Procedure of the office space allocation for the research assistants and research managers

The Hub Coordinator is responsible for allocation of office space for research assistants and research managers that are employed to undertake funded research projects. If you are planning a research project that will require office accommodation for project staff then you need to take the following steps:

1. **Planning stage**
   Notify the Hub Coordinator of your anticipated needs, number of staff, timeframe and number of hours per week the space will be required. For this purpose please use a project/grant infrastructure checklist form available from the Hub Coordinator or School’s Common Drive (W). You will then be placed on a waiting list. You will be notified if there is a potential space allocation problem and the problem will be referred to the Associate Dean (Research).

2. **Submission stage**
   When you submit your copy of the grant application to the Hub Coordinator re-confirm your space requirement by lodging a copy of completed project/grant infrastructure checklist form.

3. **Successful/Not successful grant application stage**
   Inform the Hub Coordinator immediately of the outcome of your grant application and of the starting and end date of your research project.

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