



UNIVERSITY OF
NOTRE DAME

RESEARCH
Administration

Notre Dame Research, 940 Grace Hall, Notre Dame, Indiana 46556 USA
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Additional Space, Space Renovation, or Utility Upgrades Request Form for Research Grant Applicants

Cayuse Number:

Principal Investigator:

Department:

Proposal Title:

Sponsor:

Total Sponsor Request:

When to use this form:

Use this form if you are requesting additional space, renovation of existing space, or utility upgrades in connection with a research grant application which, if funded, would require these items in order to complete the proposed research project (**i.e., you indicated “Yes” to these items on the budget page in Cayuse**). This form should accompany the proposal as it is routed through the department, College, and ND Research.

Additional Space Request:

Please provide as much detail as possible regarding the requirements of the additional space needed for the research, including information such as:

- Rationale for why additional space is needed for the research
- Number of additional rooms needed
- Square footage of the rooms
- If a specific location is necessary/desired please indicate and provide rationale
- Any special requirements in terms of utilities/infrastructure (e.g., special heating/cooling, electrical, plumbing, or access needs)
- IF you have a certain space in mind which is not currently assigned to you but which might fulfill your needs, please provide details.

Space Renovation Request:

Please provide as much detail as possible, including information such as:

- Rationale for why the renovations are needed for the research
- The location of the space you wish to renovate for the purposes of the research
- Types of renovations needed in order to make the space appropriate for the proposed research
- IF you have information on the estimated cost of renovations, please provide

Utility Upgrade Request:

Please provide as much detail as possible, including information such as:

- Rationale for why the upgrades are needed for the research
- The location of the space involved
- Nature of the utility upgrade(s) needed in order to complete the proposed project
- IF you have information on the estimated cost of the upgrades, please provide

Institutional Commitment:

Who is committing to provide/pay for the additional space/space renovation/utility upgrade: Please check-off to indicate, and have the appropriate representative sign.

Department

Department Chair Signature (if the department is committing to provide the space with departmental resources)

Date

Comments:

College

Dean's signature/designate (if College is committing to provide the space with College resources)

Date

Comments:

ND Research

Associate Vice President for Research (if ND Research is committing to provide the space with OVPR resources)

Date

Comments:

Other (Center, Institute, Provost's Office, etc.)

Authorized signature (if another unit within the University is committing to provide the space with their resources)

Date

Comments: