

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
Departmental Admin - use for general dept office functions. Includes space used for the admin portion of proposal development, mail rooms and conference rooms	
Instruction - use for teaching, training, and instructional activities such as syllabus production, exam/course preparation, grading, academic counseling, grading, classroom teaching and labs. *Include Sponsored Instruction Awards Activity in this category*	
Organized Research** - use for activities that are sponsored by federal or non federal agencies, including University DSP grants and committed cost share	
Departmental Research - use for research related activities funded with unrestricted funds such as misc. donors, combined grants or overhead, also for proposal development	
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	
Vacant - use for space that is closed, entirely unused, or empty due to normal vacancies such as open positions.	
Under Renovation - use for space that was vacant while construction work was taking place.	

**REQUIRED: include associated project numbers on next page

