

## Research Space Allocation Request Form

**Please read the Research Space Allocation Guidelines before completing this form.**

Please direct any questions about completing this form to the Associate Dean Research and International (ADRI) ([educadri@sfu.ca](mailto:educadri@sfu.ca))

|               |            |
|---------------|------------|
| Request Date: | Requestor: |
| Email:        | Phone:     |

**Section A: Occupancy Information**

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|--|--|
| Occupant Names(s) and Title(s): <i>(Include all people, including their position titles, who will use the space on a consistent basis)</i>   |  |
| Start Date:  | End Date:  |
| Occupant(s) of Space will be:<br><input type="checkbox"/> Faculty<br><input type="checkbox"/> Staff<br><input type="checkbox"/> Graduate students<br><input type="checkbox"/> Undergraduate students | <input type="checkbox"/> Research Chairs<br><input type="checkbox"/> Research Staff<br><br><input type="checkbox"/> Other: _____ |

**Section B: Description of Space Use**

What is the function of the space?

- Office – complete section B1
- Research – complete section B1 and B2
- Other: \_\_\_\_\_ – describe and complete section B1

**Section B1**

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| What spaces are currently assigned to the occupant? (include room numbers)   |
| Could the space be shared with more than one person or group? <span style="float: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</span> |
| Describe the activities taking place in the space. Has this need emerged due to a new initiative or funding?   |

**Section B2**

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| Describe the types of activities in the space:  |
| Will the use of the space involve training of undergraduate and graduate students, and post-doctoral fellows?                   |
| Have you notified the Associate Dean Research or the Dean about your research space needs?                                      |
| Please sign to acknowledge that you have read and agree to abide by the Research Space Allocation Guidelines:<br><br>Signature: |

**Section C: Space Requirements**

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| <b>Office Space:</b> List any special requirements for the requested office space: |
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**Section D: Requestor Comments**

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**Section E: Approvals**

Assigned Space: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Associate Dean Research and International Additional Comments:

ADR Signature: \_\_\_\_\_ Date: \_\_\_\_\_