

Request Form

Allocation of Additional HSS Space in Support of Research Grants, Contracts or Agreements

See end of form for instructions and submission procedures

1. Requestor

HSS faculty member:

Department:

Email:

2. Associated Research Projects

Please list all research projects, funded or otherwise, associated with this request and that will use the additional space. Provide start and end dates for funding, if known, and awarded funding totals. Attach additional pages if necessary.

Project Title	Start	End	Agency & Program	Total Funding

3. Space Request Details

Estimated space required (ft²/m²):

Ceiling height: Normal

Higher

Number of offices or rooms required:

Start date (MM/YYYY):

End date (MM/YYYY):

Is use of a shared space with unrelated projects feasible?:

Yes

No

Is this request for temporary or permanent space:

Temporary

Permanent

Designated function/type (e.g. office, lab, other) and indicate main research activities:

Number of occupants/employees, titles, & specify role of each (e.g. research assistants, postdoctoral fellows, artists-in-residence, etc.):

4. Current Space Allocations & Uses

If you currently have space allocated to you for research projects, provide a brief description of the space allocations and their uses. Explain if these spaces are over and above what is normally allocated to you in your position as ASM (max 1800 characters [c. 250 words]):

5. Space Request Justification

*Please outline: 1) how current space allocations are insufficient for the proposed activities; 2) if department(s) have exhausted possibilities to address the need for additional space, including consultation with Facilities Management and other units; and 3) how the provision of additional space aligns with departmental, faculty, and institutional priorities. **Important:** Attach documentation (copies of emails, etc.) which speak to the discussions and decisions made by your department and/or other units such as FACMAN (max 1800 characters [c. 250 words]):*

6. Requestor Signatures

Requesting HSS Faculty Member:

Date:

Heads or delegates: please review within the context of your department and the above faculty member. Questions can be addressed to an HSS GFO as required.

Head (or delegate):

Date:

7. HSS Dean’s Office Review and Approvals

To be completed by the HSS Dean’s Office only. Please indicate space allocated by HSS and /or the space request which will be forwarded to the VP’s Space Committee. If HSS space has been granted, provide room numbers, start and end dates (mm/yyyy), and the specific uses of the HSS space. If applying to VP Space Committee for additional space, provide the following information:

- *a brief synopsis of the request;*
- *why a reallocation of space within HSS is not possible;*
- *contextualize the decision within the HSS Faculty’s space plans and priorities; and,*
- *summarize the discussions that have occurred regarding the space request, e.g. why HSS can’t offer the required space and why alterations to the existing layout within the assigned space to maximize utilization or to reorganize existing space use is not possible.*

HSS Space Granted: yes no

Details of HSS Space:

Referred to University Space Committee: yes no

Details for University Space Committee:

The Faculty of Humanities and Social Sciences approves the above HSS space to be provided for the time specified for the research activities outlined in this application. If applicable, HSS supports a request to the Vice-President’s Space Committee for the activities noted on this form and asserts that all possibilities have been explored at the Faculty level to address the needs of the proposed activities and space.

Dean (or delegate):

Date:

Instructions and Submission Procedures

When to use this form:

- When the current space allocated to an HSS researcher is insufficient for research activities and all possibilities for a solution that meets their needs have been exhausted at the departmental level, including all home units and departments of other researchers who may be associated with the research activities.
- For the Dean's Office to assess additional space requirements for research activities *outside of all existing departmental allocations* which may or may not include Dean's Office consideration of faculty space, and prior to a request to the Vice-Presidents' Space Committee when space is unavailable within HSS.

Who completes this form:

- HSS faculty members who are Principal Investigators or HSS faculty members who are leads on a team with a non-HSS PI.
- HSS Approvers/signatories for this form are faculty members, Department Heads or delegates, and HSS Dean or Associate Deans.

Submission procedures for this form:

- The requestor should complete the form and email a draft to the Grants Facilitation Officer (GFO) handling your file: Heather C. O'Brien (HSSResearchAdmin@mun.ca 864-8603) or Matthew Milner (HSSResearchGrants@mun.ca 864-8050) **as early as possible ahead of related grant application deadlines**. Requests should normally be submitted well in advance (8 weeks recommended) of the HSS internal deadline for the relevant competition. The [HSS Research Funding Tracker](#) provides submission information, including HSS internal deadlines.
 - o Also attach to the email all supporting documentation, including discussion of departmental allocation of space
- The GFO will review and may suggest or request edits.
- The requestor should then obtain departmental approval and email the signed form to the GFO.
- The GFO will submit the request to the Dean's Office for their consideration. If the Dean's Office cannot provide adequate, additional space, they will work with the requestor in submitting to the VP Space Committee; additional forms may be required.

Additional guidelines:

- Additional space requests must follow Memorial's [Space policy](#).
- If the Department and the Dean's Office are not able to identify suitable space, a request may be submitted to the Vice President's Space Committee. There is a procedure for submitting a request to this Committee; this form will be submitted with the [Space Committee's Request Form](#) as documented proof that additional space has been requested of your home department and faculty, and that those units were not able to provide it.
 - o Note that the Dean must submit the space request to the VP Space Committee on behalf of the HSS Researcher.
- Temporary research space allocations arranged between departments as part of in-kind research contributions *should not use this form*. Such allocations can be documented through email threads; be sure to include start and end dates, prospective rooms (if known), type of room, and value based on the square footage (\$30/sq ft/year) if the space is to be included with research grant submissions as part of normal application procedures. Contact a GFO for direction in this.