**Revisable guidelines for space allocation at the CBM**

The physical space at CBM is a valuable resource that needs careful and timely management to support the work of all CBM personnel and should be tailored to their specific roles. Laboratory, service, and office spaces are not permanently assigned to individuals, but should remain flexible to adapt to CBM's changing needs and overall scientific goals. The responsibility for space allocation lies with the CBM leadership, in collaboration with the CCI, and is subject to CBM Board approval. The CBM’s primary constraint is ***space availability at any given time***, meaning that the possibility of satisfying requests for additional space depends on the availability of unoccupied space, or the repurposing of existing areas.

In accordance with these principles, the CCI has established the following criteria.

**Allocation of Laboratory and Office Space**:

**Competitive Grant Holders**: Researchers who have secured competitive national or international grants such as AEI, FIS, Horizon Europe, or similar programs will have priority in space allocation.

**Retiring PI**: When a PI retires or ceases/reduces activities after achieving Emeritus/Ad honorem status, their space and resources will not automatically be endorsed to another PI. The Direction will oversee the reallocation of the retired PI's space and resources within the Center. New PIs emerging from the retired PI's team will follow CBM's existing rules for space allocation.

**Existing Teams**: Space for existing teams will be determined based on their human and financial resources, work nature, and their productivity over the past 3-5 years with CBM affiliation.

**New Teams**: New teams will receive space based on their human and financial resources, work nature, and recent productivity.

**Office Assignment**: Whenever possible, PIs will receive individual offices. Co-PIs of a project will share an office with the corresponding PI.

**Space Size**: Individual PI spaces will range from a minimum of 22 m2 to a maximum of 88 m2.

**Common Space Allocation**:

**Freezers, Incubators, and Similar Equipment**: Teams can request common space for freezers, incubators, and similar equipment when their assigned laboratory space cannot accommodate them. Space will be allocated based on availability.

**Large Equipment**: Space for large equipment will be assigned only in exceptional cases.

**Tissue Culture Facilities**: Allocation of tissue culture hoods and incubators will be determined by an ad hoc committee based on specific needs and availability. Each team can have a maximum of 2 hoods. Additional hood space will be allocated only to fulfil specific needs and for short periods, and only if the team can demonstrate that their existing resources are used at full capacity.

**Animal Facilities**: Space in animal facilities should be justified based on ongoing projects and will be allocated by an ad hoc committee, considering availability. A minimum number of cages (if necessary) is assigned to each PI. The maximum space for each PI will be determined by the Animal Facility Commission following established guidelines.

*These guidelines are aimed at ensuring fair, efficient allocation of our space, promoting productive research and collaboration among all CBM members.*