

College of Medicine Campus Space Request

The following outline is intended to assist you with your space request submission. Each request should be typed and no more than 3 pages. Please submit your space requests to Mike McGlade, Assistant to the Dean, zip 6545:

- 1) 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.

- 2) 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.

List existing personnel to be moved (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) What is the requested move date?
- 4) List the funding source for moving expenses. 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) How would each of the following benefit from your space request? Your Department? UNMC? College of Medicine? UMA? NMC?
- 6) List the individual coordinating this space request with their contact information.
- 7) Each request will need a short support statement from your departmental chairperson, and should be signed off by the department's chairperson.

If you have any questions regarding the space request process please contact Mike McGlade.

Effective Date: March 1, 2004.