

## **Space Survey Guidelines / Instructions**

### **A. Purpose of the Space Survey**

The primary purpose of the Space Survey is to verify room areas, room function and type to provide an accurate basis for the Facilities and Administrative (F&A) Cost proposal as required by the Federal government in the Indirect Cost recovery process as promulgated in 2 CFR 200 (Uniform Guidance).

### **B. Time Period Covered**

The functional classification of a room should be based on the activities conducted in that room over all of the current year that is being surveyed. This survey must reflect the average functional use throughout the fiscal year. When completing the study, consideration should be given to the anticipated activity for the remainder of the fiscal year.

When we are interviewing, we focus on the following:

- 1) How is the space being used;
- 2) Is it consistent with its use during this fiscal year;
- 3) If the space has recently changed, go with the current usage;
- 4) If the space is under renovation, will it be completed and occupied within a year
  - a. Yes, if new usage known than functionalize intended usage
  - b. Yes, if new usage is currently unknown functionalize as vacant and flag for follow-up in fall
  - c. No, functionalize as vacant
- 5) If the space is going to change next year, functionalize current usage.

### **C. Renovations**

Check to be sure the building floor plans reflect any changes due to renovations that occurred in your department during the fiscal year (or prior years). If not, report them immediately to the appropriate Cost Accounting personnel.

### **D. Guidelines for the Space Survey**

- 1) The Space Survey Team will contact a department representative to schedule an interview.
- 2) Information regarding the Space Survey is located on our website:

<http://www.lsuhschool.edu/administration/accounting/space.aspx>

The following Space Survey documents are available:

- a. Space Survey Guidelines / Instructions
- b. Room type codes and descriptions
- c. Room function definitions
- d. Additional Information
- e. Space Survey Form

The Space Survey Team will e-mail the following information to the department representative prior to the scheduled interview:

- a. List of department's assigned space by room (as of the last Space Survey)
    - This list needs to be updated with current information prior to the scheduled interview.
  - b. Related building floor plans
  - c. List of departmental employee names and IDs
  - d. List of organized research projects used by the department
- 3) Prior to the scheduled interview, we ask that the department representative send us an updated list of the department's assigned space by room. We will take the updated information and pre-fill the Space Survey forms for use at the time of the scheduled interview with each department. (Individual Space Survey forms need to be completed for each room assigned to a department.)
- Each room survey form will be pre-filled with the following information:
    - Building
    - Floor
    - Room Number
    - Square Footage
    - Room Type Code
    - Room Type Description
    - Department
    - Department Usage Percentage
    - Room Occupants
    - Research Projects (if applicable)
  - Changes should be noted during the interview if the data provided was inaccurate. If any rooms are missing, please note that information and discuss it with a survey team member.
  - For each room survey form, the following additional information must be completed during the interview:

- Functional Usage %
- Additional comments (i.e. cost sharing)

- 4) To make the most effective use of the interview time, we ask that department representatives complete the following prior to the interview:
- a. Review your department's list of assigned space by room and determine if the rooms are correctly assigned to your department. Identify any rooms that are missing, and note any rooms that should be removed. (Please do not delete information. Simply highlight or change the font color to notify Cost Accounting personnel.)
  - b. If any wall changes or other remodeling are not depicted on the floor plans, please note this information.
  - c. Review the square footage of all rooms for reasonableness or changes.
  - d. Check the information on the list of assigned space by room using the room type codes and descriptions to validate coding for each room. If there are any changes, please note that information and discuss it with the survey team member during the scheduled interview.
  - e. Review the room function definitions. During the interview, you will be asked to classify the activities by function, in specific percentage terms, for each room based on these definitions. Please be prepared to provide this information to the survey team member during the scheduled interview.
  - f. During the interview, you will also be asked review the employee(s) assigned to each room and identify any omissions or changes.
  - g. If any of your rooms are being used for sponsored research activity, you will need to provide the name and employee ID of the principal investigator assigned to this research, as well as the PeopleSoft Project number funding the research associated with that room. Please be prepared to provide this information to the survey team member during the scheduled interview.
    - If the activities in such a room are funded by sources other than those listed as sponsored research accounts, you will need to provide those Speed Types which represent the Chart Strings used. For example, sources funding university research will not be listed as sponsored research projects.
    - If a PI expends effort on a sponsored research project, but his/her salary is not charged to the research project, this is considered cost sharing. In such case, please also

indicate the Speed Types which represent the Chart Strings associated with the PI's salary that is being cost shared.

- Determine if the project is on or off-campus.
- h. If more than one primary investigator is assigned to a room, please be prepared to discuss the manner in which the use of the room is divided.
- i. Using information provided by principal investigators, the departmental representative's knowledge of the department and these instructions, complete a preliminary version of the Room Survey Form.

#### E. Important Considerations

##### 1) Functional Classification of Space and Base

The *"DCA Best Practices Manual For Reviewing College and University Long-Form Facilities & Administrative Cost Rate Proposals"* (the Manual) is published by the U.S. Department of Health and Human Services to guide their F&A Proposal negotiators in, among other things, reviewing space surveys. The Manual states, "The negotiator must be assured that the university's space use survey accurately assigns space to the functions; and the assignment is consistent with the MTDC base costs assigned to the same function."

This is known as matching space with base, and is essential to an accurate and compliant space survey. Space classifications must match the functional base classification of the sponsored agreements and other activities in each room.

- 2) It is of critical importance to the accurate computation of F&A rates that on- and off-campus activities be identified correctly.

##### 3) Dos and Don'ts of the Space Survey

Do talk to investigators and get an understanding of all of the activities in a room and the people that use the rooms.

- Don't do the survey at your desk.
- Do keep in mind federal negotiators may want to talk to you and/or your investigators.
- Don't fail to communicate the importance of the survey and why you are doing this to your investigators.
- Do have a rational methodology for allocating the space.
- Do ensure that an externally sponsored agreement is funding the activity in the room entirely or in part.

- Do consider sponsored activities that are/were active only part of the year.
- Don't forget to prorate the space accordingly.
- Do estimate each room's usage for the period of July 1 through June 30 of the fiscal year being studied.
- Don't forget any continuation awards, as well as those expected in house by June 30.
- Do consider that a faculty member does different things in different places.
- Do consider time spent by faculty in the room working with students as part of their course work. Count this activity as INS.
- Do consider what graduate students are doing in the rooms and whether or not they are funded.