Eligibility Guidelines and Requirements

The teaching labs are dedicated to promoting hands-on learning experiences for a wide-ranging audience through high quality outreach and programming.

The teaching labs are available to a broad array of potential users to create programs. Availability is based on a number of factors, including overall programmatic balance and fit with program selection criteria, group priority level, duration of program and audiences served. Certain fees may apply to use of the labs. Some activities may be eligible for partial or complete fee waivers. Contact Town Center staff to inquire further.

Upon approval, a deposit, creditable against any fees that apply, may be required and will be forfeited if a program is canceled less than 30 days in advance. User groups are responsible for damage incurred to equipment by misuse of the facilities.

For programs requiring greater advance notice or for questions regarding last minute availability, contact teaching lab staff.

Selection Criteria

In general, to be eligible for use of the teaching labs, programs must include one or more of the following elements:

- Educational objective(s);
- Scientific component(s);
- An emphasis on interdisciplinary partnership or collaboration;
- A focus on the interface between the university and the public or business sector; and/or
- A unique creative contribution.

Proposed programs must be determined to further the Town Center’s mission and strategic priorities.

Priority Users

Because space is limited, programs that apply to use the teaching labs will be prioritized in two ways. First, all programs will fit into one of three priority groups (contact us with questions about what group you may be in):

Priority Group 1: Top priority is given to requests from occupants of the Wisconsin Institutes for Discovery facility (i.e., from the Morgridge Institute for Research and the Wisconsin Institute for Discovery) or to groups sponsored by any of the occupants.

Priority Group 2: The second level of priority applies to requests from UW–Madison departments and centers, university-affiliated entities (e.g., UW Foundation, UW Hospitals and Clinics, WAA, WARF, etc.) and groups sponsored by these parties.
Priority Group 3: All other groups, including potential users from UW–System campuses, organizations not affiliated with UW–Madison and its affiliates as well as for-profit entities, may apply to use the Town Center spaces.

Second, within these groups, programs are prioritized based on one or more of the following criteria according to the degree to which they:

- Are uniquely suited for the teaching labs and underscore how the teaching labs represent the best venue for the activity because of access to a diverse university/public/business audience, and/or need to transcend association with any particular school, college or department;
- Involve bringing together groups and/or individuals that do not typically work together, whether within an academic community or between communities, such as business and the public;
- Involve underserved groups or groups with less access to science education resources; and/or
- Include a component related to biomedical research or public health.