

AFTER CLICKING ON THE LINK, A BOX WILL POP UP IN YOUR WEB BROWSER

FILL IN YOUR EMAIL ADDRESS IN THE REQUESTOR'S FIELD

FILL IN THE REMAINING EMAIL ADDRESSES

**CHECK YOUR EMAIL ADDRESSES
THEY WILL NOT AUTO-POPULATE**

*for your convenience, the EVP/Provost, the EVP/CAO and
the Planning, Design & Construction emails are provided below & in the box*

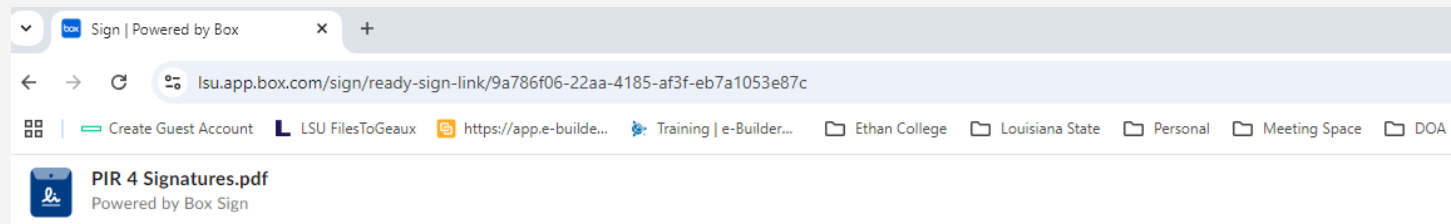
rhaggerty@lsu.edu

kjlewis@lsu.edu

project_initiation_forms@docs.e-builder.net

including this email address automatically sends the completed form to PDC

CLICK BEGIN



PIR 4 Signatures.pdf

Please enter the email of the first person to sign.

Requestor

Please enter the emails of the following signers.

Business Manager/Cost Center Manager

Dean/Director/Controller

Provost - rhaggerty@lsu.edu

CAO - kjlewis@lsu.edu

PDC - project_initiation_forms@docs.e-builder.net

Begin

THIS BOX WILL POP UP IN YOUR BROWSER

**IGNORE IT
LITERALLY. YOU CAN CLOSE THE WINDOW.**

The image shows a browser window with a single tab titled "Sign | Powered by Box". The address bar shows the URL: <https://lsu.app.box.com/sign/access-code-validation/bb3be25e-8495-4640-afbf-47697e582e95>. The page content is a document titled "Project Initiation Request via Provost.pdf" powered by Box Sign. A modal window titled "Enter Access Code" is centered on the page. The modal contains the following text: "An email has been sent to the email address you provided with a unique access code. Copy the code here to proceed with your documents." Below the text is a four-digit input field with a "Reset code" link and a "Validate" button. A large, bold, red diagonal watermark reading "IGNORE CLOSE THIS WINDOW" is overlaid across the modal. A red arrow points from the text "THIS BOX WILL POP UP IN YOUR BROWSER" to the close button (X) of the browser tab.

YOU WILL RECEIVE AN EMAIL THAT LOOKS LIKE THIS FROM “no-reply@box.com”
CLICK ON “Resume Signing”

The screenshot shows an email client window titled "FW: Ready-sign-link: Verify your email address - Message (HTML)". The interface includes a top toolbar with various actions like Ignore, Delete, Archive, Report, Reply, Forward, and Share. Below the toolbar, the email header shows the sender as "Danielle Welborn" and the recipient as "Amy H Loe". The email content includes a "From" field with "Box Sign <no-reply@box.com>", a "Sent" date of "Friday, November 22, 2024 9:26 AM", a "To" field with "Danielle Welborn <dwelborn@lsu.edu>", and a "Subject" of "Ready-sign-link: Verify your email address". A warning banner states "You don't often get email from no-reply@box.com. Learn why this is important". The main body of the email features the Box logo, a message: "You started signing a document that requires email validation. Here is your access code: 468544", and a prominent blue button labeled "Resume Signing". Below the button, there is a paragraph of text: "Copy and enter the access code above into the access page to continue signing. If you did not start signing 'PIR Provost & CAO 2024-11-22 15:25:58.139180.pdf', please contact support." A purple arrow points from the text above to the "Resume Signing" button.

CHECK THE BOX AND CLICK ACCEPT & CONTINUE

Sign | Powered by Box

lsu.app.box.com/sign/document/bb3be25e-8495-4640-afbf-47697e582e9f19180418-322a-4620-a7a9-fb4281e75fa6?signer_token=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1dWlkIjoiajZkxODA0MTgtMzlyYS00NjIwLWE3YTktZm10MjgxeZTc1ZmE2liwiZW1h...

PIR Provost & CAO 2024-11-22 15:25:58.139180.pdf
Powered by Box Sign

Begin

By checking this box you:

- Agree to use electronic records and signatures and confirm you have read the [Electronic Record and Signature Disclosure](#)
- Agree to Box's [Terms of Service](#) and confirm you have read Box's [Privacy Policy](#)

Accept & Continue

PIR Provost & CAO 2024-11-22 15:25:58.139180.pdf • 3 Pages

LSU **PLANNING, DESIGN & CONSTRUCTION**
FINANCE & ADMINISTRATION

PROJECT INITIATION FORM
**indicates a required field*

A. REQUESTOR INFORMATION

Request Date Nov 22, 2024 Requestor's Name

Requestor's Email Requestor's Phone #

Department / College

Project Contact Name Project Contact Email / Phone #

If someone at PDC is currently working on this project, please provide their name here

Check if you would like to schedule a meeting to discuss this project with PDC

TO FILL OUT THE THREE PAGE FORM YOU MAY CLICK THE BLUE "Begin" BUTTON AND CONTINUE THROUGH EACH FIELD BY CLICKING "Next"

Sign | Powered by Box

lsu.app.box.com/sign/document/6e3c79fc-3d97-4188-bf33-c800445a7883/e822547f-64fc-40fe-9fc4-613f0051762c/?signer_token=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1dWlkjoiZTgyMjU0N2YtNjRmYy00MGSZlTmYzQmZjAwNTE3NjJjiwiZW1haW...

PIR Provost & CAO 2024-11-22 16:41:26.498593.pdf
Powered by Box Sign

PIR Provost & CAO 2024-11-22 16:41:26.498593.pdf • 3 Pages

LSU **PLANNING, DESIGN & CONSTRUCTION**
FINANCE & ADMINISTRATION

PROJECT INITIATION FORM
You must complete this form.

A. REQUESTOR INFORMATION

Request Date Nov 20, 2024 Requestor's Name

Requestor's Email Requestor's Phone #

Department / College

Project Contact Name Project Contact email / Phone #

If someone at PDC is currently working on this project, please enter their name here

Check if you would like to schedule a meeting to discuss this project with PDC

B. PROJECT INFORMATION

Project Location / Building / Site Name

Room Number(s) / Project Area

Primary Function / Current Use of Space

Proposed Function / Use of New / Renovated Space

Project Type (click all that apply)

Renovation/Refurbishment New Construction/Addition Site/Landscape Estimate Only

Furnishings/Equipment Building Exterior/Roof Feasibility Study Grant Planning

Other (please specify)

Project Description – Describe the basic scope of your project. Include plans, sketches, specifications or any other additional information. Please indicate any equipment needed as part of this project such as office furniture, lab equipment or carpet.

Project Description

Special Architectural Features (e.g. Suspended Ceilings, Acoustics, etc.) Yes (describe below) No

Feature

1 / 3 100%

OR
YOU CAN SCROLL AND PLACE YOUR CURSOR INTO ANY FIELD

Project Initiation Request Beta (4) 2024-10-24 20:58:45.437044.pdf
Powered by Box Sign

Back Next

LSU **PLANNING, DESIGN & CONSTRUCTION**
FINANCE & ADMINISTRATION

B. PROJECT INFORMATION CONTINUED

Special Electrical Requirements Yes (describe below) No Number of Receptacles Needed (#)

Special Electrical Requirements

Audio / Visual Equipment Needed Yes (describe below) No

AV

Security Alarm System Requirements Yes (describe below) No

Security Alarm

Special Plumbing Requirements (e.g. Drains, emergency showers, gas, air etc.) Yes (describe below) No

Special Plumbing

Heating Air Conditioning, Ventilation & Humidity Requirements

Maximum number of people using the space at one time

Any heat generating equipment in the project (e.g. Computers, copiers, lab equipment, stoves, ovens, etc.) Yes (describe below) No

Heat Generating Equipment

Special Environmental Conditions (e.g. Controlled temperature, humidity, ventilation etc.) Yes (describe below) No

AV

Telecommunication Requirements (Please indicate location of outlets on plans, sketches, etc.)

Number of Data Ports Needed Data Ports

Telephone/Fax Provisions Telephone

- 2 / 3 - 125% +

REV 03 12 2004

ONCE ALL REQUIRED FIELDS (marked with *) ARE FILLED IN, THE "Sign & Finish" BUTTON WILL BECOME BLUE AND BE AVAILABLE
CLICK ON "Sign & Finish" TO SEND THE FORM TO THE FIRST APPROVER

lsu Sign | Powered by Box

lsu.app.box.com/sign/document/bb3be25e-8495-4640-afbf-47697e582e95/f9180418-322a-4620-a7a9-fb4281e75fa6/?signer_token=eyJhbGciOiJIUzI1NiIsInR5cCI6IkpXVCJ9.eyJ1dWkiOiJ0ZjkwODA0MmZyYS00NjIwLWE3YTktZmI0Mjg4ZTc1ZmE2liwiZW1h...

PIR Provost & CAO 2024-11-22 15:25:58.139180.pdf
Powered by Box Sign

Back Next Sign & Finish

LSU PLANNING, DESIGN & CONSTRUCTION
FINANCE & ADMINISTRATION

C. SCHEDULE REQUIREMENTS/CRITICAL DATES
Desired Completion Date: **December 31, 2024** Please select any scheduling issues/requirements below.
 Semester Start/End Fiscal Year End Semester Break Time of Day
 Other:

D. PROJECT FUNDING
Account Number*: **PJ000123** Available Funds*: **\$25,000.00**
 FY End Funds expiring this current fiscal year

E. NOTE Please use this space below to provide any additional information.
Note:

F. ATTACHMENTS

G. PROJECT APPROVALS
Business Manager / Cost Center Manager

Dean / Director / Comptroller

Executive Vice President & Provost
Roy Haggerty

Executive Vice President & Chief Administrative Officer
Kimberly J. Lewis

3 / 3 100% +

Sign & Finish

AND YOU'RE DONE...THE REQUEST HAS BEEN SENT TO THE FIRST APPROVER

← → ↻ 📄 lsu.app.box.com/sign/complete

☆ 🗂 👤 ⋮

box

Create Free Account

Log In



Finished

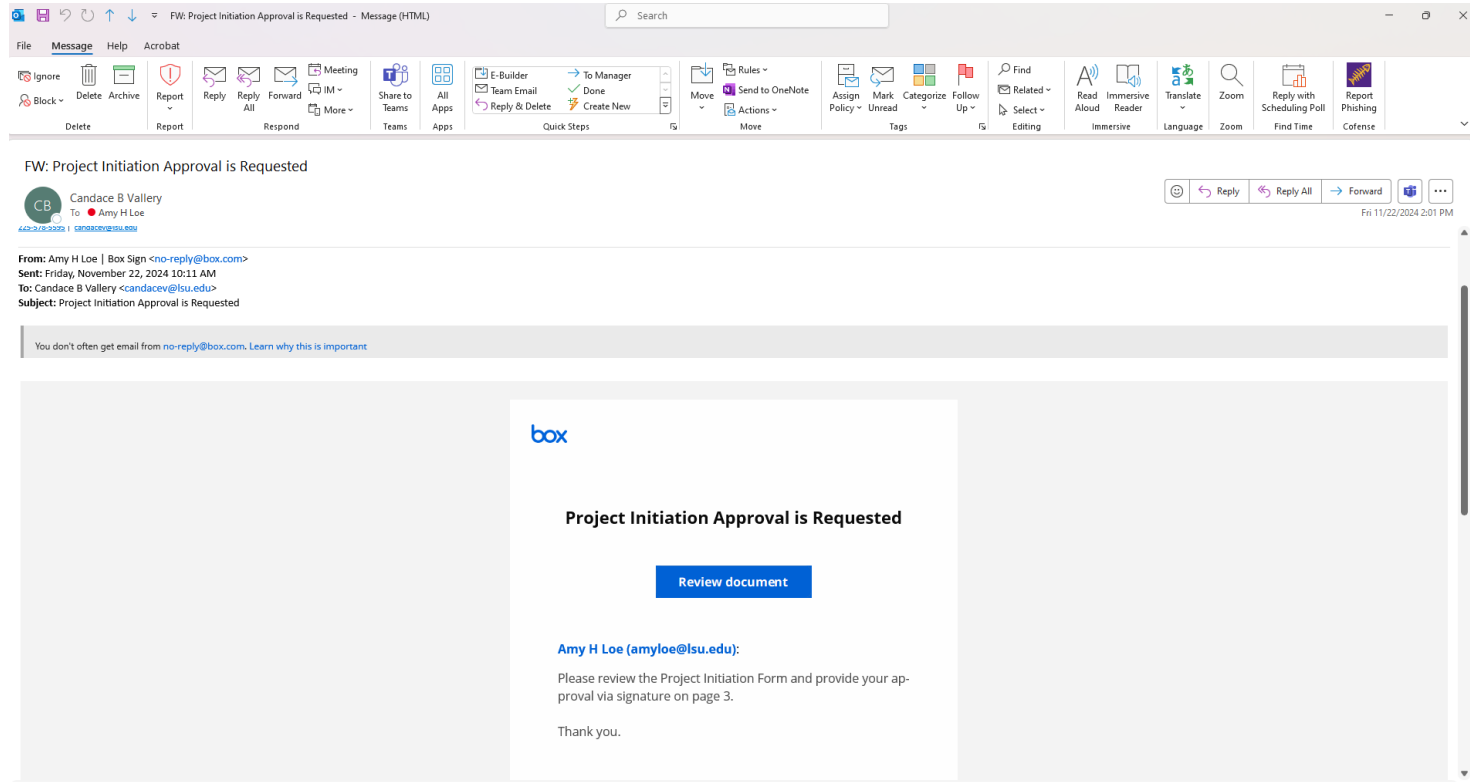
Thank you for completing the request

Once the document is completed, a limited-time link to a finalized copy will be emailed to you, and, if you have a Box account, a copy will be placed in your account.

Create Free Account

Log In

THE APPROVER WILL RECEIVE AN EMAIL FROM “no-reply@box.com” THAT LOOKS LIKE THIS AND SHOULD CLICK ON THE BLUE “Review Document” BUTTON TO SIGN/APPROVE THE REQUEST



AFTER REVIEWING THE DETAILS OF THE REQUEST, THE APPROVER SHOULD FILL IN THE PRINTED NAME FIELD AND SIGN THE REQUEST

The screenshot shows a web browser window with two tabs. The active tab is titled "Sign | Powered by Box" and the address bar shows the URL: https://lsu.app.box.com/sign/document/bb3be25e-8495-4640-afbf-47697e582e95/a560b4b5-6ce4-47af-a7d2-ae93e1b99978/?utm_sour.... The document being viewed is titled "PIR Provost & CAO 2024-11-22 15:25:58.139180.pdf" and is powered by Box Sign. The document content includes:

- LSU PLANNING, DESIGN & CONSTRUCTION** (FINANCE & ADMINISTRATION)
- C. SCHEDULE REQUIREMENTS/CRITICAL DATES**
Desired Completion Date: December 31, 2024. These schedule requirements/schedule requirements below:
Semester Start/End: [] Fiscal Year Start/End: [] Semester Start/End: [x] Fiscal Year: []
Other: []
- D. PROJECT FUNDING**
Account Number: PJ000123 Available Funds: \$25,000.00
FY End: Funds expiring this current fiscal year: []
- E. NOTE** Please see attached below to ensure all necessary approvals
- F. ATTACHMENTS**
- G. PROJECT APPROVALS**
Business Manager / Cost Center Manager: [Business Manager Name] Nov 22, 2024
[Signature] [Initials]
- Dean / Director / Comptroller: [Signature] [Initials]
- Executive Vice President & Provost: Roy E. Aggorty [Signature] [Initials]
- Executive Vice President & Chief Administrative Officer: Kimberly J. Lewis [Signature] [Initials]

At the bottom of the document, there is a navigation bar showing "3 / 3" and "75%".

TO SEND THE REQUEST TO THE NEXT APPROVER, CLICK "Sign & Finish"

PIR Provost & CAO 2024-11-22 15:25:58.139180.pdf
Powered by Box Sign

Number of Approvals Received
Telephone / Fax Provisions

LSU **PLANNING, DESIGN & CONSTRUCTION**
FINANCE & ADMINISTRATION

C. SCHEDULE REQUIREMENTS/CRITICAL DATES
Desired Completion Date: December 31, 2024. Please select any scheduling issues/requirements below.
Semester Start/End | Fiscal Year End | Semester Break | Time of Day

Other

D. PROJECT FUNDING
Account Number*: PJ000123 | Available Funds*: \$25,000.00
FY End Funds expiring this current fiscal year

E. NOTE Please see the space below to provide any additional information.

F. ATTACHMENTS

G. PROJECT APPROVALS
Business Manager / Cost Center Manager
Candace Vallery | Nov 25, 2024
Date
Signature: Candace Vallery
Signature: [Signature]

Dean / Director / Comptroller
Date

Executive Vice President & Provost
Roy Haggerty
Date

Executive Vice President & Chief Administrative Officer
Kimberly J. Lewis
Date

3 / 3 | 100%

Back | Next | **Sign & Finish**

THE APPROVER WILL SEE THIS SCREEN AND THE REQUEST HAS BEEN SENT TO THE NEXT APPROVER

← → ↻ 📄 lsu.app.box.com/sign/complete

☆ 🗂 👤 ⋮



Create Free Account

Log In

Finished

Thank you for completing the request

Once the document is completed, a limited-time link to a finalized copy will be emailed to you, and, if you have a Box account, a copy will be placed in your account.

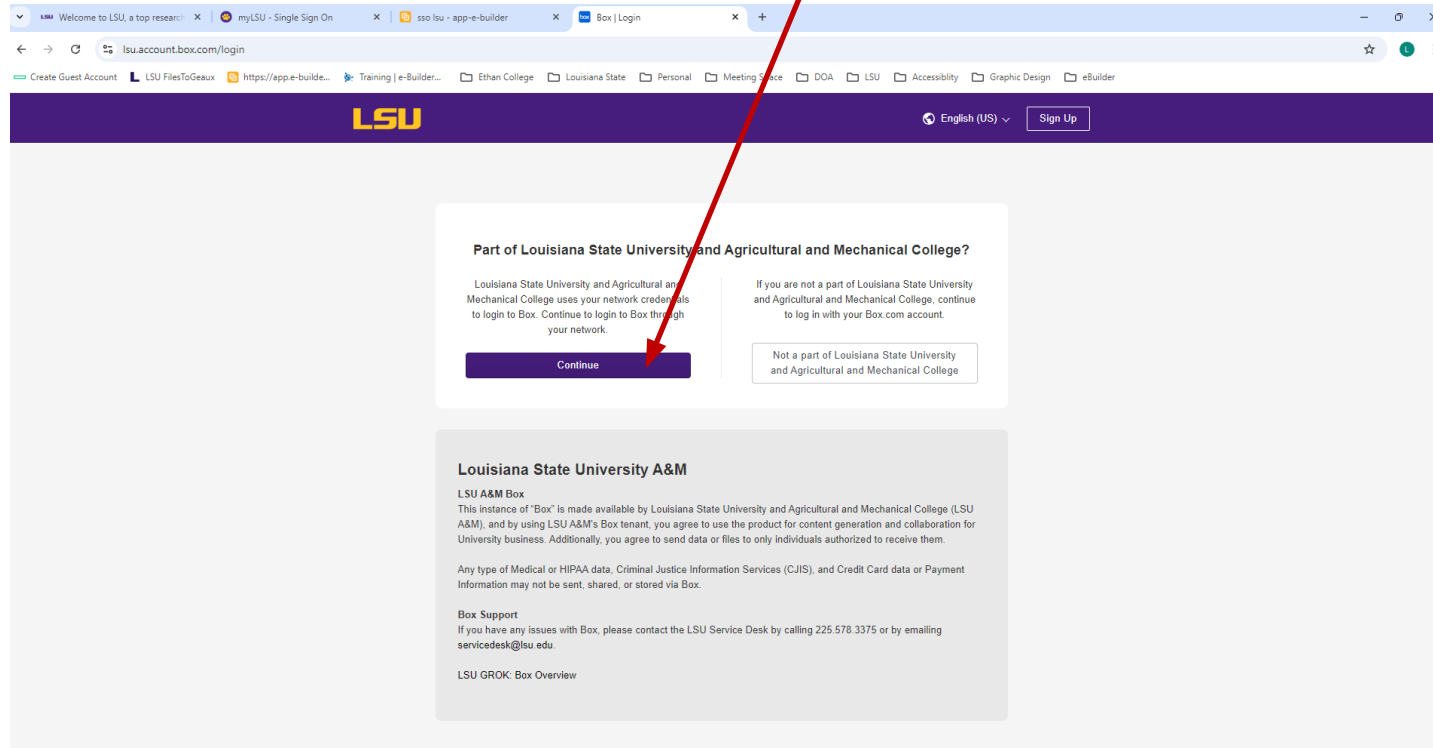
Create Free Account

Log In

TO CHECK THE STATUS OF YOUR REQUEST, GO TO WWW.BOX.COM

(Note: you must go to box.com and not to your Box drive in Windows Explorer)

CLICK CONTINUE



CLICK SIGN

The screenshot shows the Box web interface. On the left is a purple sidebar with navigation options: All Files, Recents, Notes, Canvas, Sign, Relay, Apps, Synced, Trash, My Collections, and Favorites. The 'Sign' option is highlighted with a red arrow. The main content area shows a search bar at the top, followed by 'All Files' and 'Recent Files' sections. Below these are several document thumbnails, many titled 'Project Initiation...'. A table lists files and folders with columns for NAME, UPDATED, and SIZE.

NAME	UPDATED	SIZE
Project Initiation Request	Today by Box Sign	17 Files
Test PI Form	Oct 22, 2024 by Amy H Loe	50 Files
My Sign Requests	Oct 22, 2024 by Amy H Loe	71 Files
My Signed Documents	Oct 21, 2024 by Box Sign	31 Files
PDC Project Approval	Oct 7, 2024 by Anthony Picado	24 Files
My Canvases	Aug 15, 2024 by Amy H Loe	2 Files
My Collaborations	Aug 14, 2024 by Amy H Loe	1 File
My Documents	Aug 13, 2024 by Amy H Loe	2 Files
My Box Notes	Aug 5, 2024 by Amy H Loe	0 Files
My Archive	Oct 31, 2018 by Amy H Loe	0 Files


CLICK YOUR INBOX

The screenshot shows the Box Sign application interface. On the left is a purple sidebar with navigation options: All Files, Recents, Notes, Canvas, Sign (selected), Relay, Apps, Synced, Trash, My Collections, and Favorites. The main area has a search bar and tabs for Sent Requests, **Inbox (3)**, and Templates. Below the tabs are filters for 'Pending my action', 'Status', and 'From'. A table lists sign requests with columns for Title, Sent, Last Updated, and Status. The first row is highlighted, and a 'View Details' button is visible in its right-hand corner. The Windows taskbar is visible at the bottom.


Title	Sent	Last Updated	Status
Project Initiation Request Beta (4) 2024-10-25 16:27:55.169853.pdf From: amyloe@lsu.edu	Oct 25, 2024	Today signed by me	In Progress
Project Initiation Request Beta (1).pdf From: iledo2@lsu.edu	Aug 21, 2024	Aug 21, 2024 signed by me	In Progress
Project Initiation Request Beta (4) 2024-08-20 20:23:32.669475.pdf From: amyloe@lsu.edu	Aug 20, 2024	Aug 20, 2024 signed by Colin A Maus	Completed
Project Initiation Request Beta (4) 2024-08-20 19:45:43.833267.pdf From: amyloe@lsu.edu	Aug 20, 2024	Aug 20, 2024 signed by me	Completed
Project Initiation Request Beta (4) 2024-08-20 18:47:30.912468.pdf From: amyloe@lsu.edu	Aug 20, 2024	Aug 20, 2024 forwarded by Amy H Loe	In Progress
Project Initiation Request Beta (4) 2024-08-20 17:56:39.330410.pdf From: amyloe@lsu.edu	Aug 20, 2024	Aug 20, 2024 cancelled by Amy H Loe	Cancelled
Project Initiation Request Beta (4) 2024-08-20 15:00:11.646202.pdf From: amyloe@lsu.edu	Aug 20, 2024	Aug 20, 2024 cancelled by Amy H Loe	Cancelled
Project Initiation Request Beta (4) 2024-08-20 14:35:01.705865.pdf From: amyloe@lsu.edu	Aug 20, 2024	Aug 20, 2024 cancelled by Amy H Loe	Cancelled
Sent to Requestor (3).pdf From: iledo2@lsu.edu	Aug 15, 2024		In Progress
Sent to Requestor (8).pdf From: amyloe@lsu.edu	Aug 15, 2024	Aug 15, 2024 signed by Stephanie C. Lindsly	In Progress

CLICK ON VIEW DETAILS


A BOX WILL OPEN WITH THE STATUS

 Project Initiation Request Beta (4) 2024-10-24 16:15:46.6066...
In Progress






DOCUMENTS

 Project_Initiation_Request_Beta_(4)_2024-10-24_16:15:46.606614.pdf

ATTACHMENTS

 PMAC Players Entrance Hallway Lighting Quote (002).pdf
Attached by William S Loe

RECIPIENTS

 Amy H Loe Needs a copy	
 William S Loe Signed First	Completed Oct 24, 2024, 11:27 AM
 Matthew N LaBorde Signed Second	Completed Oct 24, 2024, 11:28 AM
 dgaston@lsu.edu Signed Third	Completed Oct 24, 2024, 11:31 AM
 kjlewis@lsu.edu Needs to sign Fourth	Sent Oct 24, 2024, 11:31 AM

[See less](#)

... [Send Reminder](#)