

College of Education - Research Space Request Form

Research space requests are considered for PIs who are submitting a grant proposal, or have received funding, through an external grant.

Steps for applying:

1. Requestor: Complete all fields on the request form on the next page.
2. Digitally sign and save your form.
3. Send your completed and signed form to your Department Head.
4. Department Head: Review, complete the necessary fields in your section, digitally sign, and save the form.
5. Once signed you'll be prompted select "submit form" and complete by emailing it to Gregory Kelly at gjk13@psu.edu

College of Education Request for Research Project Space

Requestor

Email

Department

Program

Funding Source

Project Title

Length of Project

Dates Space is Needed

(start date to end date)

Nature of Project (2-4 sentences):

Have you approached your department about space to meet your needs?

Yes

No

Type of Space Access Needed:

Access to use flexible research space in Rackley Bldg.
How many Graduate Assistants will need access?

Full-time Project Manager Office Space

Large space for constructing materials for the research project

Sponsor required space for secured data

Nature of Graduate Assistant Tasks:

Literature Review

Data Entry

Data Collection

Subject Participants

Other, specify:

REQUESTOR: Your signature below attests to your understanding that if space is granted it will be monitored and the need reassessed annually, that you will provide in writing to the Associate Dean for Research any changes in research needs; and, that any of the space you are not using will be revoked by the Associate Dean's Office for Research.

DEPARTMENT HEAD: Your signature below attests that you have reviewed this request and have discussed space options available within your department with the requestor.

Space options available in the department: