

Augusta University

Policy Library

Research Space Policy

Policy Manager: Research Administration

POLICY STATEMENT

Research Space is a limited and valuable institutional resource. This research space policy provides definitions and guidelines, and outlines processes for the utilization and allocation of, both “wet” and “dry” research space to faculty, serving as Principal Investigators at Augusta University. These guidelines will be employed by the Senior Vice President (SVP) for Research, Departmental Chairs, Center & Institute Directors, and College Deans.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- ☐ Alumni ☒ Faculty ☐ Graduate Students ☐ Health Professional Students
☒ Staff ☐ Undergraduate Students ☐ Vendors/Contractors ☐ Visitors
☐ Other:

DEFINITIONS – are provided for the purposes of this document.

"Core Lab Space" – space where AU Core Labs are located.

"Core PI" - An individual(s) who serves as the Principal Investigator for an AUCore. Space in an AU Core is not included in the calculation of space assigned to an individual investigator, and is not included in an investigator's space density calculation.

"Dry lab" space refers to those laboratory areas housing computer equipment or other electronic instruments that do not require specialized utilities. Space identified in Archibus as principally for training or teaching labs will not be included in wet/dry lab space.

"Instructional Lab Space" – Rooms designated for training or teaching. Space which could potentially be used as wet bench space should not be used for training, teaching, or storage. Instructional lab space is distinct from Research Space and is not included in calculations of assigned research space density.

"Principal Investigator (PI)" – Individual who is an AU faculty member who is identified as the PI on a grant, contract, or other submission tracked by AU Sponsored Programs.

"Project PI" – An individual(s) who serves as the Principal Investigator on a project which is a part of a Program Project Grant (or equivalent).

"Research Space Density" refers to the PI's AU extramural funded Direct plus Indirect funding. Total funding is the sum of direct and indirect funds in a given year (not the entire duration of the funding project), divided by the assigned laboratory space. The date current funding will expire will also be taken into consideration. For Multi-PI projects, funding dollars will be divided among the multi-PIs.

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Executive Sponsor: Senior Vice President of Research

Next Review: 6/2030

“Research Space” as used in this policy, refers collectively to wet lab and/or dry lab, that is assigned to university faculty members or units to support their research activities. Research space should be utilized for research purposes, and not for non-research purposes or projects that do not require such facilities. Research space may not be used for storage only purposes.

“Unit Head” - Individuals such as Department Chair or Center/Institute Director, or Deans.

“Wet lab” space refers to those laboratory areas normally equipped with sinks, benches, and/or fume hoods and/or biosafety cabinets, frequently used for the preparation and processing of biological materials and/or chemical agents. Wet lab space includes computer and desk space within the lab area. Space identified in Archibus as wet/dry lab space should not be used for storage, training, or teaching labs.

(Note: For grants, contracts, and commercially funded clinical trials, total dollars will reflect actual dollars received, and wet and/or dry lab activities used within assigned wet/dry research space.)

PROCESS & PROCEDURES

Process for Space Allocation and Reassignment

Authority granted by the University System of Georgia (USG) over all university space rests with the President of Augusta University or the President’s designee. For research space, the President’s designee is the Senior Vice President for Research (SVPR). All space is subject to allocation and reallocation to align with the University Strategic Plan, institutional priorities, and best interests of the University, its programs, and its faculty.

Unit Heads are expected to routinely (at least once annually) 1) review Sponsored Program funding (including but not limited to grants and contracts) and space assignment of all faculty in their unit, (College/School, Department, Center/Institute) to determine their Research Density; 2) share a listing of all PIs who are a) unfunded or b) underfunded (below target Research Density) to the SVP of Research; and 3) provide suggestions for partial or total relinquishment of the investigator’s laboratory space assignment for unfunded and underfunded investigators to the SVP for Research. These recommendations are to be based in part on prior and current funding levels, the length of time funding has been diminished and/or absent, and the type and nature of the investigators own work and their active collaborations. Extenuating circumstances, and special considerations may also be provided. Initial space relinquishment for individuals retaining at least sixty percent research effort who are actively conducting experiments and submitting research proposals will preserve space to maintain the potential for productivity, of approximately three to four hundred square feet. Although not part of the AU Utilization and Allocation of Research Space Policy per se, it is expected that Unit Heads will work with and mentor their unfunded and underfunded investigators to assist them in achieving/expanding their extramural funding.

Assignments of research space to investigators is made by the SVP for Research. Research space assignments are not permanent and may be adjusted or reassigned. All modifications to research space assignments are to be proactively reviewed and approved by the SVP for Research before initiated. Multiple investigators may share a single lab space to meet the funding/Sq Ft standards. AU Extramurally sponsored research dollars per square foot of research and research-related space (Research Density), will be used as the primary metric for evaluating research space utilization, assignment, and reassignment. For Program Project grants the Project PI or Core PI will receive credit for the component of the grant. Other revenue, expended dollars, and other space related information will also be considered, as well as the quality of the space provided. Efforts will be made to assign space to investigators consistent with their organizational (e.g., departmental, institute, etc.) and/or thematic

(e.g., cancer, neuroscience, etc.) affiliation, to encourage synergy and collaboration among research faculty. Space assignments and funding/Sq Ft expectations will consider space quality and renovation status. If an investigator leaves the University or occupied space is vacated or becomes unfunded, the space will be reallocated to the Senior Vice President for Research Office to reassign. Investigators should only have a single office, which may in some occasions be shared.

Wet and dry lab space will not usually be assigned for projects that do not require such space. For example, clinical trial research studies and epidemiological studies will usually be conducted in clinical care space, clinical trial office space, or the equivalent, and will usually not be assigned wet bench laboratory space. Similarly, wet lab research space will usually not be provided for career development or training grants, unless they specifically included wet bench related projects.

Guidelines and Expectations for Extramural Funding Supporting Research Space

It is expected that all AU extramural support for research space will include appropriate indirect cost recovery (Facilities and Administration; F&A). Target expectation for AU extramural support per square foot is inclusive of direct and indirect costs. The total AU extramural research support of the investigator's laboratory will be assessed in relation to other laboratories with similar space allocations. Extra emphasis will be placed on NIH and other federal funds. For wet lab space, generally an annual target Research Density of \$400 total (direct and indirect) dollars/square foot is expected. For dry lab space a target Research Density of \$800 total dollars/square foot current funding is expected. These targets may change over time. Lab space assigned may also be impacted by the types of research activities to be conducted under the auspice of the funded projects. Shared laboratory spaces may be considered for unfunded, and considerably underfunded, investigators. Space assigned to AU Core Labs is not counted as investigator assigned wet bench lab space.

Archibus data will be used for space density calculations. It will be the responsibility of the Department Administrators, with oversight from the Unit Heads, to update space data as needed. Data on square footage are provided by the Research Space Audit generated by Facilities Management; data on extramural funding are provided by the Office of Sponsored Programs Administration. Investigators for whom the calculated research dollars per square foot fall below the dollars per square foot standards may have assigned space realigned consistent with then current funding, as well as other institutional space needs. Investigators for whom the calculated research dollars per square foot has grown above the dollars per square foot, can petition their Unit Head and Dean to receive additional laboratory space. If the petition is approved by the Unit Head and Dean, then the request will move to Senior Vice President for Research. Space availability will be considered in the response to requests for expanded space assignments.

Process for Requests, Review, and Appeals

Requests for both research and office space needed for new recruits will normally be submitted by Unit Heads as part of the startup package pro forma and reviewed and approved by the appropriate College Dean and the SVP for Research. Space requests should include a funding source(s) for any requested renovations. Department Chairs and Center/Institute Directors may submit a written appeal to their College Dean if they would like to appeal any space allocation, assignment, or reassignment. If the Dean accepts the appeal, then the final arbiter will be the Senior Vice President for Research, in conjunction with the Executive Vice President for Research and Innovation. Faculty members who feel the space allocated to them is not consistent with the guidelines provided in this document may submit a request directly to their Dean. If the Dean supports this request it will then move to the Senior Vice President, in conjunction with the Executive Vice President for Research and Innovation, for a final decision. Notwithstanding the above, assignment of Research Space will be made with recognition and consideration of available research space at the University.

REFERENCES & SUPPORTING DOCUMENTS

[Research Space Request Form](#)

RELATED POLICIES

[University Space Request](#) [Health System Space Request](#)

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 7/17/2025

President, Augusta University

Date: 7/24/2025