

College of Medicine

Research Space Guidelines

Revised 9/2010

Philosophy of Space Policy:

- Space utilization is to be assessed for each academic unit as a whole.
 - Research space is assigned primarily in relation to total costs (DC + IDC) generated.
- Underutilized/underfunded space is recovered from units based on formulae described herein.
- Space requests will trigger an on-site review of existing space.
- Requests for new space will be reviewed within the context of the current inventory and only if current benchmarks for efficient space usage have been met by the requesting unit.

Units to which Space is Assigned

The Dean's office is responsible for assigning space to academic units, such as departments, centers and programs. The Dean's Research Council Space Committee serves as advisory to the Dean on all issues related to space at the COM. Space will not be assigned to an individual faculty member by the Office of the Dean. As described further below, it is the responsibility of the Director of the unit to assign space to individual faculty.

- 1.) Assigning space to a department, center or program allows flexibility for space assignment by the Director to faculty who are critical to a program but may have limited funding
- 2.) Recruitment space, research incubator space and core facilities can be designated by the director of the unit as needed and assigned to the unit.
- 3.) There will be no alteration/conversion of space from one type to another (i.e. research to office or office to conference) without the formal written approval of the DRCS.

Stewardship of Space within Units

The assignment of space to an academic unit places the responsibility for the stewardship of the space with the Director of the unit. A space committee composed of faculty within the unit should be established to advise the Director regarding space allocations.

It is expected that:

- Academic unit space committees will proactively solve space issues within their unit to maximize efficiency.
- The academic unit space committees will act to increase the community of science within the unit.
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Cataloguing Space

Research: All space identified as research must have sponsored project grant account numbers associated with the activities conducted within the space.

Wet bench

Dry Bench

Core support (dishwasher, autoclave, darkroom, centrifuges, tissue culture, freezers)

- Within academic unit
- Shared between academic units
- Fee for Service Cores

Determination of Current Space Allocations:

Calculate total amount of laboratory space per program at baseline

The Policy for Space Allocations

Laboratory Space – Academic units are allocated laboratory space based on Total Award Dollars (direct + indirect costs) generated by the academic unit and annualized over the preceding three year period.

- Benchmark will be determined based on the Total Award Dollars (TAD) divided by the total Net Square Feet (NSF) of laboratory space for each academic unit at the beginning of each fiscal year.
- The median TAD/NSF across all academic units will serve as the benchmark.
- Recoup space when 3 year TAD/NSF is 25% or more below bench mark
- Total amount of NSF recouped will equal 50% of the deficit. For example, for 30% below – recoup 15% of NSF.

Monitoring Policy

- Review of data on a quarterly basis by the DRCSC with recommendations to the Dean regarding availability and location of TBA space.
 - All space currently identified in the database as TBA is open and available for reassignment by the DRCSC,
 - Reassignment of TBA space will be done in communication with the specified Department Head/Center Director.
 - Reassignment of TBA space will remove the square footage from the IDC Return and \$/SQFT Model calculations for the unit.
- Annual review:
 - Administrative Unit's Space Committee to conduct annual review of their unit's space and report back to their Department Head/Center Director, the DRCSC and the Dean regarding space issues as they relate to:
 - Data verification provided by the Dean's office
 - Faculty activities
 - Planning
 - Recruitments
 - DRCSC will be available to
 - Consult regarding policy issues
 - Assist the Dean in resolving disputes between academic units.
 - Provide input and recommendations regarding space utilization and redesign if requested by academic units.
 - The COM Dean reviews and has the option to reassign space if the academic unit deviates (underperforms) from the benchmarks as indicated above.

New Space Requests

- The academic unit will only be considered for an award of additional space if they demonstrate a need for the space and if they meet or exceed the benchmarks as indicated above.
- Award of space considered when 3 year TAD/NSF is 25% or more above bench mark.
- Requests for additional space will result in the on-site audit of existing departmental/center space.
- Space requests will be met based upon space availability, timing and how the request fits within the context of the COM current space inventory.
- Recruiting space will generally come from within the academic unit's existing space. Should additional space be required, it will be assigned at the discretion of the Dean.

Cost Issues Related to Space Allocations

- Departments/Centers losing space based on underperformance will be responsible for all costs associated with vacating the space for future assignment (including issues related to Risk Management).
- Departments/Centers receiving space are responsible for all costs associated with renovations of and moves into the newly assigned space.
- Responsibility for costs associated with relocations required to meet programmatic goals of the COM will be determined by the Dean.

Appeal Process for Space Assignment:

Department Heads and Unit Directors that wish to contest decisions made regarding space allocation may appeal to the Dean of the College of Medicine. Appeals will be more favorably considered if they are framed within the context of the stated policy, rather than as an exception to the stated policy.

Research Space Assignment for Developing Programs – Incubator Space

This section of the guidelines is to provide space allocation provisions for starting new programs which initially have no research funding or space or for the addition of new faculty to existing programs. The concept of incubator space is proposed to facilitate the growth of developing research initiatives that have been designated for growth.

- New Academic Units that hold no research space are eligible for incubator space. Existing Units are eligible for incubator space, but must meet or exceed the benchmark as defined by the current space policy.
- Unit Directors may request Incubator space in increments of one wet lab module (or equivalent) in support of a tenure-eligible Assistant Professor.
- There is no cap on the number of incubator type modules that an Academic Unit may request.
- Incubator space does not contribute to the benchmark calculation for the Unit. However, the incubator status of the space is limited to three years after which the space will contribute to the Unit's benchmark calculation. The incubator status of space may be extended at the discretion of the Dean.
- A minimum of 30% time is required to be dedicated to research activities for those individuals with clinical and educational duties. A written and signed document by both the center and/or department head is required delineating the percentage of protected time that will be provided for research activities.
- Acquisition of extramural support for the sponsored project occupying the incubator space that is sufficient to raise the space to the benchmark level revokes the space's incubator status.
- Additional space may be requested in support of newly hired more established investigators (Associate Professors or Professors), but this space is not designated as incubator space. Space can be requested only if the Unit meets the current benchmark and may not reduce a Unit's standing to less than 15% below the benchmark.