To make this process as easy as possible, before you start filling out this form, contact Russell McClanahan, IRIC Facility Manager (885-1527) to support you in its completion. To expedite screening, PIs should also contact IRIC Facility Committee member associated with their college or unit. After completion, submit this form to IRIC Facility Manager at iric@uidaho.edu.

Background: A two phase process is used to request access to and perform work in the IRIC Facility:

1. Initial screening to assess if projects can be conducted in IRIC. This and discussions with the IRIC Committee and the Facility Manager will ensure the activity aligns with the IRIC mission and whether IRIC can support the project's needs.

2. Ensure the project has been adequately planned and can be performed safely; confirm the project is ready to start work.

Requestor Name(s):	**Submittal Date:**
Department(s)/Unit(s):	**Phone No:**

Project Collaborators (Name and Department/Unit):

Project Title and Description (If needed use separate sheet or space at end of form to provide detailed project description, immediate space needs and why being in IRIC would benefit project):

Is this a collaboration among multiple colleges/departments?   **If so, which unit(s)?**

Other units that will support performance of this work scope:

Customer/Sponsor: (Identify the agency that is sponsoring the work and providing the funding.) This is not required for projects that are not receiving external funding.

Sponsoring Agency:

Internal Funding Program (e.g., Seed Grant):

Budget# (If applicable):

Other Potential Revenue and Cost Considerations: (moving expenses, ITS charges, etc.-See IRIC Facility Manager)

Schedule: (Provide estimated dates the work would need to commence and be completed and specify if either is not flexible).

Start Date:	**End Date:**

Comments:

Proposed Location: (Identify the space needed and any other IRIC facilities (e.g., office space, Instrument Repair Shop) needed to execute the project and the estimated square footage required.)

Equipment or Utility Requirements

Identify equipment that you will need to locate in IRIC to perform the proposed work scope.

Identify utility requirements that may not be available in IRIC or may require facility modifications or special provisions.

Confirm that equipment meets third party listing requirements for electrical safety (i.e. UL sticker).

Project requires IT network access. (i.e. webcam, server, or other web served data or hardware).

Hazards (High Level Description).

Security Note: No classified work may be conducted in IRIC.

☐ **Sensitive Information:** Check this box if the work requires the use or collection of confidential or anonymous information

Security, Safety and Compliance Requirements: (Describe any unique security or safety requirements that apply to the work scope (e.g., limiting access to equipment or information, limiting other work being performed concurrently in the laboratory or IRIC, IRB Approvals, IACUC approvals, Biosafety Approvals, etc.)

IRIC Committee Decision and Comments: ☐ **Accept** **Comments:**

☐ **Pending** **Comments:**

☐ **Decline** **Comments:**

Signatures:	
IRIC Facility Committee Chair:	
IRIC Facility Manager:	**Dept Chair:**
	Dept Chair:
	Dept Chair:
	Dept Chair:
	Dept Chair: