I. Definitions
   A. Masonic Cancer Center laboratory space
      1. Assigned space located in MCRB & CCRB
   B. Masonic Cancer Center space management
      1. The Director controls, assigns, and is responsible for all space assigned to the Cancer Center, including MCRB and MCC portion of CCRB
      2. The director is advised by an MCC faculty space committee who review all applications on a quarterly basis
      3. A written space request by MCC faculty is required for any new, additional or desired changes to lab space
   C. Space request application document
      1. The application document must be submitted to the Associate Director for Administration for consideration by the space committee

II. Space Assignment Guidelines
   A. Perimeter laboratory space assigned to faculty researchers upon recruitment or based upon written space application.
   B. Private offices are generally reserved for faculty researchers and administrative leadership.
   C. Administrative support space is provided at the discretion of the Director to meet the needs of the Research Programs and Cancer Center administrative functions.

III. Space Request Application Criteria
   A. Cancer relevance of applicant's research.
   B. FTEs in the lab
   C. Scientific productivity of the applicant and scientific quality of the work performed by the applicant.
      1. Peer reviewed publications.
      2. Total peer reviewed direct cost funding and other funding available.
   D. Likelihood of scientific productivity over the next five years
   E. Demonstrated need for space in the MCC (as opposed to other locations).

IV. Shared Space
   A. Shared space (not assigned to any individual investigator) is provided to meet scientific and administrative needs. Use of shared space is prioritized based upon
      1. Shared use or function of the equipment/space
2. Assigned laboratory space
3. Demonstrated need

B. The use and function of shared space will vary and change dependent upon research and administrative needs.

C. Core space: provided for Cancer Center designated core services, which provide shared resources for Cancer Center members.

D. Shared research space: includes instrument corridors, user specific rooms, dark rooms, and cold rooms.

E. Other space: includes conference and seminar rooms, interaction areas, copy rooms, kitchen, and storage spaces.

V. Forms & Helpful Links

A. Space Request form and key contacts:
   https://intranet.cancer.umn.edu/facilities/space.php