**SOM**

**Space Request**

**Submit form to** [**SOMspacerequest@DUKE.EDU**](mailto:SOMspacerequest@DUKE.EDU)

**Department/Center/Institute requesting:**

Type of space: X Wet Lab X Office

Preferred location: Click here to enter text.

Reason for preference: (scientific synergy, proximity to clinic etc)

Details for space requested: (wet, number of benches, technique space needed, offices needed; Office, number of private offices for faculty, for staff, cubicles or shared offices for staff, meeting room requirements:

Reason/justification for space request (recruit, growth of existing program, etc)

Timeframe for when space is needed:

Validation that current space utilization in the system has been updated so that we may rely on REX data.

The submission of this form is confirmation that this space request has been vetted through the Chair/Directors office and that you do not believe that you have the needed space in your current footprint. Your Chair/Director has approved this request for additional space.