Application should be filled out and submitted to Alexandra Loukas (Associate Dean for Research and Graduate Studies) and Ryan Baldwin (Director of Information Technology and Facilities). They will review the application and a meeting will be scheduled to discuss further.

Be as detailed as possible and attach any pertinent documents. Note that fields will expand as needed.

|  |  |
| --- | --- |
| **Date:** |  |
| **Your Name:** |  |
| **Your Department/Unit:** |  |
| **Your Phone Number:** |  |
| **Your Email Address:** |  |
| **APPROVALS** |
| Please respond below where applicable.* Have you consulted with your Department Chair to determine if space can be allocated within the department allocated space (Yes/No)?
* If you are affiliated with a research center, have you consulted with the Center director or representative to determine if space is available within the space already allocated to that Center (Yes/No)?
 |
| **RESEARCH** |
| Briefly describe the research program and why space is required for the research program. |
| What are the negative impacts of not having this request approved? |
| **SPACE NEEDS** |
| **When is Space Needed?** |  |
| **Duration Space is Needed?** |  |
| * New space request (Yes/No)?
* Additional space to support a new or expanded activity (Yes/No)?
* Relocation from an existing space (Yes/No)?

Notes: |
| Is there a desired location within SZB or BEL? If so, describe the space specifically and why this space is preferred. |
| Describe the measures taken to find existing space and why those options are not feasible. Have shared space options been considered? |
| Describe the functional requirements for the space needed (sink, vent hoods, office with one-way mirror, etc.): |
| Describe the number and type of occupants (faculty, graduate students, etc.). At what percentage appointment is each? |
| If you currently have a research space, will it be vacated if a new space is allocated? |
| **FUNDING** |
| If grant-funded, specify the following:* Grant/award agency:
* Type of grant/award (research, training, applied, etc.):
* Amount of grant/award:
* Grant/award duration:
* Status of grant/award (submitted, awarded, etc.):
* How much funding is available for moving and/renovation costs:

Notes: |
| **OTHER CONSIDERATIONS** |
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| --- |
| **APPROVAL** |
| **Approval:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Alexandra Loukas, Associate Dean for Research and Graduate Studies |
| **Date:** |  |