*SOM Space Policy: Vacated Space, Use Proposal Template*

*Updated 2/2020*

*When space is vacated by a faculty member or faculty fellow changing departments, leaving UCSF, or moving to recall, the space returns to the Dean.*

***The Chair/Director must request continued use of vacated space by submitting a space use proposal to the SOM Space Committee.***

To submit a space use proposal to the SOM Space Committee, email the following to karin.wong@ucsf.edu:

1. Description of proposed use
	1. List the names of the faculty and staff that will occupy the space.
		1. Indicate each person’s expected intensity of use.
	2. Use room numbers, room types, and wet lab bench counts to describe the proposed space assignment.
	3. Describe any proposed space loans.
	4. Describe any planned or proposed reconfiguration/renovations to the space.
	5. Include specific timelines for all of the above.
2. Rationale for placement
	1. Explain why this investigator’s science is a good fit for this neighborhood.
3. Site-specific concurrence
	1. If the space in question is Dedicated Program Space (e.g. RMB, Immunology Program, Parker Center, Sandler Asthma, Liver Center, Hematopoiesis, iMicro) please include the documented concurrence of the program leadership.