Academic/Research Space Request Form

The dean should submit this form to the Academic/Research Space Planning Resources office to request additional academic/research space.

Date:_________________

A. Contact Information
Name
Ext.
Signature__________________________________________________________

College/School
E-Mail

B. Space Use
Is this request for a new faculty hire?
If yes, when is the anticipated start date?

Check the one that most closely describes how space will be used:
☐ Office space for tenure/tenure track faculty
☐ Research space for externally funded projects
☐ Research space for work not externally funded but important to the University’s scholarly endeavors
☐ Office space for individuals (non-tenured/tenure track) providing instruction to students
☐ Space for functions that directly support research, instructional and service mission
☐ Space for functions that indirectly support research, instructional and service mission
☐ Other, please explain

C. Space Need
Date space is needed: Length of time needed (months/years)

Number of spaces:

<table>
<thead>
<tr>
<th>Offices:</th>
<th>Faculty</th>
<th>Labs:</th>
<th>Instructional</th>
<th>Other:</th>
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<td>Other</td>
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Approximate total square footage needed:
C. Description/Justification

Please describe the type of space requested and justify why additional space is needed. Include the name of the department and/or person who will be using the space. Indicate any negative impacts which will result if space is not allocated.

D. Special Requirements

Please briefly describe any requirements of this space including its proximity to other facilities. Indicate any space that is particularly suited to this request.

E. Funding Sources

Please indicate amount and source of funds available for any costs associated with allocation of space. This would include moving expenses and renovation costs.