Space Allocation Form		
General Information		
Name		
Building Number		
Room Number		

Room Occupants				
Name	Title	Move In Date	Move Out Date	

Room Use - please use all that apply (percentage MUST equal 100%)		
Use	Percentage	
<b>Departmental Admin</b> - use for general dept office functions. Includes space used for the admin portion of proposal development, mail rooms and conference rooms		
<b>Instruction</b> - use for teaching, training, and instructional activities such as syllabus production, exam/course preparation, grading, academic counseling, grading, classroom teaching and labs.		
<b>Sponsored Instruction</b> ** - use for specific instructional activities established by grant, contract, or cooperative agreement		
<b>Organized Research**</b> - use for activities that are sponsored by federal or non federal agencies, including University DSP grants and committed cost share		
<b>Departmental Research</b> - use for research related activities funded with unrestricted funds such as misc. donors, combined grants or overhead, also for proposal development		
<b>Operations and Maintenance</b> - use for administration, operation, maintenance, and protection of UF's physical facilities (ex. PPD, Campus Mail, Police Dept, EH&S)		
Governance - use for significant effort devoted to college and university wide committee assignments		
Vacant or Under Renovation - use for space that is closed, entirely unused, empty, or undergoing renovation		
Auxiliary - use for all activities of the institution that charge other areas for services provided. Includes space used for Service Centers, Recharge Centers, Specialized Service Facilities, faculty housing, public museums and other similar enterprises		

Room Use - please use all that apply (percentage MUST equal 100%)		
Other Institutional Activities - use this category to report space used for all activities of an institution		
that are not specifically assigned to other categories. Includes space used by break areas		
(refrigerators, microwaves), visiting students & faculty, volunteers, emeritus faculty, etc		
Other Sponsored Activities - use for sponsored projects that are not Organized Research or		
Sponsored Instruction. They are designated by the agency as "Other Than Research"		
Agricultural Extension - use for activities involving IFAS Cooperative Extension Service		
Public Service - use for duties such as serving as a consultant to local, state, or national agencies, an		
officer in professional societies, or editor for a professional journal		
Practice Plan Administration - use in support of clinical practice activity, including administrative		
activities to the Faculty Practice Plan. Includes space use for Administrative and support services for		
the billing, collection, and distribution of professional fees. Faculty effort related to scheduling,		
reviewing patient charts or other administrative duties.		
Patient Care - use this category to report any and all space used for clinical practice activity, including		
the treatment of patients related to the Faculty Practice Plans		
Union Activities - use for effort expended on United Faculty of Florida activities		

Sponsored Instruction Proje	ects
Project Number	

Organized Research Projects
Project Number