The following outline is intended to assist you with your research space request submission. Each request should be typed and no more than 2 pages. Please submit your space requests to the Associate Dean for Research for review and assignment.

1) Provide an explanation of your research space request*, including any special requirements (i.e., for personnel, equipment, etc.), detailing the amount needed (e.g., approximate square footage), its intended use, and why it is needed.

* NOTE: Research space requests will be subject to previously established research space request criteria, as defined by the Vice-Chancellor for Research and the College of Nursing Policy: Research Space for Funded Projects.

2) List existing personnel to be using the space (name, title, function and FTE). List TBA personnel by title, function, FTE and expected date of hire.

3) Please suggest a location in the Niedfelt Nursing Research Center, if you have one in mind.

4) Date space is needed.

5) 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.

6) How would each of the following benefit from your space request? Your Department? College of Nursing? UNMC?

Following receipt of the formal research space request, the request will be reviewed by the Associate Dean for Research. If you have any questions regarding the space request process, please contact the Associate Dean for Research.

Note. Clinical, Education and/or Administration space requests should be made to Cara Mouw in the Dean’s Office, Telephone: 559-5414, email: cmouw@unmc.edu

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