



CENTER FOR SUSTAINABLE ENERGY
AT NOTRE DAME

115 Stinson-Remick Hall
Notre Dame, Indiana
46556 USA

Peter C. Burns, Director
Ginger Sigmon, Managing Director

tel (574) 631-4776
fax (574) 631-3520

ND Energy Lab Space

116 and 120 Stinson-Remick Hall

Overview: The University has provided ND Energy with superb space in a very visible location in Stinson-Remick Hall. ND Energy will seek to manage this space so as to provide unique opportunities for research collaboration and to help to build a community of scholars. This space is available for active research projects only. These may be externally funded projects, seed projects funded by ND Energy, or student-led projects for academic credit, but in all cases it is necessary to maintain vigorous activity and to vacate the space once the planned work is complete. ND Energy space will not be used as storage space for equipment from expired projects. The only exception might be work resulting in a usable, energy related device, which is donated to ND Energy for the purpose of teaching and outreach activities.

Specific Terms and Conditions: ND Energy space is available to any researcher engaged in energy related research, subject to space limitations and safety obligations. Research with particularly hazardous chemicals or equipment, or radioactive materials, will not be appropriate for this multi-user facility. In the event of a pressing need for such activity and the lack of suitable facilities elsewhere, the Director will make a determination on space allocation.

ND Energy space will be made available at no cost to the investigator(s). However, minor modifications to the space will require prior approval from the Director and funding from a source other than ND Energy. Requests for modifications must be made in writing to the Director and must include detailed specifications of the changes that are necessary in order to perform the work. Written approval from the Director must be received before any modifications may begin. Requests for modifications may be made at any time during the leasing period.

To obtain space, a PI will submit to the Director a completed “Leasing Request for ND Energy Lab Space” form that will provide a brief description of the research project and space needs, the number of students and postdocs who will work in the space, and specifics of the space needed (i.e. bench space, fume hoods, etc.). This document will also describe any hazardous materials or activities that are planned for ND Energy space, including any known modifications that will be necessary to the space in order to perform the work.

Initial space allocations will be for a period of six (6) months, with extended allocations to be approved subject to a review of progress and activities. The intent is to ensure that only active projects occupy ND Energy space.

Leasing Requirements: All students and postdocs working in ND Energy space must have completed the appropriate safety training and must sign the ND Energy Lab Specific Safety forms and provide lab personnel with electronic copies of current General Lab Safety forms. Additionally, any publications associated with work completed in the space should acknowledge the use of ND Energy laboratory space.

Space Description and Availability: A total of 1,000 square feet is available for use in 116 and 1,000 square feet in 120. Both locations are equipped with 10-ft. bench tops, shelving, and cabinet space and gas hookups for air and nitrogen, including a vacuum in 116.

LEASING REQUEST FOR ND ENERGY LAB SPACE

Principal Investigator(s):				
Project Title:				
Funding Source:				
Project Period:				
Initial Dates for Lab Space (6-month period):				
Anticipated Dates Beyond Initial Period:				
Amount of Space Requested:				
Location of Desired Space (116 or 120):				
Number of Researchers Using Lab Space:	Faculty:	Postdoc:	GS:	UGS:
<u>Card Access:</u> <i>Each researcher working in the ND Energy Laboratory must provide the following information so he/she may receive card access in to the space.</i>				
Name:	Title:	ND ID #:	Birth Date (Month/Day):	
<u>General Lab Safety Training:</u> <i>Each researcher working in the ND Energy Laboratory must complete the General Lab Safety training and provide an electronic copy of his/her current Certificate of Completion to Ian Lightcap, Facilities Manager, at ilightca@nd.edu. THIS MUST BE COMPLETED BEFORE LAB WORK BEGINS.</i>				
<u>ND Energy Laboratory Policy and User Agreement (Attachment):</u> <i>Each researcher working in the ND Energy Laboratory must complete the attached MCF Policy and User Agreement and provide an electronic copy to Ian Lightcap, Facilities Manager, at ilightca@nd.edu. THIS MUST BE COMPLETED BEFORE LAB WORK BEGINS.</i>				
<u>Project Description and Space Requirements:</u> <i>Please use the space below or attach a one-page description of your project work. This should include the use of any hazardous materials and the need for minor modifications. Please note that all requests for minor modifications must be approved in advance by the Facilities Manager and initiated by the ND Energy Office.</i>				
Approved: _____			Dated: _____	
Peter C. Burns, ND Energy Director				