



**Research Office for Administration,  
Development & Support (ROADS)**

**Space Allocation Approval Form**

All investigators are required to complete and attach a **signed Space Allocation Approval Form** when submitting a grant application or agreement for a project that requires allocation of existing space not currently occupied by the investigator, construction of new space, or renovations to existing space. This form, along with your application approval form, should be submitted to the Research Office for Administration, Development & Support (ROADS). *Note that applications submitted without the required signed forms will not be processed.*

**Investigator's Name:**

**Primary Sponsor's Name:**

**Project Title:**

**Project No:**

| <b>Proposed Modification</b>   | <b>Location/Space &amp; Square Footage</b> | <b>Usage (i.e. wet or dry lab)</b> | <b>Signature of authority that has control of the space specified</b><br><i>Signature indicates approval of the construction or renovation of the identified space for this project by the Faculty Dean or other authority that has control of the space.</i> | <b>Signature of authority responsible for financial maintenance of the space</b><br><i>Signature indicates acknowledgement of responsibility for ongoing financial maintenance of the space by the Faculty Dean or Dean's designate.</i> |
|--|--|------------------------------------|---|--|
| <input type="checkbox"/> Allocation of existing space not currently occupied by investigator<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Renovation of space currently occupied by investigator<br><input type="checkbox"/> Renovation of newly allocated space |  |                                    | Signature:<br><br>Name (print):<br><br>Date:  | Signature:<br><br>Name (print):<br><br>Date:   |
| <input type="checkbox"/> Allocation of existing space not currently occupied by investigator<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Renovation of space currently occupied by investigator<br><input type="checkbox"/> Renovation of newly allocated space |  |                                    | Signature:<br><br>Name (print):<br><br>Date:  | Signature:<br><br>Name (print):<br><br>Date:   |

Notes:

| <b>Approval – for internal use only</b>        |             |                  |
|--|-------------|------------------|
| <b>Name</b>                                    | <b>Date</b> | <b>Signature</b> |
| Robert L. Baker, Vice-President, Research      |             |                  |
| Roger Couldrey, Vice-President, Administration |             |                  |

