Information Sheet for Research Programs Requiring

**Renovations and/or Additional Space**

**Renovations:**

If/when space has been identified, it is necessary to evaluate the degree that it is properly configured to support the research mission of the grant. If renovations appear to be necessary, it is strongly recommended that the researcher and his/her department obtain professional assistance from the Facilities Services Group prior to submitting the grant application. At a minimum, FSG will provide advice regarding the feasibility of proposed renovations and preliminary cost estimates. It will be necessary to submit a requisition to FSG to obtain their services.

Funding for renovations of current or additional research space for Faculty and staff is generally the responsibility of the individual's department and/or college. Limited central administration funding for renovations may be available through the Facilities Renewal and Equipment Committee (FREC). FREC funding requests must be submitted through the Dean of your college and must state the Dean's priority ranking for this project relevant to other collegiate requests. Because of the limited funding available, you should seek FREC approval prior to submitting a funding application to the sponsoring agency if FREC funds will be required in order for the research to be conducted. FREC requests should be submitted in writing to: Jan Ricklefs, Finance and University Services, 105 JH.

Renovations contact: Allen Stroh, Facilities Services Group 5-1247

**Space:**

Initially, space should be identified, if possible, within the existing departmental space allocation. If that is not possible, it will be necessary for your department head to submit a request for additional space through administrative channels. When requesting additional space, please provide as much information as possible, including type of space needed, personnel to be housed there, period of time that space is needed, and any special requirements.

The Office of Space Planning and Utilization will work with collegiate or other institutional administrators to review current space use and assess whether the need can be met through different use of existing space, not only in the requesting department, but through an entire building or area.

If leased space will be required, the Office of Space Planning and Utilization asks the Business Office to find suitable off-campus opportunities.

Space resource contact: Diane Machatka, Facilities Services Group (FSG) 5-3887