

## **Space Request Form**

### **Vice President for Research and Economic Development**

This form is to be used for requesting space in the Science and Education Building (SEB), the Harry Reid Research Center (HRC), the Vivarium, or other space assigned by the Vice President for Research and Economic Development.

Space managed by the Vice President for Research and Economic Development (VPRED) is reviewed quarterly, or as deemed necessary, by the VPRED Research Space Committee. Space request forms are routed through the respective Dean's office for review by the committee. Space allocation recommendations are made by the committee to the VPRED.

Recommendations are based primarily on grant funding, research expenditures, and successful mentoring of graduate students to ensure that the space is being used to maximize research productivity. Other factors that may be considered include: publications in prestigious peer-reviewed journals; research citations; and patents. Based on the VPRED Research Space Committee's recommendations, the VPRED will make space decisions and share them with the appropriate dean(s) and the Office of Space Management. It is the dean's responsibility to notify affected faculty and discuss alternative research space options within their division. The overall needs of the campus will take priority over the individual needs of the units.

Requests for the allocation or reallocation of space will be considered by the VPRED Research Space Committee based on the following information to be provided by the requestor:

Please fill out the following sections:

Date:

Contact Information for Requestor:

Name:

email:

Phone:

Please indicate the general or specific facility location for the space request if known (SEB, Vivarium, HRC, EPA, other), otherwise space requests will be evaluated based on available space at any suitable location that meets the criteria below.

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Please fill out the following sections:

- A. Provide a detailed description of the individual or group (PIs) and their proposed research activities.

- B. Provide a description of the collaborative or multidisciplinary nature of the proposed research activities.

- C. Provide the current and pending funding for all PIs.

- D. Provide a description of the research projects, activity or service function required for the space.

- E. Provide a list of proposed occupants of the space (faculty, staff, graduate students, undergraduate students, postdoctoral fellows).

- F. List any other requirements that are needed (e.g., power, data, fume hood).

- G. Provide a proposed start date (permanent space) and end date (if request is for temporary space) for occupancy.

- H. Provide a discussion of what other options have been considered within the Division and Departments currently allocated space. Explain in detail why these are not suitable.

I. A description of how renovations and/or furniture needs will be funded.

J. Any additional information that is applicable to the request.

K. Availability to meet with the committee.

The requests should be emailed to david.hatchett@unlv.edu. Requests with missing information will be returned to requestor and not considered until all details are provided.

Committee Recommendation:

☐ Approve

☐ Deny

\_\_\_\_\_ Date: