



This form is designed to facilitate the conversation regarding additional space needs for pending externally funded research. It should be used to request space for research or research-related use **before a proposal is routed** for approval. This form must be signed by the Unit Dean or Vice Provost of Research and Innovation (for University Wide Centers). If the request involves renovations, new construction, or an extensive allocation of cross campus resources, the form should also be submitted to the Provost and/or the University Chief Financial Officer for additional review, awareness, and discussion.

Note: Please upload the completed and signed request form to the Cayuse proposal record as an attachment **before routing the proposal for approval**.

Requestor Name: \_\_\_\_\_ Cayuse Proposal No.: \_\_\_\_\_

School/Unit/Center: \_\_\_\_\_

This is a University Wide Center

Funder: \_\_\_\_\_ Budgeted Funding: \$ \_\_\_\_\_

Project Title: \_\_\_\_\_

This proposal, if awarded, will require new, additional, or renovated AU space as follows:

(Select all that apply)

- Desk / Office Space for new award hire(s)
- Special Space for participant related research
- Specific or extensive on-campus meeting space
- Space for specific equipment required to perform research
- Renovation of current space or construction of new space to accommodate research needs
- Other, please explain: \_\_\_\_\_

This space will be used by:  Faculty  Research Staff  Students  Other \_\_\_\_\_

Please briefly describe the duration, frequency, or any other space details to be considered.

I, Dean/VPRI \_\_\_\_\_ have discussed the space needs of this proposal. If an award is granted by the funder, this research space request can be accommodated, or the alternative solution outlined below has been identified and discussed.

Alternative solution:

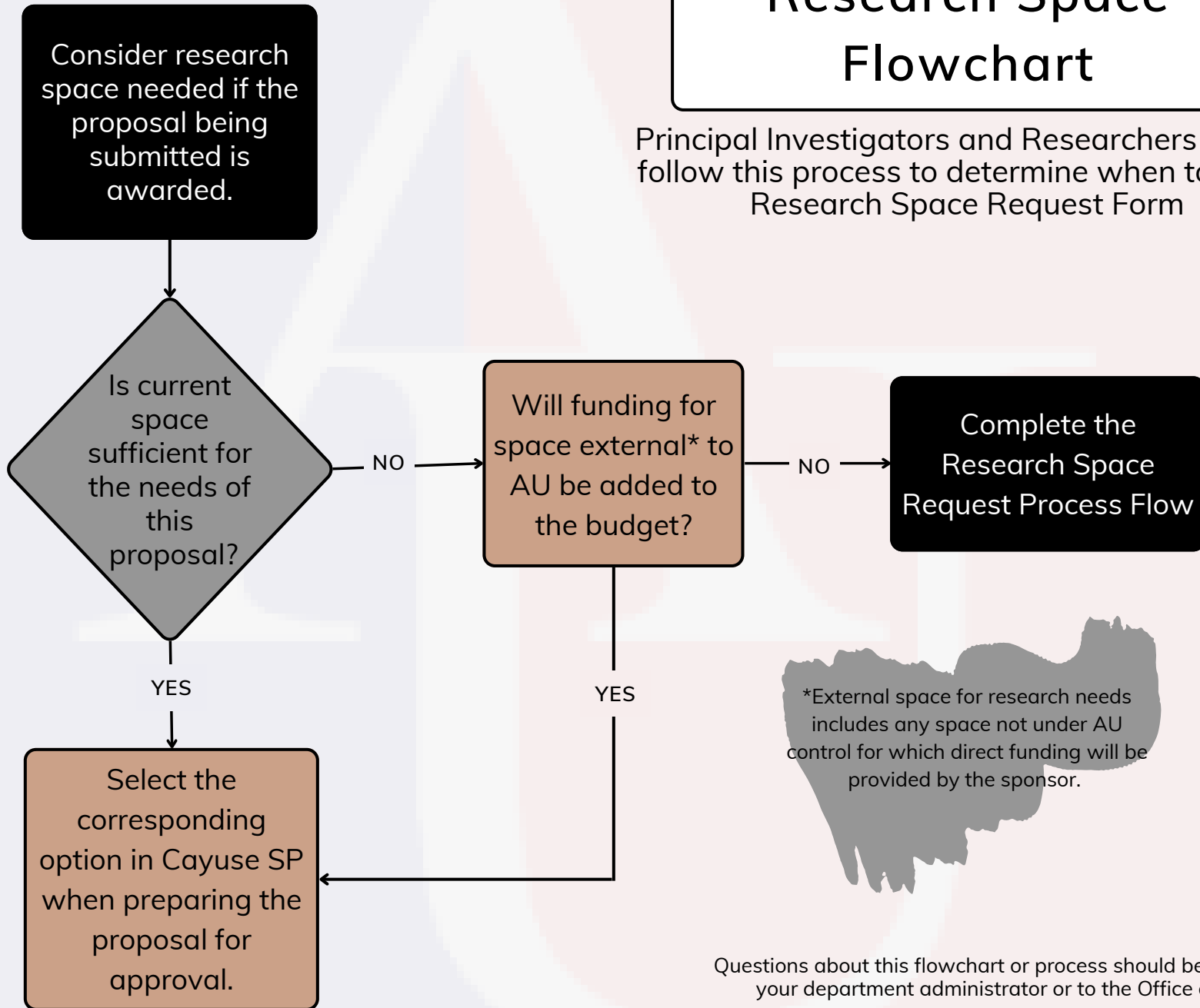
Dean/VPRI Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Research Space Flowchart

Principal Investigators and Researchers should follow this process to determine when to use a Research Space Request Form

Review space needs at least five(5) weeks before a proposal is due



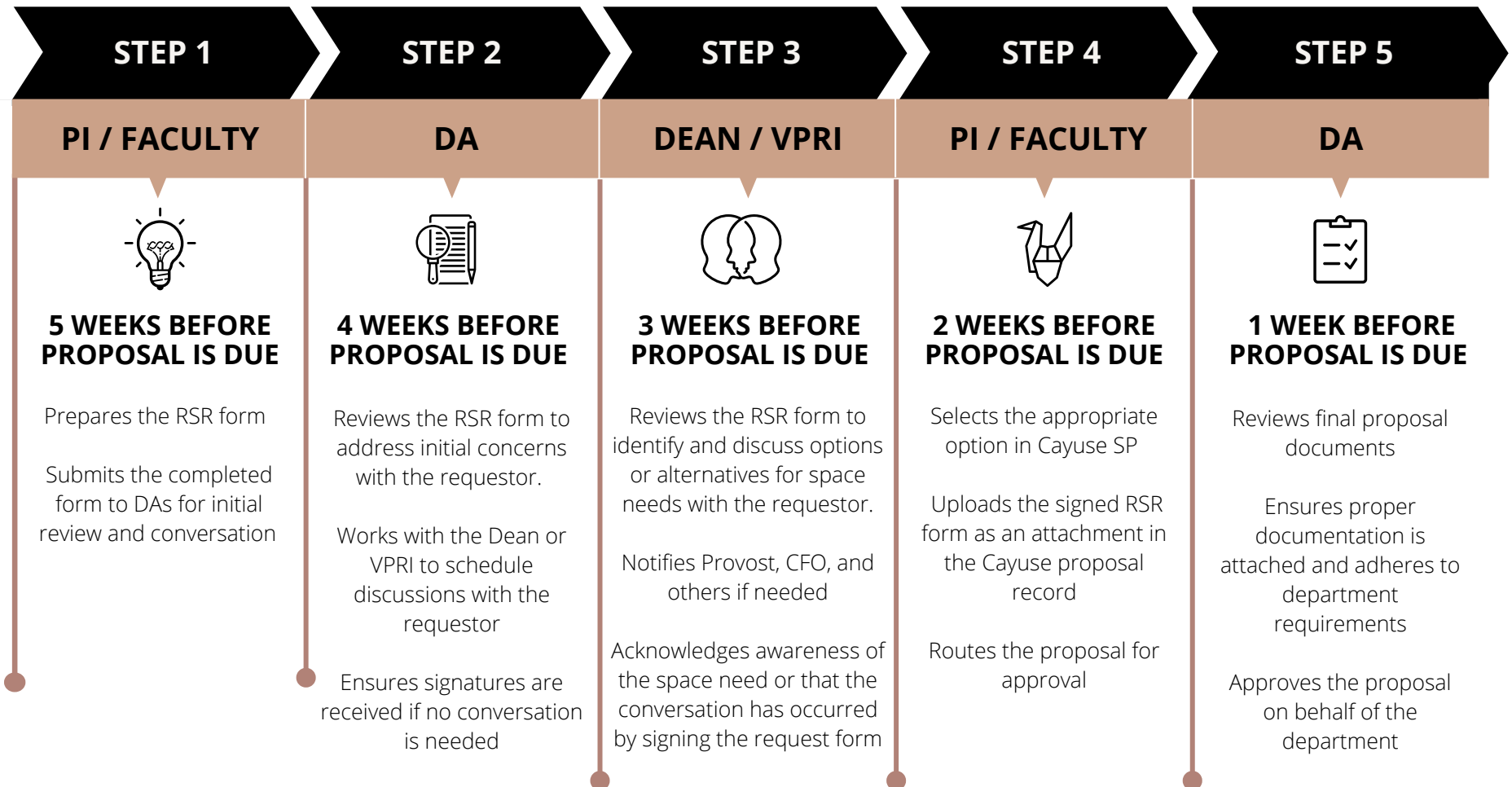
\*External space for research needs includes any space not under AU control for which direct funding will be provided by the sponsor.

Questions about this flowchart or process should be directed to your department administrator or to the Office of Research



# RESEARCH SPACE REQUEST PROCESS FLOW

This process and its accompanying form (Research Space Request form) have been created to assist in the management and allocation of AU space and to facilitate discussions between researchers and decision makers when the current allocation of PI/Faculty space is not sufficient to meet the deliverables of a pending proposal for external funding. Since not all proposals are funded, this process only facilitates conversation. Definitive space is granted once an award is received.



- CFO - Chief Financial Officer
- DA - Department Administrators
- RSR - Research Space Request
- UWC - University Wide Center
- VPRI - Vice Provost of Research and Innovation



**Current Cayuse State**

<p>Item List 22-0061</p> <p>View or Edit completed sections by clicking the name next to the check.</p> <ul style="list-style-type: none"> <li>✓ <a href="#">Office of Sponsored Programs</a></li> <li>✓ <a href="#">Key Personnel Worksheet</a></li> <li>✓ <a href="#">Budget Worksheet</a></li> <li>✓ <a href="#">PI: Conflict of Interest - Disclosure of Significant Financial Interests and Obligations</a></li> <li>✓ <a href="#">PI: Export Control Worksheet</a></li> <li>✓ <a href="#">PI: Intellectual Property (IP) Worksheet</a></li> <li>✓ <a href="#">PI: Proposal Abstract</a> &gt;&gt;</li> <li>✓ <a href="#">PI: Regulatory Compliance</a></li> <li>✓ <a href="#">PI: Other Required Information</a></li> <li>✓ <a href="#">Subcontractor/Subaward Request Worksheet</a></li> <li>✓ <a href="#">Performance Site Worksheet</a></li> <li>✓ <a href="#">Proposal Attachments</a></li> <li><a href="#">Proposal Approval</a></li> <li><a href="#">Proposal Notes</a></li> </ul> <p>Administer Proposal</p>	<p>&gt;&gt; PI: Proposal Abstract</p> <p>* Indicates Required Fields</p> <p>Please provide a brief abstract of your proposal highlighting:</p> <ol style="list-style-type: none"> <li>a. the purpose(s) or problem(s)</li> <li>b. the hypothesis(es) or objective(s)</li> <li>c. the method(s) of the project(s)</li> </ol> <p>* Abstract:</p> <div style="border: 1px solid gray; padding: 5px;"> <p>American University (AU) will implement an ADVANCE Adaptation project: 1) to support women STEM faculty members' research and scholarship; 2) to improve professional and academic environments by clarifying and executing new tenure, promotion, and reappointment guidelines that integrate inclusive and antiracist principles; and 3) to increase STEM faculty members' feelings of belongingness, particularly those that self-identify as women and underrepresented minorities. AU is a medium-sized, urban, private, research university that continues to rapidly strengthen its status as a research institution. As a previous NSF ADVANCE Catalyst grant recipient, ADVANCE AU will utilize over two-years of relevant, mixed method research to pilot strategies to assist in the execution of a new, inclusion and equity-oriented tenure and promotion process, as well as creating supports for early career women faculty in STEM departments.</p> </div> <p style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Reset"/> </p>
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**Future Cayuse State (Effective 9/1/2022)**

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