CEOAS Visitor/Courtesy/Affiliate/Fellow
Resource Request Form
(Dean’s office approval required prior to housing a visitor to CEOAS)

NAME: ____________________________  Sponsoring/Supervising PI: ____________________________
                   Last                 First                          Last                 First
Originating Organization: __________________________________________________________
Appointment/Title: _______________________________________________________________
Length of Visit: Begin ____________________________ End ____________________________

Resources Requested:
Room Location: _________________________________________________________________
Mailbox Required?  □ YES □ NO
CEOAS Computing User-Account Required:  □ YES □ NO
If YES, please complete a “CEOAS Research Computing System – Adding a new computer account or computer system” form.

Additional considerations/resource needs: ____________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

PI Signature: ____________________________  Date: ____________________________

CEOAS Dean’s Office Approval: ____________________________  Date: ____________________________
_____________________________________________________________________________
_____________________________________________________________________________

INSTRUCTIONS:  (1) PI submit application to Dean’s Office
(2) Dean’s Office route approved application to CEOAS Facilities Mgr.(space) and CEOAS Research Computing Services