

State of Maryland
Interagency Commission on School Construction

Business Management System
Starting a CIP Process from the CADP

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This guide is available for download at iac.mdschoolconstruction.org



Starting a CIP Process from the CADP

At this point for each planned CIP submission, you have already completed a Project Creation Process and a subsequent CIP Application Development Process (CADP). The CADP has been configured to allow you start (or “spawn”) a CIP process without losing or retyping critical information.

To start the CIP Funding Application process, you must be in the Hold/Export step within the CADP.

Project Processes ***Lisa Test Project - LISA

Filter Processes Start CADP Start process

Subject Filter by... CADP Filters

PROCESSES **REPORTS**

	State	Subject	Instan...	Step	In Step Since	Date Due	Status	Requested Comment	Step Age (days)
☐	Open	***Lisa Test Project, Renovation, 09/01/2026	CADP - 4	Renovation Hold	Sep 1, 2026		Submitted		

You will see the current step that you are in within the body of the process instance.

CIP Application Development Process (CADP) - 4 Delete Instance Workflow Override All Fields View Instructions

Submit Take Action Print Copy Delegate Save Cancel

Project: ***Lisa Test Project	Project Number: LISA
Process Document: CADP - 4	Overall Due Date:
Show History Show Workflow Diagram	Step Due Date:
Current Workflow Step: Renovation Hold	
Subject: ***Lisa Test Project, Renovation, 09/01/2026	
Status: Submitted	

Details Comments (1) Documents (1) Attached Processes (0) Attached Forms (0) Attached To (0)

Expand All Collapse All

Project Type

What type of project?	Renovation
Project Subtype Systemic:	
For circumstances outside of scope, fill in description:	

Project Information

LEA:	Calvert
PSC No:	
School Name:	
Address:	address
School Number:	
Grades, choose all that apply:	
SRC:	Do not edit unless SRC update process has been submitted and approved by the IAC
GSF of building system affected by this scope:	0
7 Year Utilization Percentage:	85
Year systems entered service or were replaced with State funds:	1999
Detailed Project Description:	scope

Funding Request Details

From the dropdown menu next to “Take Action” select “Submit” and click on “Take Action.” This will submit the CADP to the next step where your LEA’s assigned Capital Projects Manager (CPM) will review it and push it forward to the next step. The CPMs will monitor the BMS and take action as soon as possible.

Once the CPM takes action, the process will move into the CIP Spawn step and back into your court. You will be able to see the draft CIP Funding Application process on your home screen. Or you can find it in the “Processes” tab within the left hand menu.

Find the correct CADP process instance and open it.

When you open the process, there will be a warning message at the top of the screen. You may also receive an email about this error message. Please note that the error message does not affect the CADP or CIP Funding Application process and is only due to cost functions being enabled on the CIP process. Click the link in the banner that reads “Click here” and the first step in the CIP application process will open up.

The first screen of the CIP Funding Application process should be populated with the data you entered in the CADP. Review the fields to confirm the information is correct and click the “Submit” button.

The screenshot shows the 'CIP Funding Application (CIP)' form in the Trimble Unity Construct system. The top navigation bar includes the Trimble logo and the text 'Trimble Unity Construct'. Below the header, the form title 'CIP Funding Application (CIP)' is displayed, followed by the status 'Auto saved Sep 01, 2026 01:18 PM'. A 'Start Process' section contains a row of buttons: 'Print', 'Copy', 'Show Workflow', 'Submit' (highlighted with a red box), 'Save Draft', 'Delete Draft', and 'Cancel'. Below this, a table displays project details: Project: **Lisa Test Project, Project Number: LISA, Process: CIP Funding Application, and Subject: **Lisa Test Project, CIP Process. The 'Details' tab is active, showing 'Documents (0)', 'Attached Processes (1)', and 'Attached Forms (0)'. A section titled 'CIP Request Type' includes a blue informational banner stating: 'Any documentation that you wish to provide that does not have an upload field below can be provided via the Documents tab of this process.' The form fields include: 'Request Type' (a multi-select dropdown with options: Local Planning, Project Development & Design Funding, Construction Funding, Construction, and Project Development + Design; 'Construction' is selected), 'FY' (a dropdown menu set to 2027), 'Priority' (a text input field), 'Has this project received construction funding in the past?' (radio buttons for Yes and No, with 'No' selected), and 'Is this a systemic project?' (radio buttons for Yes and No, with 'Yes' selected).

Trimble Unity Construct

CIP Funding Application (CIP)

Auto saved Sep 01, 2026 01:18 PM

Start Process

Print Copy Show Workflow **Submit** Save Draft Delete Draft Cancel

Project:	**Lisa Test Project
Project Number:	LISA
Process:	CIP Funding Application
* Subject:	**Lisa Test Project, CIP Process

Details Documents (0) Attached Processes (1) Attached Forms (0)

Expand All | Collapse All

CIP Request Type

Any documentation that you wish to provide that does not have an upload field below can be provided via the Documents tab of this process.

* Request Type: Local Planning
Project Development & Design Funding
Construction Funding
Construction
Project Development + Design

FY: 2027

Priority:

* Has this project received construction funding in the past?:
☐ Yes
☒ No

* Is this a systemic project?:
☒ Yes
☐ No

The next steps of the CIP process will look similar to the process used in prior years. As much data as possible has been automatically pulled in from the CADP process and you will be able to fill out and submit the remaining required information as noted.