The following outline is intended to assist you with your research space request. Each request should be typed and no more than 3 pages. Please submit your research space requests to the College of Public Health’s Assistant Dean for Operations and Management and the Associate Dean for Research.

1. Provide an explanation of your research space request. Outline the percent of space requested as it relates to:\*Research, Clinical, Education and/or Administration

\* NOTE: Research space requests will be subject to previously established research space request criteria, as defined by the Vice-Chancellor for Research and outlined in the UNMC policy found at <http://wiki.unmc.edu/index.php?title=Assigning_Research_Lab_Space>.

1. Provide a detailed explanation of your space request, and functions that will be performed in the space. Please suggest a location, if you have one in mind.
2. List existing personnel that will use the space (name, title, function and FTE). List TBA personnel by title, function, FTE and expected date of hire. Include any special space requirements for equipment and/or personnel. List the most detailed square footage estimates possible.
3. Date the space is needed
4. List the funding source for the space. If there are minor or major renovation expenses and/or additional furniture and equipment necessary as a result of this space request, list them and provide a funding source.
5. Explain how UNMC, the College of Public Health, and your Department would benefit from the space.
6. Each request will require a statement of support from the Department Chair.

Related UNMC Policies/Procedures:

6071. Assigning Research Lab Space. <http://wiki.unmc.edu/index.php?title=Assigning_Research_Lab_Space>