

Appendix F - Space Needs Assessment

To facilitate effective assessment of a space need, faculty will be expected to login to the **Space Needs Assessment Portal** and complete the following questionnaire for submission.

1. Please describe the space need (e.g. do you require space for existing or new personnel, equipment, program development? If the space is required to accommodate personnel, please include the names, titles, whether they are paid or unpaid, period of employment and % to time that you estimate they will spend occupying the requested space):
2. Please describe any unique space considerations such as vibration/noise sensitive equipment/research or personnel disability considerations:
3. If you wish to request being co-located with other researchers/faculty/instrumentation (e.g. with collaborators or to ensure access to equipment or resources) for a personal or programmatic need, please provide justification:
4. Please describe how this space will augment or be complementary to your existing space (e.g. why can the new personnel, equipment, program not be accommodated in your existing space allocation?):
5. Please describe the estimated time the space will need to be occupied for the proposed activity (i.e. is the space needed for an activity with a near-term, well-defined end point, or are you requesting long term space occupation?):
6. Please describe the funding source and amounts, both current and projected, that will facilitate the new space utilization (e.g. do you have existing or proposed funds that will be used for the proposed activity for which the space is needed? How will the funding specifically be used for activities in the new space?):
7. Please describe, with documentation, any past communications you have had with SIO and/or UCSD administration about the proposed space allocation (e.g. have you had discussions with leadership or divisional representatives that may have influenced the specificity of this space request?)