To submit a project request, please go to the ‘Tools’ tab in My SLU website, and Click on the ‘Facilities Service Request’ application
From home page of the Facilities application, hover your mouse over the ‘Project Management’ bubble.
Within the Project Management bubble please click on ‘New Project Request’
Once you arrived to the ‘New Project Request’ view you can complete the project request form.

Note: The fields with an (*) in red, these are required fields.

- Verify your name is populated correctly, click on Select to change the requestor
- Verify your department is populated correctly, click Select to change it
- Enter an appropriate name for your project
- From the dropdown list please select the appropriate Project Type
Please select the approvers needed to authorize the Project to be estimated.

- Provost or Vice President, click on Select to search
- Dean, click on Select to search
- Chairman or Department Head, click on Select to search

Once you click ‘Select’ on each field, a search box will appear. Please search by last name first, if there are too many results; then please use last name first name. (for example, Pestello Fred)

Click on the appropriate name

Click on ‘Select’
<table>
<thead>
<tr>
<th>Project Request</th>
<th>Funding Sources</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Requested By</strong></td>
<td>Totar, Francisco</td>
<td>Select</td>
</tr>
<tr>
<td><strong>Requesting Department</strong></td>
<td>D292 Facilities Data Man</td>
<td>Select</td>
</tr>
<tr>
<td><strong>Project Submitted Date</strong></td>
<td>10/2/2019</td>
<td></td>
</tr>
<tr>
<td><strong>Project Name</strong></td>
<td>Office Renovation</td>
<td></td>
</tr>
<tr>
<td><strong>Project Type</strong></td>
<td>Renovation</td>
<td></td>
</tr>
<tr>
<td><strong>Provost or VP Project Authorization</strong></td>
<td>Lucido, Michael A</td>
<td>Select</td>
</tr>
<tr>
<td><strong>Dean Project Authorization</strong></td>
<td>Montgomery, Dustin L</td>
<td>Select</td>
</tr>
<tr>
<td><strong>Chairman or Dept Head Project Authorize</strong></td>
<td>Forhan, Laura</td>
<td>Select</td>
</tr>
<tr>
<td><strong>Preferred Start Date</strong></td>
<td>11/1/2019</td>
<td></td>
</tr>
<tr>
<td><strong>Preferred Completion Date</strong></td>
<td>2/28/2020</td>
<td></td>
</tr>
<tr>
<td><strong>Project Description</strong></td>
<td>Our department would like to renovate office 221 for the Assistance Director of Parking and Card Services. The Assistant Director of Parking and Card Services will be moving from DuBourg Hall to the Wool Center.</td>
<td></td>
</tr>
<tr>
<td><strong>Project Justification</strong></td>
<td>The current state of the office is not suitable for the needs of the Assistant Director of Parking and Card Services.</td>
<td></td>
</tr>
</tbody>
</table>

Please select your preferred project start date
Please select your preferred project completion date
Please enter your project description
Please enter the justification for your project request
Please enter the amount of the available budget for this project.

From the drop-down box, please select the Site where the project will take place.

From the dropdown box, please select the Building where the project will take place.
From the dropdown box, please select the Floor where the project will take place.

Please enter the room or rooms that will be affected by the project.

**Note:** Only the Site is required, but if the project takes place in a known space please be sure to fill out the building, floor, and room(s) sections.
Room Utilization

* Is your department utilizing space today?
- Yes
- No

* Is your depart. sole occupant of space?
- Select One

If your department is utilizing this space, please enter the current use:

If your department is not utilizing this space, please enter the propose use:

From the drop down menu please select the answer regarding the current room Utilization.
Room Occupancy

* Is your department utilizing space today?

- Yes
- No

What is the current use?

Office

* Is your department the sole occupant of space?

- Yes
- No

Project Status

From the drop down menu please select the answer regarding the current room Occupancy.

If your department is not the sole occupant of the affected space, please enter the name of the other department(s) occupying the space.
One the request information has been completed, then please click on next to enter the ‘Funding Sources’.
At this moment in the process, you will get an email stating that your project request has been received. Although this is true, the next step (Adding Funding Source(s)) is very important for the review process of your project request.

To add a Funding Source, please click on 'Add'.
Please enter the Fund Number
Please enter the Fund Name
Please enter the Fund Amount
Please click on Submit
If you need to add more than one Funding Source, please click on Add again and repeat the previous steps.

If you are done adding Funding Sources, then please click on Next.
This next step is optional. If you have a document that you would like to add regarding your project request please do the following.

<table>
<thead>
<tr>
<th>Project Request</th>
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<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Documents</td>
<td>Add</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Please click on Add
From the drop down box, please select document type that best describes your document.
Click on Upload, the window below will open.

Click on Browse, navigate where your document is, select your document and click on Open.

The file name field will automatically populate with the name of your document.

Please enter a title for your document.

Please click on Upload.
Please click on Submit, to finish adding the document to your project request.
If you need to add more than one Project Document, please click on Add again and repeat previous steps.

If you are done adding Project Documents, then please click on Submit.
At this point your project request has been submitted. Construction Services will review your request, contact you if more information is needed, and inform you if your request has been approved.