Teaching Academy Grant Space Room 403
Questions & Answers

1. How is Grant Space allocated?
   a. Priority is given to externally funded projects.
   b. Request space by completing the online Grant Space Request Form and return the following to the Associate Dean for Research, Education Room 308E.
      i. Grant Space Request Form (online): Grant start and end date; PTF #
      ii. Provide a copy of the Grant Closing Procedures
      iii. The CEDHP Office of Research team reviews the Grant Space Request Form and makes the decision regarding space allocation.

2. What happens once grant space is allocated?
   a. The Project PI will receive notification by email or letter regarding the team’s decision. If space is allocated the letter or email will provide information regarding space allocation.
   b. The PI will coordinate with the college’s Technology Office and Budget Office regarding procedures of any technology or project supplies.
   c. A formal request using the Grant Space Allocation Form is needed for any additional space usage in the TA Grant Space Room.

3. Where is the grant space located:
   a. The primary research spaces are located in the UCF Teaching Academy Room 403.

4. What is the space capacity?
   a. 6 x 6 space with desk, 2 drawer desk, and desk shelves.

5. What hours would I be able to use the Grant Space?
   Grant Space is located in the UCF Teaching Academy where classes are scheduled. The exterior doors to the building are unlocked Monday – Friday, 7 a.m. until 11 p.m. when classes are in session. The building is also open on weekends when classes are in session. The TA 403 Grant Space is locked via an alarm system after business hours. Those assigned a workstation in the TA Grant Space can be issued an alarm code to have 24 hour access to the space. PI’s can also be issued a building entry key for access when the building doors are locked.

6. What communication and materials are provided?
   a. Internet access is provided
   b. Office supplies and telephones are not provided
   c. Desk and file cabinet space is provided for each occupant
7. Will PI’s have access to the centralized printer, copier, and scanner?
   a. In order to obtain your project’s copy code, please contact the College Technology Office and provide them with your projects account number. There is a centralized copier in TA 403. The cost for printing a single side black and white copy is 2.75 cents and the cost for printing single color print is 6.0 cents. However, paper will not be provided.
   b. It is recommended that PI’s use the centralized printer, copier, and scanner rather than purchasing individual printers through their grant.

8. Who do I contact for technology assistance?
   a. Contact the Technology Office (3-6047)

9. What procedures do I follow once my Grant Project ends?
   a. All grant data and materials must be removed from the TA Grant Space. Storage is not available in the Teaching Academy for projects that have ended. Please refer to your project and funding grant closing plan and procedures regarding the storage of materials after grant closure that is in compliance with your specified project and funding.
   b. The PI is responsible for following closeout and data filing protocol specified by the issuing Grant.
   c. If materials will need to be stored after the project closes, obtain the appropriate storage boxes prior to the grant closing date.
   d. For research records and financial records that require storing, the CEDHP Budget Office can assist with having the materials moved to the University’s central storage facility. Use of this facility requires completing the proper documents and using specific sized boxes. Please refer to the attached documents for details.

10. What do I do if I have project sponsored research records and financials 5 years after the end date of the project that can be shredded?
    a. Complete the Destroyed Record Form and submit it to the Budget Office.
    b. As an additional resource, PI’s may contact the Assistant Director of Facilities, Benie Harris, to inquire about document shredding. The approximate dates for delivering materials to be shredded are mid-March, mid-June, and mid-October.

11. How do I request to use the Research Collaboration Room TA403D?
    a. Please email Erica Mendoza at Erica.mendoza@ucf.edu to reserve the Research Collaboration Room TA403D.