

Guidelines for FY27 Classroom Enhancement Requests (CIEnRe)

Deadline	September 22, 2026
Submit to	Franklin OIT, foitnews@uga.edu
Format	One PDF per request
Required form	MRR form. Begin the project title with “CIEnRe.”

Deadline note: This is a strict deadline so proposals can be vetted and ranked before being forwarded to upper administration for funding decisions.

Submission Requirements

- Use the MRR form for all CIEnRe proposals (see helpful links below).
- Attach a project description explaining whether the project is general maintenance, classroom enhancement/upgrade, technology enhancement/upgrade, or a combination.
- Renovations require an FMD Preliminary Cost Assessment (PCA). Because FMD has a PCA backlog, proposals may be submitted without the PCA if they include the date the PCA was requested.
- Furniture requests must include recent vendor quote(s).

Eligibility and Priorities

- There is no minimum dollar threshold for CIEnRe requests.
- Furniture and equipment requests are allowed.
- Requests may address classroom deficiencies or improve functionality and accessibility, including support for different pedagogies and technology needs.
- Only classrooms in the centralized scheduling system, or classrooms shared across multiple departments, are eligible.
- Classrooms outside centralized scheduling remain the responsibility of the managing unit.

Required Consultation

- Applicants must consult Franklin OIT before submission; requests submitted without this consultation will not be considered.
- Franklin College is especially interested in classrooms that recently received technology upgrades and now need furniture or small renovations.
- Proposals should explain the need, how the improvements will better serve students, and how instructional and learning capabilities will improve for faculty and students.
- Proposals that support active learning pedagogies will receive preferred consideration.

Assistance

- For classroom technology upgrades, applicants are encouraged to consult the Center for Teaching and Learning at 706-542-1355 and/or the Office of Space Planning & Management at 706-583-0312.
- Applicants may also consult the Franklin Facilities Management Team (fc-facilities@uga.edu) for help identifying deferred maintenance needs, infrastructure risks, and phased project options.

Helpful Links

MRR form: <http://www.busfin.uga.edu/forms/mrr.pdf>

FMD work request: [work request center](#)

Franklin OIT: foitnews@uga.edu