Engineering at Alberta

Request for Research Space

Faculty Space Allocation Committee

Introduction & Purpose

The Faculty of Engineering and Space Allocation Committee (SAC) continue in their commitment to and support of the provision for real property space to faculty members when such provisions are prudent and reasonable. To these ends, the Faculty and the SAC have created this Request for Research Space form to allow faculty members to provide information on their need for research space. The information will be fully used in an assessment process by the SAC to make decisions on the request for space.

Prior to submitting any major equipment grant applications (e.g., CFI), the PI should complete a space request and submit it to their Department Chair or Academic Department Manager for consideration to make sure the proposed space can be realistically provided for hosting the equipment. The Faculty does not reserve space for equipment that has been applied for but not yet granted.

If, after the review by the Faculty Space Allocation Committee, the needs cannot be met within existing facilities, a recommendation for reallocation of research space will be made to the Dean. The Dean holds final responsibility for assigning or reassigning research space in the Faculty.

Research space will be allocated to faculty members for a period that can range from 3-5 years and will be reviewed regularly. After this initial period, the faculty member's research space allocation may be adjusted based on the criteria outlined in the Space Allocation Policy. On the attached Lab Space Form, provide a detailed explanation of

Your space request and the functions that will be performed in the space.
Source(s) of funding, including new funding that might have precipitated the need for more space.
Location, if you have one in mind.
What steps have been taken to address these needs within the current allocation?
Priority will be given to collaborative use of research space whenever possible. Will this be shared space? If so, by whom, and what are their roles? If not, justify its exclusive use. If a dispute arises regarding the shared use of the space, please indicate a dispute resolution process to be followed.
Include any special space requirements for equipment and/or personnel. Indicate who owns each piece of equipment.
List source of funds for any moving expenses, renovation expenses, and/or additional furniture or equipment. How will operations and maintenance (O&M) of equipment be managed?
List the individual coordinating this space request with their contact information. Indicate if a lab manager, director, or 'go-to' person is involved; what are their responsibilities?

The request should be no more than three (3) typed pages.

Research Space Form

Date of request	
Name	
Academic Position	
Current number of HQP in the group	
Current research space *Indicate room number*	

Please write a summary of the research to be conducted in the requested space
Equipment to be located in the requested space
Personnel expected to work in the requested space
Funding for the requested space (*e.g., CFI)*
Timeline for the request (*provide justification)*
Details of the request (*e.g., area and height, wet lab, power equipment, etc.)* and suggested room if known

Send completed forms to: Dr. Karim El-Basyouny (basyouny@ualberta.ca) and cc to **Kelly Anderson** (kja2@ualberta.ca)