



GUIDELINES FOR ASSIGNING RESEARCH SPACE IN SEHD

Original draft by Dr. Susan Bloomfield underwent multiple revisions after discussions with Dean's Staff and Department Heads – this is V4.0. As of 4/7/2023 name change revision only. March 6, 2019 revision and text remains consistent as approved. Next revision due March, 2024.

Introduction/Assumptions

- The SEHD maintains a small amount of flexible research space (offices only) in Harrington Tower. The Assistant Dean for Finance working with the Associate Dean for Research allocate this space according to the guidelines below and will review existing assignments annually.
- All faculty should have adequate space for active research projects that meets current health and safety standards and other applicable facility regulations; whenever possible, space assignments should accommodate proximity of staff/student office space to research space.
- No assignment of SEHD-controlled research space is permanent, even if outlined in an offer letter made on or after June 1, 2019.
- Frequent re-allocation of space impacts continuity and stability for faculty and should be minimized.
- The process for requesting new/more research space by faculty and review criteria for space allocation need to be transparent and posted on the school website.
- Shared research space will be prioritized over space used by a single faculty PI, unless required by data security requirements outlined in IRB-approved protocols.
- Senior faculty and lab/project directors should ensure that new faculty in their units are given appropriate guidance in using shared space and requested expanded space.
- Faculty should prioritize applications to agencies allowing full indirect cost (F&A) returns, as the IDC costs returned to the school enhances options to acquiring more research space.

Guidelines for allocation/retention of research space

- Assignments of research space will be based on the space needs of a PI's funded projects as outlined in the scope of work, with continuing occupancy dependent upon documented productivity (publications, external funding submissions) of the research faculty PI.
 - Project Directors/Managers whenever feasible, will be assigned dedicated office space
 - The standard space allocation will be shared office space for research staff and post-doctoral fellows.
 - For graduate students (GAR's) funded by a grant award or on fellowship/scholarship, the standard expectation should be individual desks/cubicles in shared office space during their assigned work hours.



- With rare exceptions, priority in research space assignment will be accorded:
 - To those projects with tangible space needs supported by the scope of work in externally funded projects
 - To those PI's who have consulted with the Associate Dean for Research *at the time of proposal submission* about anticipated space needs required by a project

Process for requesting expanded/different research space*

- Faculty PI should first meet with his/her DH to explore available space under that department's jurisdiction consistent with project scope of work.
- If more space is needed for that PI's projects, the faculty member should submit a written request to the Asst. Dean for Finance and Assoc. Dean for Research including this information for each project in his/her current portfolio:
 - Titles, start/end dates of funding awards (if applicable)
 - Number of personnel required beyond the PI, inc. students; include for each title and % effort on project
 - Preferred start/end date for actual project(s) work
 - Specifics for space that is not simple office space (conference room/special videoconferencing capability/etc)
- Asst. Finance Dean and Assoc. Research Dean will consult and determine if space can be made available to meet projected needs
- This information to be posted on ORE website, along with link to this research space policy.