

College of Education

Request for Research Project Space

Requestor:

Email:

Department:

Type of Space Needed:

Amount of Space Needed:

How long will you need this space?

Start Date:

End Date:

(Please be as accurate as possible. If conditions change, extensions may be granted based on availability.)

Project Information

Title:

Nature of Project: (Please describe your project in 100 words or less)

Funding Type:

External

Internal

Funding Source:

If funded externally, are specific space needs indicated in your proposal?

Yes

No

Purpose of Requested Space (check all that apply)

Secure Data

Collect Data

House Graduate Assistants

Other (explain):

Graduate Assistant Information (GA's)

Number of Graduate Assistants:

Nature of Graduate Assistant Tasks:

Literature Review

Data Entry

Data Collection

Subject Participants

Other, specify:

Human Subjects/Participants (complete if applicable)

Where will data be collected from them?

on campus: classroom requested lab
off campus

Approximate Number of Participants: Duration of Data Collection: days weeks

Special Needs (e.g. specific renovations to facilities; requirements not listed above)

I have read the *Guidelines for Research Space Allocation*, and in addition I understand that if I am granted space. . .

. . . my space allocation will be monitored and needs reassessed annually.

. . . I must inform the Associate Dean for Graduate Studies, Research, and Faculty Development **in writing** if my research needs change.

. . . any of that space that I am not using will revert back to the Associate Dean's Office for Research.

Requestor (type/print)

Signature

Date

Required Approval Signatures

Department Head (type/print)

Signature

Date

Associate Dean, Research (type/print)

Signature

Date