



FACULTY OF MEDICINE & DENTISTRY
Assignment of Research Space

Original development Date: December 14, 2022

Approval Date: January 9, 2023

Most Recent Editorial Date: June 6, 2024

Most Recent Approval Date: January 9, 2023

Office of Accountability:	Dean of Faculty of Medicine and Dentistry
Office of Administrative Responsibility:	Vice Dean(s) of Research, Faculty of Medicine and Dentistry
Approver:	Dean's Executive Committee
Scope:	Terms of Reference

Purpose: The purpose of this Terms of Reference is to outline the procedures and criteria for requests and assignment of research space in the Faculty of Medicine & Dentistry (FoMD) at the University of Alberta, in accordance with the University's [policy on space](#)

Scope: This document applies to requests for new or expanded research space or change in space allocation [laboratory space (wet or dry), or shared research space]. This TOR does not apply to assignment of research space to a 3rd party (startups, spinoffs, etc.), which is governed by a separate policy.

Procedures:

a. The Office of the Dean will maintain a list of available research space within the FoMD on FoMD's AiM system, in conjunction with source data from F&O. In accordance with UAPPOL policy, final decisions on any space lie with F&O.

b. Faculty member (Principal Investigator, Department Chair, Divisional Director, Institute Director, Vice Dean) will submit a [Space Request Form](#) to the FoMD Facility Planning and Projects (FP&P) Office for evaluation.

IMPORTANT: The requestor is responsible to complete this form and obtain the approval from their Department Chair/Divisional Director/Institute Director **prior** to its submission.

IMPORTANT: The requestor is required to determine space needs well in advance of applying for research project funding so that the feasibility of pursuing such projects from an infrastructure point of view can be appropriately assessed. Research grants that require renovations should be pursued only after VPFO and VPRI involvement.

c. The FP&P Office will work with the requestor to review the request and assess the needs of space for the proposed research project(s) and identify available and suitable space while taking into consideration the overall allocation of space within the FoMD and advise the Vice Dean(s) of Research (or the Dean if the requestor is the Vice Dean).

d. The Vice Dean(s) of Research/Dean will notify the requestor about the space assignment and terms (including the duration of occupancy) in writing.

e. If a suitable research space is not available within the FoMD, the FP&P Office will work with the UA Facilities and Operations (F&O) and the Office of the Dean to identify alternative space solutions.

Criteria: The following criteria will be used in assessing the suitability of research space:

a. The space must be appropriate for the research project, taking into consideration the size, location, and technical requirements of the project.

b. The space must be allocated in accordance with the University's policy on space, which includes criteria such as priority for research projects that are externally funded, collaborative projects, and projects that align with the strategic priorities of the FoMD and the University.

c. The allocation of space must also consider the overall allocation of space within the FoMD and the need to maximize the use of available space within the FoMD.

Review: This document will be reviewed on an annual basis, or as needed, to ensure its continued compliance with the University's policy on space and the needs of investigators in the Faculty of Medicine and Dentistry.