1. **Request for Decision** - Identify the title of the proposal (ie. what are you requesting funds for?)
2. **Estimate the Up-front Capital/Operating Cost** - Identify (using the financial attachments) the upfront cost of the proposal. Determine if capital or operating (your BA can assist with this determination).
3. **Estimate On-going Operating Costs** - Identify (using the financial attachments) the on-going annual operating costs. This may include training, annual hosting fees, etc.
4. **Responsible Centre** - Identify the centre, department/school and/or program making the request.
5. **Contact Person** - This is the initiator and should be the individual most familiar with the request.
6. **Type** - Select the appropriate option for the item(s) that the funds are being requested to purchase (can be more than one).
7. **Priority** - Choose priority level for the RFD. Please consider the need for this request at the college level as well as department/school level. Give thought to the risk assessment and critical need of the item(s).
8. **Alignment with Strategic Direction** - Select which of LC’s 4 strategies this proposal aligns with (could be more than one). Describe how this proposal fits and aligns with the strategic direction of the college.
9. **Identify LC organizational value** - Identify how LC is gaining value by undertaking this proposal. E.g., improved access - could be a new funding initiative or programming available to a new group (FNMI). Note: RFDs are required for new items only, not replacement items, so the funding of the item(s) should be value-added to the college.
10. **Business Need** - provide information regarding the business need touching on the requirements of the proposal and the expected outcomes. Only a few sentences per section are required so please be concise. Ensure you complete all of the following sections:
	1. *Background Information/Current Situation* – Explain what the current state of the department is in relation to the RFD specifically, and what is missing or needs improvement.
	2. *Business Requirements/Expected Outcomes* – Explain what is needed to purchase/complete the RFD, how this will add value, and what the expected results of implementation are.
11. **Is this RFD tied or related to others** - Identify if the RFD is connected with another submission and, if so, identify which RFD. Staffing and Endowment RFDs are submitted on separate templates.
12. **Is this part of your 5-year asset plan** - Identify if this is on your submitted 5-year asset plan. If so please attach a copy. Departments/schools should review their 5-year asset plan annually when completing budgets to plan for the needs of the department. Unusual items may come up which are not on these

plans but most RFDs should correspond to the department/school’s 5-year plan.

1. **Implementation Time** - Identify the estimated start date or purchase date of your project as well as the estimated completion/installation/implementation date.
2. **Useful Life** - Identify the anticipated useful life of the proposal.
3. **Identify Location** -List both the campus and the rooms that will be impacted by this proposal. This is needed for planning, implementation and insurance purposes.
4. **Identify the LC customer impacted** - Specifically list any partners that could be impacted e.g., NSERC/City of Lethbridge/donors.
5. **Outside Funding Sources** - Identify any outside funding sources that may contribute to the proposal (government grants, donations, etc.)
6. **Risk Assessment Tool** - Complete the risk evaluation sheet in conjunction with Institutional Planning and attach to the RFD. This tool should be used to assess the ***risk of not implementing the RFD***. Consider the global risk to the college as well as the risk to the department/school (see attachment for more notes).
7. **Financial Statement** - complete the multi-year financial template (your BA will assist).

Ensure you complete the following sections:

***Proposal Budget***- This identifies all the capital costs of the project, this will include anything capital in nature (e.g. initial purchase costs, freight, duties, taxes, installation etc.) Duplicate this section for each year if the capital costs are to be incurred over multiple years.

***Operating Costs***- Identify all up-font and on-going operating costs and commitments that will result from this project. Costs should be categorized appropriately and given a timeline where multiple years are affected.

1. **Signatures** - Ensure that all signatories have either been involved with the development of the RFD or have sufficient time to review the RFD before signing off. Facilities, IT and Institutional Planning signatures may not always be required, depending on the proposal. Consider what the impact of the RFD will be and use good judgement. Consult with BA on required signatures where unclear.