

Client Funding Approval: How to Approve Project Funding Via the eBuilder Minor Project Proposal Process

1. Login to eBuilder
 - a. Navigate to <https://fp.ucf.edu/>
 - b. Select yellow eBuilder button
 - c. Enter NID and NID Password
2. Select HOME tab and click **MPP-X** from the “Workflow in Your Court” section

The screenshot shows the eBuilder interface for Samantha Mason. The 'Workflow in your court' section contains a table with the following data:

Project	Name	Subject	Step	Date Due	Requested Comment
21022001 80022 Print Shop Parking Lot Addition	MPP - 1	MPP for 21022001 80022 Print Shop Parking Lot Addition	Client Funding Approval	12.20.2020 01:30pm	
Project Requests Repository	PRP - 691	Infrastructure improvement Requested by: Margaret Melli Estimated Value: \$10,000.00	Project Admin Create Shell & Number		

3. Review information provided. If you approve the transfer of funds, select the APPROVE radio button and provide an 8-digit university account number. Select FUND APPROVE from the drop-down menu and the TAKE ACTION button.

The screenshot shows the '05 - Minor Project Proposal (MPP) - 1' form. Key sections include:

- General Project Information:** Project Number: 21022001, Overall Due Date: 12.20.2020.
- Minor Project Proposal Approval Form:** Contains fields for 'Account Number' (highlighted in red) and 'Requester Approval' with radio buttons for 'Approved', 'Rejected', and 'Cancel Project'. The 'Approved' radio button is selected.
- Clarification:** A section for providing additional information or questions.
- Attachments:** Includes '21022001-FS Non-Recurring Funding Request.pdf' and '200112001 Construction Scope of Services (2).pdf'.
- Actions:** A 'Take Action' button is highlighted in red at the bottom right.

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- If you require more information from the project manager before approving, indicate your questions in the text box and select the REJECTED radio button. Select NEED MORE INFO and TAKE ACTION. This will return the process to the PM for action.

05 - Minor Project Proposal (MPP) - 1

Accept Decline

Project: 21022001 80022 Print Shop Parking Lot Addition
 Process Document: MPP - 1
 Current Workflow Step: Client Funding Approval Show Workflow Diagram
 Subject: MPP for 21022001 80022 Print Shop Parking Lot Addition
 Status: Submitted

Project Number: 21022001
 Overall Due Date:
 Step Due Date: 12.20.2020 01:30pm

Details | Comments (0) | Attached Documents (7) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

General Project Information

FR&C Project Number: 21022001
 UCF FR&C Project Manager: Kelly, Carl
 Building Number: 0022

Minor Project Description: Add spaces to Print Shop parking lot.
 Requester: Carl Kelly
 Room / Area: N/A

Minor Project Proposal Approval Form

Notes/Comments: Attached is a Non-Recurring Funding Request for the addition of six parking stalls at the print shop.
 Estimated Project Duration: 3 Months
 Total Projected Project Cost: 38,090.15
 Funds Currently Requested for Transfer: 38,090.15
 This is the amount of funds currently requested to fund the project. Other phases of work may require the transfer of additional funds. A complete proposal is attached to this process.

Account Number:
 Requester Approval:
 Approved
 Rejected
 Cancel Project

Clarification

This section is used to when the client needs additional information or has additional questions to ask the FR&C PM. Once submitted and reviewed you would see the response in the PM Response Box.

Client Questions or Additional Information:

Font Name: Arial

PM Response:

Please review the Minor Project Proposal (MPP) and associated cost breakdown and scope. If you have any questions please contact your project manager or request a comment above. In order to proceed an approval and a funding account is required.

Note: The proposed cost of the MPP is only guaranteed for 30 calendar days from the date of receipt.

Cost Breakdown: 21022001-FS Non-Recurring Funding Request.pdf (version 1)
 Contractor Proposal: Properties | Download (524.1KB) | Redline

Scope of Work: 20012001 Construction Scope of Services (23.pdf) (version 1)
 Additional Information: Properties | Download (523.9KB) | Redline

Take Action | Check Spelling | Print | Delegate | Save | Cancel

Need More Info

- If you will not move forward with the project, indicate the reason in the text box, and select CANCEL PROJECT and TAKE ACTION. This will return the process to the project manager to initiate the cancellation of the project.

05 - Minor Project Proposal (MPP) - 1

Accept Decline

Project: 21022001 80022 Print Shop Parking Lot Addition
 Process Document: MPP - 1
 Current Workflow Step: Client Funding Approval Show Workflow Diagram
 Subject: MPP for 21022001 80022 Print Shop Parking Lot Addition
 Status: Submitted

Project Number: 21022001
 Overall Due Date:
 Step Due Date: 12.20.2020 01:30pm

Details | Comments (0) | Attached Documents (7) | Attached Processes (0) | Attached Forms (0) | Attached To (0)

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 UCF FR&C Project Manager: Kelly, Carl
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Take Action | Check Spelling | Print | Delegate | Save | Cancel

Cancel Project