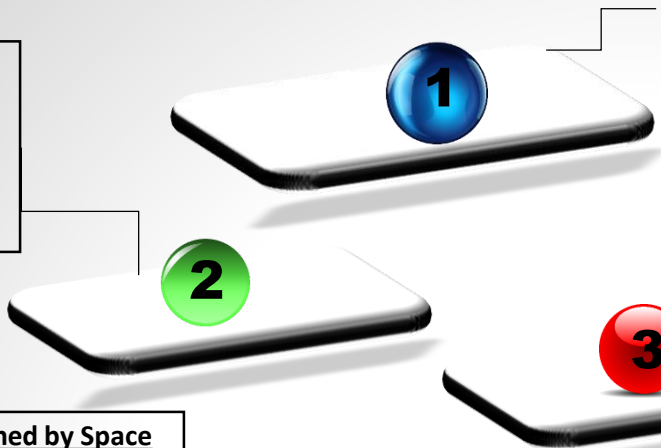


UCR Interior Space Request Process

Step 1: Identification of Need

- Requestor identifies space needs to his/her organization's leadership office (Dean, Vice Chancellor or equivalent unless redelegated)
- Leadership office verifies availability of local resources (inventory of spaces currently assigned); if resources aren't available, a space request form can be submitted
- **If space requirements aren't met within an organization, individuals may send an appeal request to the Vice Chancellor for Planning and Budget for further review**



Step 2: Space Request Form

- All space requests are submitted via online form. **Space Management will confirm receipt within 3 business days.** Links to the form can be found here <https://usc.ucr.edu/space-requests>



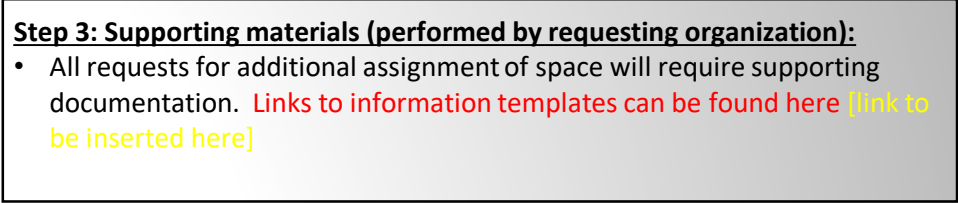
Step 3: Supporting materials (performed by requesting organization):

- All requests for additional assignment of space will require supporting documentation. **Links to information templates can be found here [link to be inserted here]**



Step 4: Analysis and Recommendations (performed by Space Management):

- Materials provided will be analyzed and reviewed
- Recommendation (s) will be generated based on various parameters



Step 5: VCPB Review

- Recommendations and supporting materials are submitted for review to the Vice Chancellor for Planning and Budget

Step 6: University Space Committee (USC) Review

- Approved recommendations and materials are submitted to USC for review **at the next available monthly committee meeting**
- Stakeholders may be invited to present arguments impacting the request; details of the presentation process can be found here <http://usc.ucr.acsitefactory.com/sites/g/files/rcwecm1446/files/2018-11/Guidelines%20for%20presentation%20of%20space%20requests%20or%20materials%20%2811.7.18%29.pdf>
- USC will vote on appropriate recommendations to be submitted to the Provost



Step 7: Provost Review

- Provost reviews recommendations forwarded by the USC and renders a decision



Step 8: Communication of Decision (s)

- Space Management issues written communication of Provost's decision(s) to **Organization leadership.**

