

## Space Survey – Additional Information

### Functional Usage

- Space occupied by employees should be functionalized based on the functional activities performed in the area.
- When space is occupied by multiple individuals the frequency and intensity of their presence should be considered in determining the percentage of functional activity.
- Faculty offices typically include assignment to Instruction, Organized Research, Departmental Administration and Other Sponsored Activities as appropriate.

### Organized Research

- Sponsored research activities that are separately budgeted and accounted for, including cost sharing accounts, and sponsored by federal and non-federal (state government, private sector/corporate) sponsors.
- Sponsored research training are activities involving the training of individuals in research techniques where such activities share the same facilities as other research activities.
- University research is research and development activities that are separately budgeted and accounted for under an internal application of funds.
- The *Cost Analysis and Rate Setting Manual – for Animal Research Facilities* indicates that the following types of animal care facilities should be included in Organized Research:
  1. Procedure rooms
  2. Operating and recovery rooms,
  3. Isolation rooms, and
  4. Quarantine rooms directly related to research protocols, as well as, rooms that house animals involved in research that are not generally removed from the facility for conducting research.
- A “Yes” response to any of the following usually indicates that a room should not be coded 100% Organized Research:
  1. Are there any students who use the room?
  2. Are there any lab tests performed in the room?
  3. Does the room house visiting professor?
  4. Does the Principal Investigator assigned to the room meet with students?

## **Departmental Research**

- Research and development activities that are not sponsored and are not separately budgeted or accounted for.

## **Animal Care Facilities**

- Include rooms that house animals routinely removed from the facility for conducting research, cage washing rooms, procedure, operating, recovery, isolation and quarantine rooms for animals removed from facility for conducting research.
- Barns and other related structures that house farm animals maintained for department research, instruction, organized research, or auxiliary activities.
- The survey of animal rooms must identify the rooms (or portions of rooms) used by animals that are not generally removed from the facility for conducting research, as well as the rooms used by animals that are removed from the facility for research studies. For example, if animals are removed from the facility only on an occasional basis for a special test such as an MRI, but are otherwise kept in the facility to conduct the research, the space they occupy should be classified as research space. On the other hand, if animals are routinely removed from the facility to investigators laboratories, the space they occupy should be classified as animal care facilities.

## **Classrooms**

- Classrooms and teaching laboratories are typically classified as “Instruction”.
- Classrooms may also involve “Other Sponsored Activities” such as: meetings, seminars, and conferences.

## **Laboratories**

- The room type normally associated with Research activity is a research laboratory. However, research activity may exist in rooms classified as teaching laboratories. Conversely, activity other than research may be taking place in a room classified as a research laboratory, such as teaching, other sponsored, or service center activities. It is the use of space, not the room type that determines the functional assignment given for a particular room.

## **Office**

- When assigning the functional classification of Faculty Offices, the range of activities associated with the faculty member should be considered. A faculty

member involved in research, teaching, administrative duties, proposal development and other sponsored activities would have multiple functions such as Sponsored Research, Sponsored Training, Departmental Research, Instruction, Other Sponsored Activities and Departmental Administration. Interviewing the faculty member is necessary to determine the appropriate percentages to assign each function.

### **Graduate Students and Post-Doctoral Fellows**

- Graduate Students frequently occupy laboratories where Organized Research is performed.
- If Graduate Students are paid with sponsored research funding, functional usage is typically coded to Organized Research.
- If Graduate Students are paid with institutional funding, the functional usage is typically coded Instruction or Departmental Research.
- Graduate Students employed by a Service Center must perform work that directly supports the services offered by the Service Center, the functional usage is coded to the Service Center. If they are performing work that directly benefits a faculty's sponsored research project or completing their graduate studies then functional usage should be coded to Organized Research.

### **Library**

- Departmental libraries maintained with departmental budgets should be functionalized as Departmental Administration not Library.

### **Vacant and Unassigned Areas**

- Includes areas under renovation or vacant rooms that have been idle for 12 months of the fiscal year. It is rare to find rooms vacant or inactive for the entire 12 months in a fiscal year!
- Vacant space resulting from a move into a new building should not be reported as Vacant Space.