

University of Arizona College of Medicine Space Request Form

Research Space
 Administrative Space
 Educational Space

Prospective Occupant Information	
Name (Last, First):	Title:
E-mail:	Telephone Number:
College: Medicine	Department:
Business Manager Name:	Business Manager email:

Justification, e.g. new hire, new program (Details can be included in a separate attachment)
Long term or short term (until when?) request:

Other space held by or available to prospective occupant

Administrative, Educational or Research Dry Lab Space	
Proposed Activity	Number of cubicles needed, names and titles of occupants, proposed number of hours to be spent in the space.

Research Wet Lab		
Proposed Activity	Space needs (Sq. Ft. or linear bench Ft.)	Open lab or support room? (justify)

Office Space (Faculty PI or Senior Administrator only)
<input type="checkbox"/> Shared Office <input type="checkbox"/> Dedicated Office Number of hours per week: Proposed Activity:

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Special Needs (e.g. Chem/Bio/Rad safety, proximity to equipment/other departments, other needs not listed above):

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Funding Information

List all funding (including startup) that would support activities to be carried out in the requested space. Prorate if activities will be carried out both in COM-T and elsewhere.
Add to table if needed or provide Analytics (or other validated source) printout with this information.

Grant/Contract Title:	Principal Investigator:
Sponsor	Grant/Contract #
Annual Direct Costs to Requestor:	Total Award Period (Dates):
Grant/Contract Title:	Principal Investigator:
Sponsor:	Grant/Contract #
Annual Direct Costs to Requestor:	Total Award Period (Dates):
Grant/Contract Title:	Principal Investigator:
Sponsor:	Grant/Contract #
Annual Direct Costs to Requestor:	Total Award Period (Dates):

Department space committee:

Reviewed By Department Space committee (Yes/ No):

Department Space Committee Recommendations:

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Comments

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Approval Signatures

Director/Department Head

Date

Dean (if from college other than COM-T)

Date

Submit to: COM-T Space Committee, College of Medicine – com-t-space@arizona.edu