

March 18, 2025

**DEANS
VICE CHANCELLORS
VICE PROVOSTS
ASSOCIATE CHANCELLORS
ATHLETIC DIRECTOR PAULA SMITH
UNIVERSITY LIBRARIAN LORELEI TANJI**

RE: Small Capital Improvement Program for 2025-26; **Proposals Due July 8, 2025**

I am pleased to inform you that we will once again be considering projects for funding in 2025-26 through the Small Capital Improvement Program. Projects submitted for consideration should meet the following criteria:

- Accommodate new faculty hires
- Improve instructional space
- Correct critical life-safety deficiencies

Due to the fiscal challenges the campus is currently facing, funding for 2025-26 program will be limited. **Please be mindful of this limitation and submit only your top two priorities. To assist with maximizing available funds, preference will be given to projects that include matching funds of 25% or more.**

In the interest of expediting urgent projects, units may, at their own risk, use departmental funds to initiate work on their highest-priority projects prior to receiving funding approval. If the project is approved, budgeted expenditures incurred prior to approval would be reimbursed as part of the award. **Guidelines for prefunding and reimbursement of SCIP projects are provided in Attachment 1.**

Please use the attached Project Summary Form for submitting your proposals. Detailed instructions for submitting proposals are included on the form. Contact the following people as appropriate for assistance in coordinating project proposals:

- If units have a particular life-safety concern, contact Sandra Conrrad (extension 4-6982 or sconrrad@uci.edu) in Environmental Health & Safety for input on safety requirements or considerations for the project.
- For security-related projects, please coordinate proposals with James Layne (extension 4-1308 or jlayne@uci.edu) in Facilities Management to ensure consistency with the campus's comprehensive Security Master Plan. **Given the budget situation, projects proposing security cameras and cardkey access systems are not likely to receive funding.**
- For all projects, units should contact Facilities Management to obtain professional cost estimates. Facilities Management is also available to assist in defining the scope of projects. Please contact Adam Feuerstein (extension 4-8112 or afeuerst@uci.edu) or Kyoko Adachi (extension 4-9520 or kadachi@uci.edu) by **April 15, 2025**, to request Facilities' services.





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If your unit has received a Small Capital Improvement award in previous years for a scope of work that is still in process, please complete the attached Project Status Form for each active project. The completed form should be submitted with your proposals for this year's program.

Completed proposals must be submitted for consideration by July 8, 2025. A committee comprised of faculty and staff will review proposals and make funding recommendations. Please transmit a PDF file of your project proposals to Meg Beatrice in Capital Planning (extension 4-7489 or m.beatrice@uci.edu), with a copy to Justin Low (lowj6@uci.edu). Contact Meg or Janet Mason, Assistant Vice Chancellor for Capital Planning & Space Management, (extension 4-7668 or jcmason@uci.edu) if you have any questions about the program or process.

Sincerely,

Hal Stern

Hal Stern
Provost and Executive Vice Chancellor
Chancellor's Professor, Department of Statistics
Attachments

- C:
- Assistant Deans
 - Interim Executive Director Conrad
 - Assistant Director Im
 - Assistant Vice Chancellor Gallardo
 - Assistant Vice Chancellor Mason
 - Associate Provost and Chief of Staff Brigman
 - Associate Vice Chancellor Coulon
 - Associate Vice Chancellor Jones
 - Associate Vice Chancellor Kikuchi
 - Associate Vice Chancellor Musto
 - Assistant Vice Chancellor Gudorf
 - Associate Vice Provost Helbig
 - Chief Financial Officer Carter
 - Chief Information Officer and Associate Vice Chancellor Colestock
 - Director Anderson
 - Director Grill
 - Director Li
 - Director Lindsell
 - Director Milner
 - Senior Director McCoy
 - Senior Project Manager Adachi
 - Executive Director Sterritt
 - Facilities Managers
 - Director Feuerstein
 - Museum Director Kanatani
 - Principal Educational Facility Planner Beatrice
 - Principal Educational Facility Planner Lam
 - Security Infrastructure Program Manager Layne

