
PREPARING A MRR FUNDING REQUEST

After the preplanning for a MRR project has been considered and all relevant information has been derived from the Facilities Survey and all projects have been estimated and prioritized, the MRR funding request can be organized and assembled.

Although the format of the content of the MRR request is flexible, the Board of Regents of the University System of Georgia (BOR) requires certain pieces of information to make expedient and prudent decisions. The more complete the MRR request package, and the easier it is to read and understand, the more likely the request will be approved for funding—and approved in a timely manner. It is, therefore, important that the required information and the supporting documents are included in the appropriate order with the MRR request. The table on the following pages shows how the MRR request package should be organized.

Assembling the MRR Request Package

The following table shows how to order documents in a MRR funding request. An explanation of what each document is used for is included in the table that starts on page 3 of the Appendices. The listed forms are also included in the Appendices that follow the table. Funding request forms are also available on the Internet; contact the institution's Program Manager at Office of Facilities for a campus' passwords.

Document Category	Documents that might be included
Covering Documents	<ul style="list-style-type: none"> • Transmittal letter from the President of the institution • Cover page • Project Overview/Summary
Summary List for MRR Projects - Regular	<ul style="list-style-type: none"> • Form MRR1, Regular MRR Project Request <input checked="" type="checkbox"/> Note: The MRR forms summarize all projects in the campus' comprehensive request. Projects should be listed in the order of highest priority for the project. Additional copies of the forms may be used to list all projects.
Summary List for MRR Projects – Regulatory	<ul style="list-style-type: none"> • Form MRR2, Regulatory MRR Project Request <input checked="" type="checkbox"/> Note: See the Note above.
Individual Project Request Forms	Form CR3, Background Information (if appropriate) Form CR4 Preliminary Program Requirements (if appropriate) Form CR5 Construction Cost Data (if appropriate) Form CR6 Project Budget Worksheet (if appropriate) Form CR7, R&A Form (one for each project)

Document Category	Documents that might be included
Back-up information	<ul style="list-style-type: none"> • Engineering studies • Program definitions • Supplemental Cost Estimates • Photographs • Drawings • Any additional information that supports the project cause, such as code references.

Putting the Finishing Touches on the MRR Submission

When the BOR standardized forms are completed and the supporting information has been collected, follow these step-by-step instructions to complete the MRR submission package:

- Step 1** Assign a page number to each page in the MRR request. Start with number one, and start on the first page of the first document in the package. This organized and numbered document becomes the original copy of the funding request.

- Step 2** Make at least two copies of the request—one copy for the BOR and a copy for the institution.

- Step 3** Include a transmittal letter from the President of the institution.

- Step 4** Send the original copy of the funding request and one copy to the assigned BOR Program Manager at the BOR Office of Facilities.