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| **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. After completion, submit this form to IRIC Facility Manager at iric@uidaho.edu.** | |
| **Background:**  1. Fill out form to install equipment or request project specific building modifications in IRIC. The facility manager will forward to the IRIC Facility Committee for approval. If the equipment/modification is tied to a new project, also complete the project initial screening process.  2. After IRIC Facility Committee approval the facility manager will work with the PI and facilities to complete the installation or modification. | |
| **Requestor Name(s):** | **Submittal Date:** |
| **Department(s)/Unit(s):** | **Phone No:** |
| **Equipment or Project specific building modifications description:** | |
| **Is this a collaboration among multiple faculty members?**        **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):**  **\*\*The requester is responsible to arrange for payment of any costs associated with equipment installation or project specific building modifications.** | |
| **Schedule:** (Provide estimated date the equipment/modifications need to be completed). | |
| **Proposed Location:** (Identify the space where equipment or building modifications will need to be installed/performed). | |
| **Installation:** Who will be doing the installation and/or associated modifications (IRIC facility manager can help coordinate)?: | |
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| **IRIC Committee Decision and Comments**:  Accept Comments:  Pending Comments:  Decline Comments: | |

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