**Hello Everyone,**

The term is almost over and it is time again to consider your research growth space needs, for the

**January 1 to April 30, 2024 allocation period.**

**Academics and technicians please be sure to forward this and future allocation emails promptly to all relevant students, research assistants/associates etc. in your group so they are also aware of the allocation process and their research space requirements are met.**

**Important Dates:**

**Today, Wednesday, December 6, 2023 – The allocation request process begins** - Please consider your requirements for your Lab for greenhouse, growth room and growth chamber space. A copy of the previous allocation template is attached for reference.

**Next week, Wednesday, December 13, 2023 – Deadline for allocation requests** – We ask that each research group of academics, technicians and students discuss their needs and submit them on or before this date. Please fill out the attached Allocation request form and send it to Cathy Bay. It will five days to assess all the needs and resolve any issues/conflicts that may arise.

**Wednesday, December 20, 2023 – Allocation completed** - An email will be sent out on this day with an electronic copy of the space allocations for September 1, 2023 to December 31, 2023 attached.

Thank you for your attention and cooperation.

Sincerely,

Cathy Bay