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CELS Space Request Form

CELS Space Request Form

Applications will be accepted from individuals, groups, and departments within CELS. In the case of groups and departments, please submit information for the representative from the group and provide a list of others requesting space within the group or department.

Process: Applications will be sent to the Chair of your Department for approval. Applications will be reviewed by the CELS Space Committee (see CELS By-Laws for Space Committee description). The committee will pass along its recommendations to the Dean's office for final approval of the application.

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CELS Shared Use Map

Map located here:

https://docs.google.com/presentation/d/1q14RkbeYhM_Ai8eYnMtQG3IrZVstNhOs3BrLKpNNE0k/edit#slide=id.p

CELS Shared Use Database

https://docs.google.com/spreadsheets/d/1bEzZm5sKzpsPxI7coHJ_5L6kL3pRtBT9Cc-dnJYGJzM/edit#gid=0

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* Required

Applicant Information

Please include your contact information here.

Applicant Name *

Your answer

Applicant Title *

Your answer

Applicant Department *

Your answer

Applicant Department Chair and Chair's Email Address *

Your answer

Applicant Phone *

Your answer

Applicant Email *

Your answer

Applicant Type *

☐ Individual

☐ Group or Department

☐ Other: _____

[Back](#)

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Space Needs

Type of Space Requested

- ☐ Faculty/Staff Office
- ☐ Conference/Seminar Space
- ☐ Teaching Laboratory
- ☐ Research Laboratory
- ☐ Support Space
- ☐ Other: _____

What amount of space do you need for the type noted in the prior question (e.g., sqft, number of labs, number of offices)?

Your answer _____

Please provide Building, Floor, and Room number

Your answer _____

Does this space request conflict with or overlap any current use footprint (See Current Space Usage Map shorturl.at/yMWY0)? If yes, please identify conflict.

Your answer _____

Will this space need to be renovated?

- ☐ Yes
- ☐ No
- ☐ Maybe
- ☐ Other: _____

If space needs to be renovated, what renovations are necessary and are funds available for the renovation?

Your answer _____

Date space is needed

Date

mm/dd/yyyy

Estimated end date of grant or space use

Date

mm/dd/yyyy

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Rationale for Space Request

Why is new or additional space requested?

Your answer

How would this allocation of space meet your goals and the mission of CELS more broadly?

Your answer

What are the consequences of the space request is denied?

Your answer

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[Next](#)

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Choose, Research, Teaching, and/or Outreach

Skip through sections to complete only your section(s) of interest: RESEARCH, TEACHING, OUTREACH

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Research Space Request

What is the 5 year average size of career stages in your group?

	1	2-4	>5
Postdoctoral Fellows	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graduate Students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Undergraduate Students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please attach a 2-page CV and list of current and pending grants (preferred in .pdf or .docx form)

[Add file](#)

Please list the names of URI researchers that you routinely interact with (e.g., sharing materials, equipment, or co-mentoring students).

Your answer

Please list the names of new URI researchers or research areas that you anticipate/desire interacting with in the new space.

Your answer

Specify the funding opportunities (programs and agencies) that you are focused on from interacting with the researchers listed above.

☐ Option 1

Are there any constraints or benefits that your activities may place on others using the space (e.g., use of radioactive materials, require total silence, requires total darkness, etc...).

☐ No

☐ Yes

Please provide any additional information that may be helpful in considering this application.

Your answer

INCLUDE MEMO OR EMAIL DEMONSTRATING CHAIRPERSON'S APPROVAL FOR YOUR REQUEST IN YOUR PDF UPLOAD BELOW

Please attach any further supporting materials you want to include (e.g., floor plans, photos, Chair's approval, etc.).

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Teaching Space Request

Are you teaching a graded course or a non-graded course such as a workshop that is offered for continuing education credits (provide a course description)?

Your answer

What does the requested space offer that a general classroom does not?

Your answer

How often will the course meet and how many students do you expect in the course?

Your answer

Will there be a lab with the course? If so is lab space needed as well?

Your answer

Does there need to be proximity to another area (such as the greenhouses)?

Your answer

Please provide any additional information that may be helpful in considering this application.

Your answer

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Outreach Space Request

What is the nature of the outreach activity?

Your answer

How often will you need the space?

Your answer

On average how many participants do you expect?

Your answer

Does there need to be proximity to another area (such as the greenhouses)?

☐ Option 1

Please provide any additional information that may be helpful in considering this application.

Your answer

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