Space Assignment in the CAU T.W. Cole, Jr. Research Center for Science and Technology

Policies and Procedures – 20 Jul 2010

The following guidelines and process were developed to allocate space and resources in the Thomas W. Cole, Jr. Research Center for Science and Technology and Annex (SRC). The creation of these guidelines and process serves the following purposes:

- Defines the criteria guiding the allocation of space in SRC;
- Generates data concerning research space allocation and utilization through periodic reviews and space audits;
- Links the quantitative allocation of space to objective measures of productivity and need; and
- Establishes space utilization practices and generates space utilization data that are critical for long-range planning and justifying additional research facility construction, including that needed to address space deficits relative to the amount of research activity.

Space Advisory Committee
The Space Advisory Committee (SAC) is the sole body for making recommendations concerning space assignment and allocation in SRC to the Vice President for Research and Sponsored Programs (RSP). The Vice President for RSP is responsible for management and allocation of the space in SRC. The SAC is led by the Vice President for RSP and comprises members of CAU’s research community, the Dean of Arts and Sciences, Vice President for Management Services and other members of the CAU community as needed.

Evaluation Criteria
The SAC seeks to allocate space and resources in an equitable manner based on the legitimate requirements for different types of research and objective measures of research productivity. The management process ensures that:

- Space utilization data are generated and reviewed periodically. The review may result in a reallocation of space in SRC as no space is permanently assigned to any individual or unit.
- Priority for space assignment will be given to research and sponsored projects that are funded.
- Requests are reviewed for additional space as needed.

Space Requests
All requests for new or changes in space in SRC must be submitted through the Office of the Vice President for RSP in written form using the appropriate forms (see below) at least three months (where possible) prior to the actual need.

Space Request Forms
There are four (4) different types of space request forms:

- To reassign space within a unit (Form 1AA)
- For change in function of space already assigned (Form 2AA)
- For new or additional space (Form 3AA)
- To reassign space across units (Form 4AA)
Each request for space must include the following:

- Justification for the requested space including information about the new program
- Type of space requested
- The schedule and duration of the program
- Funding and F&A costs that will be generated
- Whether the need is temporary or “long-term”

Requests will be analyzed using the information previously cited as well as the consistency of the request with University-wide priorities, long-range space planning, synergy with other activities, and the need for contiguous space.

**Quantitative metrics**
The basic metrics of research activity that should drive the quantity of space assigned are the number of funded personnel engaged in sponsored program activity that require access to SRC facilities, the total funding generated by the program (usually modified total direct cost), and the amount of recovered facilities and administrative costs (F&A or indirect cost) realized by the program. The basic criteria for assignment of space will be linked to the number of eligible individuals (program funded individuals including the investigator) and the applicable activity-based factor (office-based sponsored program activity vs. laboratory-based sponsored program activity) when possible.

Program funded individuals are full-time equivalent research personnel (RP) funded by a multi-year sponsored program (extramural or departmental). They include regular full time faculty, research faculty and visiting faculty in proportion to the percentage of extramurally of departmental funded research effort, graduate students, technical research staff, and post doctoral associates. Those with 50% or less appointments are counted as fractional RP and those with greater than 50% appointments are counted as a full RP. Undergraduates working more than 10 hours per week on a faculty sponsored research project will be counted as 0.20 RP.

**Definitions of Research Activities Influencing Allocation Units Per RP**
Different types of activity require different quantities of space. For simplicity, two main types of research activity accrue different quantities of space per RP:

- Laboratory-based research, where space is required to perform experimental procedures to gather data. The allocation unit per RP depends on the type of floor plan provided (see below).
- Office-based research, where the primary data consists of patient charts, field reports or other records that are gathered elsewhere and brought to a dedicated research office for review, analysis and storage. The allocation unit is 50 assignable square feet (asf) per RP. This assumes 2 RPs share a standard average 90-100 asf office and have access to additional shared storage/support space.

**Definitions of Floor Plan Types Influencing Lab-Based Allocation Units Per RP**
- Conventional Labs where lab modules are individual rooms approximately 720 sf and accommodate 5-6 individuals per room. The allocation unit is 120 asf per RP. This includes lab space and a portion of shared support space per RP.
- Open-Bay Labs where multiple open bench bays accommodate 4-5 individuals per bay (e.g., Biomedical Research Facility Expansion with two bay 660 sf open lab configuration accommodates 8-10 individuals). The allocation unit is 80 asf per RP. This includes a bench bay allocation and a portion of shared lab support space.

**Examples**
Faculty 1 (regular full time) – lab-based research/conventional labs
Grant funded with 1 research associate + 2 graduate students + 1 post doc = 6 RP = 720 asf (roughly 1 conventional lab)

Faculty 2 (research faculty independently funded) – lab-based research/open-bay labs
Grants funded with 1 research associate @ 50% (=0.5 RP) + 2 post docs + 2 technicians + 3 grad students + 3 undergrad students (@0.2 RP = 0.6 RP) = 9.1 RP = 728 asf (roughly one open bay lab w/ two bays)

We will attempt to consistently use the space allocation plan and methodology outlined above as it represents the ideal method to assign space. However, there may be some exceptions where assignments and reallocation may occur outside of this methodology due to space, time and budget constraints, and other factors and will be considered on a case-by-case basis. These guidelines govern research and research support space and not the primary academic offices assigned to faculty members. However, multiple offices will not be assigned or allowed, and there may be circumstances that will warrant reassignment and relocation of primary academic offices based on current needs and demands. Space is not assigned on a permanent basis to any individual or unit and may need to be reassigned depending on the needs and demands of the sponsored program activity.