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| **Project title** |  | | | |
| **Department** |  | | **pFACT**  **id number** |  |
| **Principal Investigator** |  | | **Date** |  |
| **Applicants should complete questions Q1 to Q8 in the space provided.** Please attach any relevant papers in support of the requirement.  For help in completing this form and to obtain an approximate cost for these estates changes please contact Estates Management as noted below. | | | | |
| **Q1**  Describe the project and the need to be met |  | | | |
| **Q2**  What existing space, (already allocated to your department,) is to be used for this project? |  | | | |
| **Q3**  Describe any requirement for additional space, (currently outwith your departmental area.) Include a description of the area, the ideal location and the purpose of the additional space. |  | | | |
| **Q4**  Describe any space refurbishment required, (e.g. redecoration, data, power, water, lighting, building services, safety issues, storage etc.) |  | | | |
| **Q5**  Describe the servicing requirements of any new equipment, (e.g. data, power, heating, cooling, water, temperature control, specialist gasses etc.) |  | | | |
| **Q6**  Will the research grant award cover the cost of the estates changes identified in Q2 to Q5? |  | | | |
| **Q7**  What funding has been identified for the estates changes identified in Q2 to Q5 which will not be covered by the research grant award? |  | | | |
| **Q8**  If the research grant is awarded when will these estates changes have to be carried out. |  | | | |
| Earliest start date |  | | |
|  | Latest finish date |  | | |
| 1. **The fact that this form may not have been submitted to Estates Management, or investigation of the estates changes is not complete, will not prevent an application for funding being made.** 2. **However, failure to submit this form in support of a research grant award requiring estates changes is likely to have serious implications for the ability of the University to deliver the project requirements if the application is successful. Given the pressure on University and Faculty funds to support initiatives the form has been designed to highlight and resolve these issues pre-award.** 3. **As a result the University will not accept a funding award until the estates requirements have been resolved and agreed.** | | | | |

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| **Name of Department Head** |  | |
| **Approved by Department Head** | **(Y/N)** |  |
|  | **Date** |  |
|  | | |
| **Name of Dean / Senior Budget Holder** |  | |
| **Approved by Dean / Senior Budget Holder** | **(Y/N)** |  |
|  | **Date** |  |
|  | | |
| **Completed Form Received by Estates Management** |  | |
|  | **Date** |  |
| **Completed Form sent to R&I (**[**rcs.reception@strath.ac.uk**](mailto:rcs.reception@strath.ac.uk)**) by Estates Management** |  | |
|  | **Date** |  |