The following outline is intended to assist you with your space request submission. Each request should be typed and no more than two (2) pages. Please submit your space requests to my attention, to be reviewed by the COD Space Committee (Administrative Review Committee):

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 and our Associate Dean 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 using 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) What is the requested move date?

4) 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? College of Dentistry? UNMC?

If you have any questions regarding the space request process, please contact me directly.

Effective Date: November 1, 2015