

## Procedure for Leasing COE Laboratory Space

The COE is supportive of faculty starting their own companies, in line with the economic development mission of the UNL Office of Research and Economic Development, and with the desire to help boost economic development for the State of Nebraska. Faculty interested in leasing space, equipment, and/or bench space should use the following procedure to make their request.

### Step 1:

The request should first be made to the chair/director of the faculty member's home department/school. The chair/director will consider factors such as, but not exclusively:

- Whether the space is shared or common space
- Use of specialized equipment
- Impact on research by other faculty
- Impact, if any, on student instruction
- Potential impact on the requestor's externally funded research
  - Priority for space is given to activities related to externally funded research activities that run through the UNL Office of Sponsored Projects.
- If College students, advised by the requestor, will be employed by the requestor's company; then the conflict of interest must be addressed and a satisfactory management plan created

### Step 2:

If the department chair/director is open to the request, then the requestor next discusses the request with the associate dean for research for the COE. The associate dean will consider the impact, if any, on the COE. COE approval is required before negotiations for the space/equipment can be initiated.

Leases are limited to one year or less, depending on the needs of the COE, since it is expected that the faculty member's company will transition to off-campus space. Renewal will not be common practice.

The standard fee for laboratory and associated corridor space is no less than the cost to the College for space utilization based on the UNL budget model cost per square foot per year. In AY21 that is \$21 per square foot per year. Equipment rental rates are based on depreciable value or some other reasonable basis for valuing the equipment.

UNL has a standard agreement that the College uses to document the agreement. Tim Terrell, Senior Grants Manager, will assist faculty with the process.