

Number: PPD - 0026  
Subject: Space Allocation for Non-VIMS Entities  
Responsible Office: Dean & Director

**BACKGROUND:** As the Virginia Institute of Marine Science (VIMS) engages in work involving external entities such as agencies, private companies, and foundations, situations may arise when collocation of those organizations within the VIMS campus could be part of an effective and efficient method for training and outreach. This document has been developed to ensure consistency in selecting external partners and to provide guidelines for institutional units involved in these activities.

Outside entities should be located at the VIMS campus only in instances when both VIMS and the external organization can benefit from the collaborative effort. A written request must be submitted to and approved by the Office of the Dean & Director prior to committing use of institutional facilities. In most circumstances, VIMS internal uses will have priority in the allocation of space and resources on campus. Space and resources will be provided to external entities only if that use can be accommodated without disruption of regular VIMS activities.

**GUIDELINES:** The following issues must be addressed before allocating VIMS space and support:

1. The organization's mission and activities must complement VIMS research and advisory service activities.
2. The organization and VIMS partner unit must develop a written plan describing proposed joint activities. The description must include a discussion of how the co-location will enhance VIMS' mission and assist the external organization.
3. In addition to an explanation of the reason for the co-location, the plan should include:
  - a. An estimate of the value of the contribution from each partner and a description of any anticipated financial transactions between the cooperators
  - b. Details of the area to be occupied including location and current utilization of the space
  - c. Facilities and administrative resources to be provided by VIMS
  - d. A schedule of planned activities, including an estimate of the length of the on-campus interaction
4. Participants from the external organization will:
  - a. Attend any mandatory training programs required by VIMS
  - b. Follow Safety Regulations established by VIMS
  - c. Be responsible for addressing any other campus requirements such as parking and off-hours access
  - d. Sign and submit required forms for working on campus including a waiver of liability

**DOCUMENTATION:** The partner unit at VIMS is responsible for preparing the written request and explanation for on-campus co-location activities. The request should be forwarded to the Office of the Dean & Director. Approval by that office is required prior to allowing external entities to move onto the VIMS campus. If approved, a copy of that signed form must be signed by the appropriate representative of the external organization and the head of the VIMS partner unit.

A copy of a checklist/sign off form is attached.

Effective Date: July 1, 2009  
Updates: Sept. 2023

## ON-CAMPUS CO-LOCATION CHECKLIST

(Use additional pages as necessary)

### NAME AND DESCRIPTION OF EXTERNAL ORGANIZATION:

Include name and number of participants.

### DESCRIPTION OF ACTIVITIES TO BE CONDUCTED ON VIMS CAMPUS:

If this is part of an externally supported project, include a copy of the proposal as approved by the funding agency.

### FUNDS/SUPPORT SERVICES TO BE PROVIDED BY VIMS:

Specify space to be occupied or utilized by the external entity.

### FUNDS/SUPPORT SERVICES TO BE PROVIDED BY EXTERNAL ORGANIZATION:

DATES OF REQUESTED ACCESS: From: \_\_\_\_\_ To: \_\_\_\_\_

If this schedule changes, please notify the Office of the Dean & Director.

### APPROVALS:

\_\_\_\_\_  
VIMS Unit Head, Date

\_\_\_\_\_  
External Partner, Date

\_\_\_\_\_  
Dean & Director, Date

If approved, it is the responsibility of the VIMS cooperating unit to confirm that a VIMS Check-In Sheet has been completed and on-file prior to allowing external participants access to facilities.