

# 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:

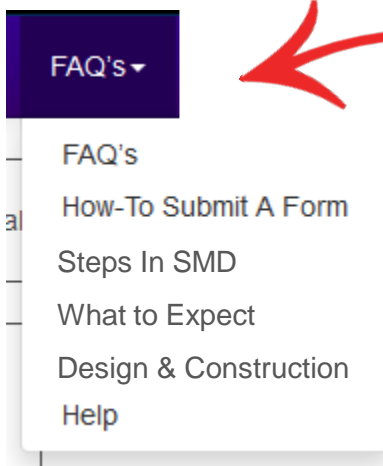
**REQUEST FOR SPACE MODIFICATION OR DESIGN**

**Instructions:**  
When completing the form, please be sure to fill in each section with as much detail as possible. The form will be automatically submitted for approval to the email address entered at the bottom of the form. Please refer to the FAQ's section of this page for additional instructions.

Additional or supporting information may be send to [spacemod@sfasu.edu](mailto:spacemod@sfasu.edu), please reference your request number.

**A. Contact Information**

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

## 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 tie in to the university's strategic goals. In general, the form requires contact information, details of the 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 type the email address (omitting the @sfasu.edu extension) of the your Department Head and select Submit. A notification will be sent to this person for access to the form.

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 Email: @sfasu.edu

Submit

If you are a Department Head or Dean submitting a request on your own behalf and would normally be the last approver before committee review, submit to yourself as the first reviewer. *Don't forget to go back into the "My Approvals" section of the form page to review and approve your request.* See next page for instructions.

**NOTE:** Submit to the first reviewer as appropriate within your departmental structure for approval. 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 needed.

## Reviewing and Approving Requests


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



**E. Approval**  
Enter the email of the Dean who will be reviewing and approving your request, in the field below. If a second reviewer is not necessary due to your departmental structure, or if you are the Dean, please select Send to Committee. *In either case choose a request status to move the form forward.*

Dean Email Address:  @sfasu.edu

Send to Committee

Comments:

Approve

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.

## Reviewing and Approving Requests, cont.

### 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.

Comments:



Approve

Disapprove

## 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](mailto:spacemod@sfasu.edu).