

# Research Road Map

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Research Space Requests Issue

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## Research Space Requests:

All requests for *new* or *additional* research space within Kingston Health Sciences Centre (KHSC) require the completion of the “*KHSC Space Request Form*”. The form can be found on the KHSC Intranet site or at this link under “Forms”: <http://www.kgh.on.ca/research/researchers-staff-trainees/policies-and-forms>. All space requests are reviewed and approved by KHSC’s Space Request Committee. KHSC’s Space Request Committee consults with KHSC’s Vice President, Health Sciences Research on all new research-related space requests. Wait-times for new space can be 6-12 months or even longer, so apply early.

For all research moves within KHSC within your dedicated research space please complete the “*KHSC Move Form*” and email the completed form to KHSC’s Space Planner, Karen Cashman ([Karen.Cashman@kingstonhsc.ca](mailto:Karen.Cashman@kingstonhsc.ca)). A “*KHSC Space Request Form*” is not required. For more information about moves, please check out “[Research Roadmap: Research Move Requests](#)”.

KHSC’s Planning Office maintains a current space inventory for all individuals located within the hospital. Please inform Karen Cashman (KHSC-KGH Site ext. 3802 or [Karen.Cashman@kingstonhsc.ca](mailto:Karen.Cashman@kingstonhsc.ca)) of any research personnel changes (i.e. new research staff, students and/or trainees) to your dedicated research area even if there is no physical research move required (i.e. the new person is just occupying an existing desk/workstation). Any changes in the layout of the infrastructure in your research area (i.e. new data drops, electrical needs, etc.) that affects the number of occupants must receive prior approval from Karen Cashman before implementation.

<http://www.kgh.on.ca/research>

Contact:

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