

ADVANCED STUDIES LABORATORIES

College of Applied and Natural Sciences

POLICIES

The Advanced Studies Laboratories (ASL) are administered by the ANS Administrative Council through the Associate Dean for Research. The ten Advanced Studies Laboratories (originally five married-student duplexes) were established in 1983 to fill part of the need for quality research space. The ten ASL units were renovated for certain research projects and have slightly different floor plans and built-ins. All units had an aisle-type, two-wall kitchen at the south entrance, bath with glazed tile, and three rooms with vinyl tile. Faculty of the College of Applied and Natural Sciences may occupy and use one or more units, based on availability, for their activities by applying to the Administrative Council.

These policies were constructed to promote maximum and efficient usage, prompt attention to repairs, and clarification of responsibilities.

1. Occupant or co-occupant must be employed within ANS.
2. Requests for ASL space may be submitted in writing at any time during the year. A Request/Renewal form is available from the Associate Dean for Research. Length of the assignment period varies with the nature of the activity.
3. The College plans to maximize use of the space; research activities are the priority usage.
4. Space assignment will be judged by the following ranked criteria:
 - a. funded research projects,
 - b. research projects that have the potential to produce proposals, funding, support for graduate students, and publications,
 - c. teaching-of-research activities (student special research problems),
 - d. service activities promoting research,
 - e. teaching activities, and
 - f. other
5. Usage is evaluated annually. A representative of Administrative Council will physically inspect the space annually and report to Administrative Council.
6. Requests for structural modifications to the units will be evaluated by the Council. Occupants will submit all work-orders for structural changes to the Council through the Associate Dean for Research. Routine maintenance and modifications (as approved by the University Space Utilization Committee) will be coordinated by the Associate Dean for Research.
7. A brief description of each ASL unit and a list of current assignments will be provided to each academic unit head in the college at the beginning of each academic year. The description will be available to faculty upon request.
8. When an occupant vacates ASL space, all equipment/supplies should be removed, and the space should be cleaned.
9. ASL are not cleaned by university custodial services; thus, cleaning is the responsibility of the occupant.

COLLEGE OF APPLIED AND NATURAL SCIENCES

Advanced Studies Laboratories

Request for Space: Send form to Associate Dean for Graduate Studies and Research.

Date _____

Check one.

Initial Request: _____

Renewal Request: _____

Name of Applicant(s): _____

Requested Facility: ASL #1 #2 #3 #4 #5 #6 #7 #8 #9 #10

(choose as appropriate)

Duration of Project: _____

Brief Description of Activity:

Expected Outcomes or Accomplishments:

Signature(s) of Applicant(s): _____

To be completed by ANS Administrative Council.

Advanced Studies Labs Assigned	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
Date of Assignment	_____									
Date of Termination or Due Date for Renewal Request	_____									
Comments:										