

University Startup Space Request Process

- Meet with potential Partner Department (as appropriate) and RII Research Development to review purpose, alignment with other UA research activities, space needs, optimal locations, and any other needs, e.g. equipment.
- Submit University Startup Space Request Form https://pdc.arizona.edu/space/spacerequest.html.

PDC Real

- Determine appropriateness of company activities in university space.
- Determine rental rates for university-owned equipment through Core Facilities or Department Business Manager.
- Facilitate subsequent routing for review and approval.

Estate

- Review proposed space use request and ensure protocols for university-startup firewalls which may require departmental coordination and separate approval. (Infrastructure)
- Review licensing and ABOR compliance. (TLA)
- Review UA employees in startup have filed conflict of interest/commitment forms. (COI)

RII

Final approval of University Startup Space Request.

Business Affairs

- Receive startup company Certificate of Insurance.
- Outline rental schedule for university-owned equipment.
- Execute Facilities Use Agreement for 1-year term and begin invoicing for space and equipment rental.

PDC Real Estate