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# IRIC Space Waitlist Protocol and Guidelines

# Introduction

The following statement summarizes space waitlist protocol and guidelines for all space applications for the Integrated Research and Innovation Center (IRIC). PIs or Project/Program Directors who have applied for space and have been placed on the IRIC Space Waitlist are expected to be familiar with and follow this policy.

# General Waitlist Guidelines

Space in the IRIC Building is owned by the University of Idaho, controlled by the Office of Research and Economic Development (ORED), and temporarily assigned to PI or Project/Program Director for use through the duration of the project. Recommendations related to space allocation in the IRIC are made by the IRIC Facility Committee with assistance of the IRIC Facility Manager and in accordance with the IRIC Facility Committee Bylaws. The Vice-President of Research and Economic Development is the final decision-maker in space decisions and requests.

It is expected that space assignments will change with the ebb and flow of the dynamic research occurring within the building and at times space will not be immediately available. The IRIC Facility Committee will continue to review applications for space even when space in IRIC has become limited. If the IRIC Facility Committee approves a project application that cannot be housed due to space constraints the project will be placed on a wait list. The goal of this is to continue reviewing projects and find ones that are suitable to be housed within the IRIC. The waitlist is not a 1st come 1st served waitlist. The IRIC Facility Committee will reevaluate projects on the waitlist as space becomes available to determine which project would best fit the available space and serve the University and IRIC missions.

1. **Waitlist Protocol**

PIs or Project/Program Directors will be notified of space constraints upon submission of their application. This allows them to rescind their application should wait listing not be a viable option for their project.

Application and review process will be according to the IRIC Facility Committee By-Laws Space Assignment Appendix

PIs or Project/Program Directors will be notified if project is approved and is being placed on IRIC waitlist due to space constraints.

PIs or Project/Program Directors will inform the IRIC Facility Manager if they would like to remove their application from the IRIC waitlist. Once removed they will not be considered for space unless a new application is submitted to the IRIC Facility Committee.

When space becomes available in IRIC, the IRIC Facility Manager will verify if waitlisted projects would like to be considered for the available space.

 IRIC Facility Committee will review waitlisted applications using the guiding principles listed in the IRIC Facility Committee By-Laws Space Assignment Appendix, and determine the most suitable waitlisted project(s) for space.

* + Incumbent projects in IRIC that are applying for extensions will have no advantage over waitlisted projects.

# IRIC Facility Committee Responsibilities

Review applications in a timely manner.

Place approved application on IRIC waitlist if space is not available.

Use weighted criteria to reevaluate approved applications on IRIC waitlist as space becomes available in IRIC.

# IRIC Facility Manager Responsibilities

Coordinate with IRIC Facility Committee to ensure initial applications and waitlist applications are reviewed in a timely manner.

Communicate to the PIs or Project/Program Directors if space is unavailable at time of application and ask if still want to proceed with waitlist if approved. If not, remove from consideration.

Communicate with PIs or Project/Program Directors about their application on IRIC waitlist and when IRIC space comes available to determine if group is still interested in IRIC space.

# Applicant Responsibilities

Submit application according to IRIC Facility Committee By-Laws, Space Assignment Appendix. And provide additional project information to the committee if needed

Communicate with IRIC Facility Manager if they wish to move forward with application if space is unavailable and application is placed on IRIC waitlist. And what their intentions are once space becomes available.

Send written request to remove from IRIC waitlist to IRIC Facility Manager at any time such IRIC space request is no longer needed.