### University Startup Space Request Process

<table>
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<th>Startup Company</th>
<th>PDC Real Estate</th>
<th>RII</th>
<th>Business Affairs</th>
<th>PDC Real Estate</th>
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| - Meet with potential Partner Department (as appropriate) and RII Research Development to review purpose, alignment with other UA research activities, space needs, optimal locations, and any other needs, e.g. equipment.  
- Submit University Startup Space Request Form - [https://pdc.arizona.edu/space/spacerequest.html](https://pdc.arizona.edu/space/spacerequest.html). | - Determine appropriateness of company activities in university space.  
- Determine rental rates for university-owned equipment through Core Facilities or Department Business Manager.  
- Facilitate subsequent routing for review and approval. | - Review proposed space use request and ensure protocols for university-startup firewalls which may require departmental coordination and separate approval. (Infrastructure)  
- Review licensing and ABOR compliance. (TLA)  
- Review UA employees in startup have filed conflict of interest/commitment forms. (COI) | - Final approval of University Startup Space Request. | - Receive startup company Certificate of Insurance.  
- Outline rental schedule for university-owned equipment.  
- Execute Facilities Use Agreement for 1-year term and begin invoicing for space and equipment rental. |