

Augusta University

Policy Library

Utilization and Allocation of Research Space

Policy Owner: Research Administration

POLICY STATEMENT

The research space policy provides guidelines and criteria for the utilization and allocation of research space, both “wet” and “dry” research space, for faculty at Augusta University. These guidelines will be employed by the Senior Vice President (SVP) for Research, Departmental Chairs, Center & Institute Directors, College Deans, and by the Research Space Subcommittee.

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: Include any other stakeholders not listed above.

DEFINITIONS

“Wet lab” space refers to those areas normally equipped with sinks, benches, and fume hoods and/or biosafety cabinets frequently used for the preparation and processing of biological materials and/or chemical agents.

“Dry lab” space refers to those areas housing computer equipment or other electronic instruments that do not require specialized pipe utilities.

“Research Space” as used in this policy, refers collectively to wet lab and / or dry lab that is assigned to university faculty members to support their research activities.

“Research Density” refers to Direct and Indirect \$\$/Sq.Ft. = Total \$\$/Sq.Ft.
(Note: For Commercially funded clinical trials total dollars will reflect actual dollars received.)

PROCESS & PROCEDURES

Process for Space Allocation and Reassignment

Assignments of research space to departments, centers, and institutes are made by the Senior Vice President for Research. Research space assignments are not permanent, and may be re-assigned following review by the SVP for Research. Administrative units (e.g., Colleges, Departments) may manage research space according to their needs, as long as space assignment meets the metrics and guidelines below; however ultimately space is managed in the best interest of the University. That is, multiple investigators may share a single lab space in order to meet the \$/Sq.Ft. standards. 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. Other revenue, expended dollars, and other space related information will also be considered. Efforts will be made to assign space to investigators consistent with their organizational (e.g., departmental, institute, etc.) and thematic (e.g., cancer, neuroscience, etc.) affiliation, in order to encourage synergy and collaboration among research faculty.

Guidelines and Expectations for Extramural Funding Supporting Research Space

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 907

Policy Sponsor: Senior Vice President of Research

Originally Issued: Not Set

Last Revision: 03/29/2016

Last Review: 03/23/2016

It is expected that all extramural support for research space will include appropriate indirect cost recovery (F&A). Target expectation for extramural support per square foot is calculated yearly and is inclusive of direct and indirect costs, for new and recently renovated lab space. The total extramural research support of the investigator's laboratory will be assessed in relation to other laboratories with similar space allocations at THE UNIVERSITY and at other leading US biomedical research institutions. Extra emphasis will be placed on NIH funds. A target Research Density of \$400 total cost and \$117 indirect cost recovery per net usable square foot will be used. This target may change over time.

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 to 30% or more below the dollars per square foot standards will be allowed 12 months to obtain additional research support. If additional support has not been obtained after 12 months, then the SVP for Research will consider space reassignment. Investigators for whom the calculated research dollars per square foot has grown to more than 30% above the dollars per square foot can petition their Chair and Dean to receive additional laboratory space. If the petition is approved by the Chair and Dean, then the request will move to Senior Vice President for Research.

Process for Requests, Review, and Appeals

Requests for research space needed for new recruits will normally be submitted by Department Chairs or Center/Institute Directors as part of the startup package pro forma and reviewed by the appropriate College Dean in consultation with the SVP for Research. If these requests require renovation or reassignment of existing space then they will require further review by the Research Space Subcommittee. Such requests should be prepared using the standard University facilities space request form. 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. 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 for a final decision. Notwithstanding the above, assignment of Research Space will be made with recognition of available research space at the University.

REFERENCES & SUPPORTING DOCUMENTS

Research Space Request Form (**Please see below**)

RELATED POLICIES

[University Space Request](#)

[Health System Space Request](#)

APPROVED BY:

Brooks A. Keel, Ph.D.

President, Augusta University and CEO, Augusta University Health System

Date: 03/23/2016

Research Space Request Form

GENERAL INFORMATION:

Investigator/Requestor: _____ Phone: _____ Email: _____
 Department/Center/College: _____
 Administrator: _____ Phone: _____ Email: _____
 Chairman: _____ Phone: _____ Email: _____

TYPE OF SPACE NEEDED & SQUARE FOOTAGE REQUIRED:

Space Needed	Square Footage	Number of People
Wet Lab		
Dry Lab		
Office Space		
Other (Specify)		

Reason for Space Request: New Replacement/Expansion Recruitment

Impact on Research Density:
 (Research Density = Total Direct & Indirect Costs Awarded \$\$/Sq. Ft. Density shall meet or exceed the density outlined in the Utilization and Allocation of Research Space Policy)

Current Research Density: _____ Proposed Research Density: _____

FUNDING SOURCE:

Funding source to be charged for **renovations** of assigned space:

CFC: _____

Cost not to Exceed: \$ _____

Funding source to be charged for **relocation** of current occupants of assigned space:

CFC: _____

Cost not to Exceed: \$ _____

REVENUE TO SUPPORT SPACE *(If necessary, please attach additional documents)*

Grants & Contracts Information

Grant #	Type	Project Start Date	Project End Date	Title	Direct Costs	F&A Costs	Total Award

Other Revenue

Title	Departmental	Philanthropy	Other: (Specify)

Research Space Request Form

PART 1: CURRENT SPACE OCCUPIED *(Skip if new recruit or no current space)*

Section A: Location of Current Space

Campus: Hospital Space Health Sciences Campus
 Summerville Campus Forest Hills Campus

Building Name/Address: _____

Room #: _____ Square Footage: _____

Section B: Proposed Plans for Space

Are there plans to move out of your current space? Yes No N/A

If yes, location of space: _____

(Campus/Building/Room Number)

Description of plans for new space:

If there any special needs regarding power, alarms, ventilation, security, etc., please list below:

PART 2: PROPOSED NEW LOCATION/SPACE REQUIREMENT

Campus: Hospital Space Health Sciences Campus
 Summerville Campus Forest Hills

Building Name/Address (if known): _____

Proposed Floor # (if known): _____

Desired Move in Date: _____

“NEW SPACE REQUEST” Only

Attachments/Notes: *Please include the reason for requesting space, how it supports strategic initiatives and why you are proposing a specific building and location.*

“RECRUITMENT PACKAGE” Only

Attachments/Notes: *Space related information of Recruitment Packages must be attached to this space request form for processing.*

Research Space Request Form

APPROVALS: *Please submit with Department Chairman & Administrator's signature and Project Sponsor's signature.*

Requestor/Faculty Member Signature: _____

Date: _____

Department Chair Signature: _____

Date: _____

Department Administrator Signature: _____

Date: _____