

GUIDELINES FOR ASSIGNING RESEARCH SPACE IN SEHD

This document presents the standard operating procedures for the designation of research space. This document was drafted by the Research Enterprise & Outreach and Business Services Office of SEHD and presented to the SEHD CPI and the Dean's office for alterations/suggestions.

Introduction/Assumptions

- The SEHD maintains a small amount of flexible research space, including offices and purpose-built laboratories. The Assistant Dean for Business Services 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 in any SEHD occupied building.
- 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.
- Requests for additional space due to research needs on funded projects must be discussed with the REO Office prior to submission of the grant. Federal research projects will be given priority in the decision process.
- Shared research space will be prioritized over space used by a single faculty PI, unless required by data security or special requirements (such as BL2 or clinical needs) as outlined in IRB-, IACUC- and/or IBC-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/or requests for expanding space.
- Faculty should prioritize applications to agencies allowing full indirect cost (F&A) returns, as the IDC costs returned to the school enhances options for the acquisition of 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 project(s)** as outlined in the scope of work. While funded research takes priority over unfunded research for space, continued occupancy of a PI after funding expires will be dependent upon documented productivity (publications, external funding submissions) and may be allowed until other funded research requires that space.

- 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.
- Should a faculty member not meet the productivity criteria listed below to merit continuing occupancy after the assignment, a memo requesting extension (with adequate justification) for up to 18 months must be submitted by the faculty member through the DH, the Asst. Dean of Business Services, and the Associate Dean for Research. Priority will be based on pending needs and availability of the space.

- If the faculty member is again not successful, the laboratory and/or office space may be withdrawn, and the faculty member reassigned to departmental space or shared space as appropriate.

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 *prior to proposal submission* about anticipated space needs required by a project

Shifting of research spaces within a unit (i.e., no expansion of space) may come at the discretion of the DH after consulting with the PIs impacted by that decision. The Associate Dean for Research is available for consultation, if needed.

Criteria for retention of assigned space in the SEHD

Faculty members are expected to:

- Publish annually in nationally or internationally recognized peer reviewed journals
- Sustain a funded research program from extramural competitive grants and other sources of research support
- Be collegial and engage in collaborative research or mentoring of other SEHD faculty/researchers or trainees
- Be engaged in and contribute to SEHD graduate educational programs
- Fund and nurture graduate students and/or post-doctoral trainees
- Participate with interdisciplinary faculties where applicable
- Meet or exceed expectations in all three categories of the A-1 annual review

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.
- As indicated above, any requests for expanded/different research space due to the needs of a pending proposal must be discussed with the REO and Business Services Offices prior to formal submission of the grant. Allocation of spaces will be based on needs and availability of spaces. In addition to the pending funding application, a formal written request for research spaces should be included as outlined in the next bullet point.
- If there is no affiliated grant proposal and more space is needed for that PI's projects, the faculty member should submit a written request to the Asst. Dean for Business Services 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)
 - Specific details for space that is not simple office space (conference room/special video conferencing capability, specific purpose-built research spaces, etc.)
 - Detailed information articulating the specific needs of the project requiring the additional/different research space.
 - 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

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- Asst. Business Services Dean and Assoc. Research Dean will consult and determine if space can be made available to meet projected needs
- This information is posted on the REO website, along with link to this research space policy.