

## Shared Facilities Required Elements Checklist

Shared Facility Manager \_\_\_\_\_ Email \_\_\_\_\_@mtu.edu Phone 7- \_\_\_\_\_

Shared Facilities provide the University with critical resources. They support interdisciplinary and guest research by providing communal space, tools, and equipment.

Please include the appropriate documentation as described below as it is critical requirement for selection.

<input type="checkbox"/> Required Elements Checklist	
<input type="checkbox"/> Introduction	
<input type="checkbox"/> Link to facility policies and procedures	Include: facility leadership and staffing, facility description, means and access and contact information, safety requirements, cleanliness expectations, other unique items.
<input type="checkbox"/> List of available equipment posted on Tech Finder	
<input type="checkbox"/> Link to Safety Inspection Report	

The proposal must be formatted according to the following guidelines or it will be returned without further review:

- Times New Roman font at a font size of 12 points (if you do not have access to this font, contact your systems administrator). Note: a smaller font size may be used for mathematical formulas, equations, figures, tables, or diagram captions. The text must still be readable.
- Margins in all directions must be at least one inch.
- The proposal must be single spaced.
- Page Numbers should be placed at the bottom center of each page

Note: Authorization and recognition as a shared facility is required in order to access shared facility support. Initial authorization is for a five-year period and may be renewed for succeeding five-year periods.