

Dear BioMakers,

The Fall term is drawing near and we are preparing for what is certain to be a busy and exciting semester in the Huang-Hobbs BioMaker Space!

Starting in the Fall term, we are introducing our new application process for use of the BioMaker Space to streamline and accelerate the review and approval process. **All interested users must complete the application for the fall, regardless of prior approval. Please complete the first stage of the application, which is a brief (~10 min) short answer form by August 15, 2021.** Late applications will be reviewed in a second batch in September (pending available space), but may result in delayed approval and start dates, so you are strongly encouraged to submit by the first deadline.

Selected applicants from the first application stage will be invited to complete the full technical application for final project approval and registration. **The target start date for new projects applying by the deadline is 9/7/2021.**

For those that are interested, further description of the whole application process is below.

Sincerely,  
Justin

There are two stages to the application process for new projects. The first stage is the “Mission Application” in which applicants provide basic information about themselves, teammates, and the general nature of the project to be performed in the space. This application is reviewed by a panel of faculty, staff, and students to assess the fit of the project with the space capabilities and the intended purpose. If capacity is limited, this application serves as the basis for prioritization of projects invited to submit technical applications. The “Mission Application” is completed using an online form with a series of selection and free response questions. Applicants must submit enough information in this application to communicate the nature of the project and the team to the review panel, but the most detailed technical and proprietary information may be omitted at this stage.

All projects are subject to review and reapproval on an ongoing basis. Projects which wish to maintain access to the space for upcoming terms must submit their renewal request through the “Mission Application” and provide updates on project progress and resource availability.

New project applications selected during the “Mission Application” will be invited to submit a full “Technical Application”. The “Technical Application” will be reviewed by staff of the BioMaker Space, a designated faculty expert for the project subject matter, the departmental EHS Coordinator, and staff from the central EHS Office. The “Technical Application” must include all biological materials to be used in the project (e.g. strains, cell lines, tissues and primary biological materials, proteins, nucleic acids, etc.) as well as all hazardous chemicals and equipment. Applicants must submit “pseudo protocols” with sufficient detail for review. Continuing projects do not need to resubmit the “Technical Application” unless there are changes to the project scope; applicants are required to inform staff of the BioMaker Space and EHS of any material changes to materials or procedures of the project.

The BioMaker Space operates with three terms over the academic year. The fall term covers September – December; IAP/Spring term covers January – May. The summer term covers June – August. Each term has a standard application deadline for new projects to ensure prompt registration of projects and access to the space. Applications after the deadline MAY be considered at later deadlines and/or on a rolling basis at the discretion of the staff based on BioMaker Space capacity and availability of reviewers.

**Justin Buck, PhD**

Instructor & BioMakerspace Manager

Departments of Biological Engineering and Chemical Engineering Massachusetts  
Institute of Technology

60 Vassar St., Room 26-033

Cambridge, MA 02139

[jbuck@mit.edu](mailto:jbuck@mit.edu)

