Requests for Space Modification have gone Online!

The form is now in electronic format which includes automatic routing to Department Heads for approval before final submission to the Committee.

Visit SFA Business Forms and choose “Request for Space Modifications or Design”. This link will take you to a dashboard which requires your MySFA credentials to sign-in. Depending on which browser you are using, it will look similar to this:

On this dashboard you can create new, view current and track the status of your requests.

Under the FAQ’s menu you can find information on
• General FAQ’s about the Space Mod Process
• How to submit a form (this document)
• What to expect during the review process
• Steps involved during Design and Construction of projects involving space modification
Creating A New Request

Fill out each section of the form using as much detail as possible. In the description boxes state why the requested modification is needed, how it will benefit the department and what implications can be expected if not approved. In general, the form requires contact information, details of request and funding information.

For funding type selections, if “Grant Application” or “Seeking Donations” is selected a copy of your initial request will automatically be routed to either ORSP or the Development Office.

Once you have completed the form enter your Department Head’s email address and select Submit so that it can be for reviewed and approved prior to submission to the Committee.

There are two levels of departmental approvals built into the system: Department Head and Dean. The first is required.

The approver will receive an email with a link to the request. Then he or she will be required to log in to the dashboard using their MySFA Credentials. You will also receive a copy of the initial request via email. Requests awaiting approval can also be found under the “My Approvals “ section.

NOTE: Submit to the first approver as is as appropriate within your departmental structure. Examples would be: Department Chair, Program Coordinator, Area Manager, Assistant Director. Etc. This could also be a Director or Dean when two levels of approval are not required.
**Approving Requests**

Requests awaiting approval may be accessed directly through the link received in the notification email or via the “My Approvals” section of the dashboard by clicking the request number.

There are two levels of departmental approvals built into the system: Department Head and Dean. At least one is required.

**First Approver**

Upon receipt of the request the Department Head may then review the request and take a number of actions.

- Make comments indented for the requestor, committee or both
- Approve and forward to a second approver by entering his or her email
- Approve and forward directly to the committee
- Disapprove

If disapproved, *no further action* can be taken on the request. This is where comments are helpful.

**NOTE:** Submit to the second approver as is as appropriate within your departmental structure. Other examples would be: Program Manager, Associate Director, Director, etc.
Approving Requests, cont.

Second Approver, if selected
Upon receipt, the second approver may then review the request and take a number of actions.

- Make comments intended for the requestor, committee or both
- Approve and forward directly to the committee
- Disapprove

If disapproved, no further action can be taken on the request. This is where comments are helpful.

If approved, the request will be routed directly to the committee to be processed for Administrative review.
Tracking Requests

You may track the status of your request under the “My Space Modification Request” section of the dashboard. Requests are not editable at this point, but any comments recorded at either of the two approval levels are visible.

Any requests that you have submitted will be shown in a list by request number and will indicate a status, similar to the example below.

If you have any questions about the status for your request please contact spacemod@sfasu.edu. A “Pending” status indicates your request is awaiting departmental approval.