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**UCD Geary Institute for Public Policy**

***Short-term visitor’s form***

**Application for office space in the**

**Geary Institute Building 2024**

**This form must be filled out and returned via email to geary@ucd.ie**

**Please note that the application will not be considered until all parts have been completed and returned.**

|  |  |
| --- | --- |
| **PERSONAL INFORMATION** | |
| **Title** |  |
| **Full name** |  |
| **Position** |  |
| **Organisation** |  |
| **Email** |  |
| **Phone number** |  |

|  |  |
| --- | --- |
| **INCOMING VISIT** | |
| **Purpose of visit** |  |
| **Start date and duration** (up to 3 months. For longer visits the PhD or office space form should be used.) |  |
| **Supervisor’s name** |  |
| **Is your supervisor a Geary Fellow?** |  |
| **Supervisor’s contact number and email address** |  |
| **Number of Desk spaces required** |  |
| **Additional information** |  |

|  |  |
| --- | --- |
| **FUNDING** | |
| **Amount of Grant** |  |
| **R number** |  |

|  |
| --- |
| **RESEARCH INTERESTS** |
|  |

|  |  |
| --- | --- |
| **RESEARCH OUTPUT TO DATE** | |
| **Seminar Papers presented in UCD or elsewhere** |  |
| **Conference presentations** |  |
| **Publications** |  |

|  |  |
| --- | --- |
| **RESEARCH OUTPUT AT UCD** | |
| How would you like to contribute to Geary research output?  \*You are required to present a minimum of two contributions per academic year.  *Please note this is separate to the activity repository which you are required to contribute to monthly.* |  |

|  |  |
| --- | --- |
| **CURRENT ACCOMMODATION AT UCD** | |
| **Do you currently have any workspace (desk, shared room, etc.) in UCD that is reserved for you?** |  |
| **If so, where is it?** |  |

###### If accommodation Required in Geary

|  |  |
| --- | --- |
| **How many hours per week do you intend to spend at UCD for the purposes of working on your project?** |  |
| **Would you be open to accepting a part-time desk?** |  |

**Progress Report/Project Proposal**

Please **attach** a statement of your progress to date and detail when you expect to complete your project

or

**Project proposal** in the case of newly conceived projects

I confirm that the above information provided is accurate in all respects.

Signed……………………………………………………………..

BLOCK CAPITALS………………………………………………

Date………………………………………………………………..

Each individual to whom space is allocated will be required to accept all relevant terms and conditions, including a number specifically relating to access to and use of the UCD Geary building and its facilities.

# Terms and Conditions of Use of Geary Building and Resources

*This document should be read in conjunction with the Geary Space Allocation Policy.*

This agreement is made between the Director of the Geary Institute for Public Policy and the (Project name):

for use of the following accommodation in Geary:

Please note that the Geary Institute is coming under increasing pressure for office space. Therefore, please be aware that you will be expected to surrender your office or desk space at the end of the allocation period and may be required to share your allocated office with others if necessary.

All Researchers to which space has been allocated are required to comply with such terms and conditions for the use of the building as may from time to time be set out by the Director, including the following:

## Review of Allocation of Space

1. There is no ‘ownership’ of space by right within the Geary building. The above space has been allocated for the **duration of the visit**. If more space is required because of an expansion in the level of research activity, it must be formally requested from the Director. The Director’s decision on such matters is final.
2. Space is a valuable commodity and so should be used. If the space is being underutilised the Director may reevaluate the allocation of the space. Priority will be given to postdocs. Space is not usually provided for hourly paid staff.
3. Researchers are required to make a note of any activity/output’s on a monthly basis and will be sent an invitation each month to upload this to their allocated space in the activity repository on google drive. This ensures that your work is represented and communicated in all Geary reports and dissemination channels. Please note that this is a requirement that must be fulfilled upon allocation of space at the Geary Institute.
4. Each Researcher should be willing to contribute to Geary activities such as “Seminars”, “Masterclasses” and other outputs such as working papers and/or public policy.ie papers/briefs.
5. Please note that researchers who are provided with desk space in the Geary Institute are expected to give a seminar as part of the Geary seminar series <https://www.ucd.ie/geary/newsevents/seminarseries/> or produce a short paper for publicpolicy.ie. For publicpolicy.ie, we ask that researchers contribute short pieces on the policy implications of their empirical research. We are looking for empirically based pieces of 1,000-2,000 words that have clear implications for policy.

## Research Grants

1. Principal Investigators are requested to inform the Directorate staff at an early stage about new grant applications, to assist in the strategic planning of space, equipment and resources. Applications should include appropriate reference to the Geary Institute.

1. The Geary Institute Director should be made aware of any new grant proposals that will require support from Institute staff in the form of pre and post award administration, data management or space/facilities before they are submitted to the funding agency. Proposals should if possible be prepared in consultation with the Institute Manager as necessary.
2. Principal Investigators have responsibility for managing their research budgets, and there will be no budget for dealing with any overspend.
3. For post award support including recruitment, procurement, events, reporting and dissemination, please contact the Geary Manager.

## Acknowledgments and External Relations

1. The Geary Institute **must be** acknowledged in all publications or other communications (such as social media posts or statements in the media) arising from research conducted within the framework of the Geary.
2. Researchers are requested to let the Directorate know of any findings or publications which may result in press/media coverage.
3. Researchers should be committed to the application of their research findings to policy-making and other contexts, and must be willing to engage, where appropriate, with the Directorate, policy practitioners, government and funding agencies in this process.

## Allocation of Charges and Purchase of Equipment

1. Consumables such as photocopying are to be funded by your Research Programme grant or by a School. The researcher will be asked to nominate the account to which they will be charged.
2. The acquisition of major new items of equipment, to be funded from a research grant or award or through a School and located at Geary, are to be directed by researchers through the Institute Manager, who will co-ordinate the siting/access for such equipment. An inventory of equipment will also be maintained by the Institute. This is important in the strategic planning process and will avoid duplication of purchase.

## Acceptable Use: the Building

1. The Geary Building is open between certain times as set out by UCD Estates: See [here](https://ucd.us14.list-manage.com/track/click?u=db0217593cc3f5f7bf3f65c38&id=fad311a36b&e=bde9a8cfe7). During the academic year: 8am-10pm Monday to Friday, 8am-6pm Saturdays, closed Sundays and bank holidays. The Building is closed on certain days but can be accessed by contacting UCD Estates in advance. Access is by means of Ucard only.

To obtain a visitor’s Ucard, the inviter must go to the Ucard Bureau accompanied by the visitor to set up a visitor’s account and have a visitor’s card printed with he visitor’s photo and name. Once the researcher has received their UCard, they should forward their UCard number to Juliana Thomé ([geary@ucd.ie](mailto:geary@ucd.ie)) and Juliana will arrange their access to the Geary building.

1. A limited number of rooms in the building may be booked for seminars and visitors. Contact Geary Administration - [geary@ucd.ie](mailto:geary@ucd.ie).
2. Incoming post is delivered to individual mailboxes in area B015. Outgoing post should be left in the post trays above the mailboxes in B015.
3. Smoking is not permitted in any area within the building.
4. Users are not permitted to consume food and/or drink at their workstations but must use the designated ‘kitchen area’.
5. Equipment is not to be removed from the building except in exceptional circumstances and with the explicit approval of the Institute Manager; nor is any property belonging to other units within UCD to be brought into the building without being approved and registered by the Institute Manager.
6. The Institute will function subject to the general Health and Safety policy of the University. Researchers and their staff are required to ensure the Institute’s Health and Safety Statement is fully complied with. This includes compliance regarding Covid 19/other public health regulations. Please note that PIs are responsible for ensuring adherence by their project team(s) to these regulations.
7. At the end of the period for which they have been allotted space in Geary, users are required to vacate their room/desk and return any keys/visitor cards to the Geary main office.

## Acceptable Use: Computers

These regulations are additional to the ‘Computer and Network Systems Acceptable Use Policy’ laid out by UCD IT Services. Please see: [UCD IT Services - Acceptable Use Policy](https://www.ucd.ie/itservices/aboutus/acceptableusepolicy/)

1. Researchers should contact the Geary IT Manager on [gearytech@ucd.ie](mailto:gearytech@ucd.ie) in relation to pc/printer setup.
2. Any computers which Researchers take into the building must meet a minimum specification and be approved by the IT Manager acting on behalf of the Director.
3. All software installed and used on the university’s computer systems, including stand-alone computers, must be appropriately licensed. Where UCD site licences permit off-campus use and/or personal use, users must adhere to the terms and conditions of such licences.
4. Each user is responsible for material printed from his/her account. Owners of uncollected printouts cause wastage. Please collect printouts and print in an environmentally sensitive manner.
5. A photocopier with network capability is in area B015 on the ground floor. Contact the IT Manager for network set up. The usage for this must be charged to a relevant project code.
6. Printers are available in the building and can be prepaid by the user or billed to a research project. Please contact the IT Manager to get setup on these printers.

**Internet and the World Wide Web**

Researchers should note that access to these systems is provided for academic purposes only. Individuals who abuse this facility are liable to disciplinary penalties. If a user is found in breach of the IT Services acceptable usage policy including but not limited to use of illegal software, copyright infractions, hacking or downloading of indecent material, they will have their accounts suspended and be subject to disciplinary action as determined by the Director of the Geary Institute, IT Services and/or the relevant authorities.

# Acceptance of Terms and Conditions

I have read and understood the above terms and conditions under which I have been granted use of the Geary building, and I undertake to observe such rules as may from time to time be set out by the Director.

I confirm that I agree to abide by all of the above regulations listed and acknowledge failure to do so will result in the termination of the agreement to provide me with desk space in the Geary Institute.

Signed……………………………………………………………..

BLOCK CAPITALS………………………………………………

Date………………………………………………………………