

## Merze Tate Center for Research and Innovation - Space Request Form

Please email completed form to the Frostic Endowed Chair for Research and Innovation [jianping.shen@wmich.edu](mailto:jianping.shen@wmich.edu).

### Date of Request:

#### A. Requesting Department

Faculty Member Requesting Space

Title

Department/Unit

Contact Person: *Name*

*Email*

*Phone Number*

Name of Program/Project

#### B. Space Use

1. New request: ☐ Yes ☐ No

If Yes, start date:

2. Continuation: ☐ Yes ☐ No

If Yes, current PI total square footage:

#### C. Time Commitment

1. Duration/length of external funding:

For the following sections D. – G., attach additional supporting information if needed.

#### D. Description/ Special Requirements

Please describe the type of space/resources requested (offices, filing cabinets, etc.). This may include proximity to other resources or offices. Indicate if there is a particular space that is requested or best suited for this request.

1. Approximate total square footage needed:

#### E. Funding Source(s)

Please describe the source of funds and any additional funding available that may be used for related expenses, i.e. moving costs, furniture, renovation costs, etc.

#### F. Staff and Hours Worked

Please list all staff members and the number of hours they work each week.

1. _____	Hours/Week _____	10. _____	Hours/Week _____
2. _____	Hours/Week _____	11. _____	Hours/Week _____
3. _____	Hours/Week _____	12. _____	Hours/Week _____
4. _____	Hours/Week _____	13. _____	Hours/Week _____
5. _____	Hours/Week _____	14. _____	Hours/Week _____
6. _____	Hours/Week _____	15. _____	Hours/Week _____
7. _____	Hours/Week _____	16. _____	Hours/Week _____
8. _____	Hours/Week _____	17. _____	Hours/Week _____
9. _____	Hours/Week _____	18. _____	Hours/Week _____

#### G. Signature

Requesting Faculty \_\_\_\_\_

Date \_\_\_\_\_