

**FY2016 CAPITAL IMPROVEMENT PROGRAM  
 FY2015 SYSTEM FUNDED CONSTRUCTION PROGRAM  
 SCHEDULE and SUBMISSIONS**

| ACTIVITIES  | JAN                                      | FEB        | MAR         | APR         | MAY              | JUNE       |
|---|--|------------|-------------|-------------|------------------|------------|
| INSTITUTIONS REGISTER FOR CBIS TRAINING / UPDATE PASSWORD   | <b>Call Service Desk: 1-410-260-7778</b> |            |             |             |                  |            |
| INSTITUTIONS SUBMIT PART II PROGRAMS<br>(for FY2016 Planning Request)   | <b>3</b>                                 |            |             |             |                  |            |
| INSTITUTIONS SUBMIT FINAL EQUIPMENT LISTS<br>(for FY2016 Construction Requests)   |  | <b>3</b>   |             |             |                  |            |
| INSTITUTIONS SUBMIT BOARD BOOK MATERIAL<br>(10-yr. CIP; 5-yr. SFCP; Briefing Papers including private use; FY2015-2019 SFCP Debt Affordability Forms; F.R. Project List w/cost and descriptions)  |  |            | <b>25</b>   |             |                  |            |
| INSTITUTIONS SUBMIT PART I JUSTIFICATION PROGRAMS<br>TO OCP (FY2017, FY2018, FY2019, FY2020)*   |  |            |             | <b>1*</b>   |                  |            |
| INSTITUTIONS SUBMIT IMPACT ON OPERATING BUDGET<br>FORMS FOR FY2016 CIP and FY2015 SFCP  |  |            |             | <b>1*</b>   |                  |            |
| INSTITUTIONS SUBMIT EQUIPMENT LISTS FOR FY2015 SFCP   |  |            |             | <b>1</b>    |                  |            |
| INSTITUTIONS ATTEND CBIS TRAINING in Baltimore  |  |            |             | <b>4-18</b> | (Est.; call DBM) |            |
| INSTITUTIONS SUBMIT ADA ACCESS MARYLAND FORMS/<br>REQUEST TO OCP and the STATE (OID): <b>Defer to State schedule</b>  |  |            |             |             | <b>1</b>         | (Est.)     |
| OCP SUBMITS BUDGET TO CHANCELLOR'S COUNCIL  |  |            |             |             | <b>5</b>         |            |
| INSTITUTIONS SUBMIT MAPS REFLECTING CIP AND SFCP<br>BUDGETS PRESENTED TO CHANCELLOR'S COUNCIL   |  |            |             |             | <b>9</b>         |            |
| REGENTS' WORKSHOP ON CAPITAL BUDGET   |  |            |             |             | <b>15</b>        |            |
| INSTITUTIONS SUBMIT CAPITAL IMPROVEMENT PROGRAM on<br>CBIS. The following should also be submitted to OCP in hardcopy:<br>-Basic scope and cost information on FR projects<br>-Environmental Assessment Forms as needed<br>-Project Consistency Reports as needed |  |            |             |             | <b>23</b>        |            |
| OCP SUBMITS BUDGET TO THE FINANCE COMMITTEE of the<br>Board of Regents  |  |            |             |             |                  | <b>19</b>  |
| OCP SUBMITS BUDGET TO THE BOARD OF REGENTS  |  |            |             |             |                  | <b>27</b>  |
| OCP SUBMITS BUDGET TO THE STATE on CBIS   |  |            |             |             |                  | <b>30</b>  |
|   | <b>JUL</b>                               | <b>AUG</b> | <b>SEPT</b> | <b>OCT</b>  | <b>NOV</b>       | <b>DEC</b> |
| DBM BUDGET HEARING  | <b>To Be Scheduled (typically July))</b> |            |             |             |                  |            |
| BUDGET REFINEMENT/ADJUSTMENT (DBM & USM)  | <b>Ongoing</b>                           |            |             |             |                  |            |
| * If project has not appeared previously in budget, due August 1  |  |            |             |             |                  |            |