including faculty and all others)						
(b) Library						
(c) Equipment						
(d) Laboratories						
(e) Supplies						
(f) Capital Expenses						
(g) Student stipends or scholarships						
(h) Other (specify):						
Sum of Rows Above	$	$	$	$	$	$

Expenses (in dollars) spans the six expense columns.

Explanatory Notes (add additional pages as needed):

APPROVALS

Department Chair

_____   _____
Department Chair   Date

Dean

_____   _____
Dean   Date

UPPC Chair

_____   _____
UPPC Chair   Date

- It is the sponsoring department's responsibility to request and attach all required documentation and to obtain all required signatures (with the exception of the chair of UPPC's) **before** presenting the documentation.

- Completed forms should be sent to the **Office of Undergraduate Education**, the **Office of Graduate Education**, or **both** as appropriate.

- When the Chair of UPPC has received the proposal from the appropriate office(s), s/he will notify you that it has been placed on the UPPC agenda and invite you to attend the meeting.