Submit a Request

1st Reviewer: Dept. Head

2nd Reviewer: Dean or Director

Sent to the Committee

If the 1st Reviewer is the Final Approver

Prepare for Review

Committee Review

“Received” Notification Sent

“Under Review” Notification Sent

Administrative (VP) Review

“Under Review” Notification Sent

Detailed Design & Estimate

Various Notifications Sent Depending on VP Direction

September 2017
Requests for Space Modification have gone Online!

The form is now in electronic format which includes automatic routing for review and 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 the form page which requires your MySFA credentials to sign-in. Depending on which browser you are using, it will look similar to this:

On this page you can create new, view current, and track the status of your requests. There are tabs across the top which allow you to view your own requests, view requests which need your attention, and seek out information.

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
• Get Help via email

Step 1: Submit a Request

September 2017
A REQUESTER receives the following email once their submission is CREATED in the system.

Following the link will take them back to the form page.
The 1st REVIEWER receives the following email, indicating that a request is awaiting their approval, who has submitted it, and the details of the request.

Following the link will go to the form page.
Requests awaiting review and approval may be accessed directly through the link received in the notification email or via the “My Approvals” section of the request page by clicking the request number in your list.

There are two levels of departmental review and approval built into the system: Department Head and Dean. The first one is required before the form can be submitted to the committee.

**First Reviewer**

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

- Make comments intended for the requestor or committee
- Approve and forward to a second approver by entering his or her email
- Approve and forward directly to the committee by clicking the button
- Disapprove

If disapproved, no further action can be taken on the request. If changes are required, a new request will have to be submitted.

**NOTE:** Submit to the second approver as is appropriate within your departmental structure. Other examples would be: Program Manager, Associate Director, Director, etc.
A REQUESTOR receives the following email once their submission has been APPROVED by the 1st Reviewer and forwarded on to the 2nd Reviewer.
A REQUESTOR receives the following email if their submission has been DENIED by the 1st Reviewer.

A requestor can go to the form page at any time to track progress of their request.
The 2nd REVIEWER receives the following email, indicating that a request is awaiting their approval, who has submitted it, and the details of the request.

Following the link will go to the form page.
Second Reviewer, Final Approver

Upon receipt, the Dean may also review the request and take a number of actions.

- Make comments intended for the requestor or committee
- Approve which forwards directly to the committee
- Disapprove

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

If disapproved, no further action can be taken on the request. This is where comments are helpful to the requestor.
A REQUESTOR receives the following email once their submission has been APPROVED by the 2nd Reviewer and forwarded on to the Committee.

A Requestor may also receive this notification if their submission was approved by the 1st Reviewer as the highest level of approval within their departmental structure.

This is specifically true in the instance where a Department Head submits their own request.
Tracking Requests

You may track the status of your request under the “My Space Modification Request” section of the request page. 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 and will indicate status, assigned approvers, and last activity date. View each request by clicking the request number in your list.

Status Definitions

Pending: Your request is awaiting review and approval by either Department Head or Dean.

Awaiting Committee: Your request has been approved by the Department Head or Dean, as appropriate, awaiting committee formal receipt of your request.

Received: Your request is being processed by the committee and will be reviewed at the next scheduled meeting.

Under Review: Your request has been reviewed by the committee for information gathering purposes and/or is being reviewed by administration for consideration.

Denied by the Department Head or Dean: Your request was denied by either approver during the form review process. If you wish to modify and resubmit, a new form will need to be utilized.

Move Forward: The committee was given approval by administration to proceed to the next step in your request. Approval may be given with or without exceptions.

Not Approved by Administration: The committee was not given approval by administration to proceed with your request.

Closed: Final status in the form for your request and the committee, either because it was not given approval to move forward or has been assigned to another department.

If you have any questions about the status for your request please contact spacemod@sfasu.edu.
A REQUESTOR receives the following email once their submission has been REVIEWED by the committee and is being PREPARED for Administrative (VP) Review.

Wed 10/19/2016 9:09 AM
sfadata@sfasu.edu
Request for Space Modification or Design Received

To: Jessica I DeWitt

Request for Space Modification #310 has been received by the committee. Your request will be prepared for administrative review as soon as possible. Please go to the FAQ’s section of the request page for information on what to expect during the process.
During COMMITTEE REVIEW the following RECOMMENDATIONS may be made:

- A request requires Administrative (VP) Review to determine if detailed design, investigation, or estimate is approved as the next step to the budget request process.

- A request falls under typical building maintenance or is a simple request which can be forwarded to Physical Plant Work Control for servicing.

- A request calls for furniture only and will be forwarded to the Design Center for servicing.

- A request requires additional information before a recommendation can be made.
A **REQUESTOR** receives the following email once their request is **UNDER REVIEW** by Administration. During this time the Committee may act on behalf of the VP’s in investigating or gathering additional information for their use.

---

**Message:**

**From:** sfadata@sfasu.edu

**To:** Jessica I DeWitt

**Subject:** Request for Space Modification or Design is Under Review

Request for Space Modification #277 has been reviewed by the committee and submitted for administrative review.
A REQUESTOR receives the following email once their request has been given approval to MOVE FORWARD to work or to estimate for budget request, as is appropriate for the request. Additional notes will also be made in the “Comments” section of the form by a Committee Member to quickly inform the requestor what to expect next.
A REQUESTOR receives the following email if the committee was NOT GIVEN APPROVAL to move forward to detailed design, investigation, or estimate on the request. If available, additional notes will also be made in the “Comments” section of the form by a Committee Member.
A REQUESTOR receives the following email once their request has been CLOSED, indicating committee actions for the request are complete. This is either because the request was not given approval to move forward, a budget request estimate has been provided, or it has been assigned to another department for servicing. Additional notes will also be made in the “Comments” section of the form by a Committee Member to quickly inform the requestor what to expect next.