

FACILITIES PROCEDURE: REQUEST FOR SPACE USAGE AND/OR MODIFICATION

Purpose:

The process documented here is to help RSI manage and prioritize facility and center requests and overall management of the research space within the Resnick Sustainability Center. This process does not apply to routine/occasional instrumentation use within the RSC facilities. Rather it applies to prolonged use of an instrument or space within the RSC (e.g., weeks). This procedure is also relevant to requests where modification of the existing instrumentation or space may be needed.

Deadlines for Facility Use Requests:

For now, we will accept requests on a rolling basis, but may move to a more structures timeline as demands builds-up. The earlier you can make a request in anticipation of the timing of the research being done, the better positioned RSI will be to accommodate it.

Request:

Please draft a request that includes answers to the questions below.

1. Briefly describe the project for which the space/instrument is being requested. If applicable, include any plans/drawings of your project(s).
2. List names of any individuals requiring access/use of the instrument/space, their appointment at Caltech (or outside campus), status (e.g., PhD student, Postdoc, Staff Scientist, Visiting Scholar), the PI supervisor of record, and relevant contact information (i.e., email, primary lab phone number).
3. If any work scope being pursued via use of the facility pertains to a non-academic activity (e.g., data being collected for a company), it is essential that a contractual agreement be put in place. Please note this in your application for more detailed follow-up.
4. For work scope defined as academic research, please provide the funding agency supporting the work, and a PTA for charges related to use of the facility when appropriate. You are encouraged to inquire about recharge fees for use of instrumentation, or costs related to facility modification.
5. Provide an estimate of the timeline for the scope of work being proposed.
6. For space requests, list specific location(s) requested in the RSC building, and a description of the use of the space and the research context.
7. If known and applicable, indicate how much square footage is needed.

8. Indicate if the work will require SOP(s), including information on organisms, and indicate if SOPs are already in place or need to be developed and approved prior to set-up in the RSC.
9. If any space modification is requested, please describe how you plan to return the space to its original configuration upon completion of the work, if applicable.

All requests will be reviewed by the Facility/Center Director and Faculty providing oversight of the RSI Facilities and Centers, requiring final approval by the RSI.

Submit all Requests to: Xenia Amashukeli (xenia@caltech.edu) with cc to Mona Eadington (ramonae@caltech.edu).