

Augusta University

Policy Library

Utilization and Allocation of Research Space

Policy Manager: 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, serving as Principal Investigators at Augusta University. These guidelines will be employed by the Senior Vice President (SVP) for Research, Departmental Chairs, Center & Institute Directors, and College Deans.

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:

DEFINITIONS – are provided for the purposes of this document.

“Core PI” - An individual(s) who serves as the Principal Investigator on a Core which is part of a Program Project Grant (or equivalent).

“Dry lab” space refers to those laboratory areas housing computer equipment or other electronic instruments that do not require specialized pipe utilities space identified in Archibus as principally for training or teaching labs will not be included in wet/dry lab space.

“Principal Investigator (PI)” – Individual who holds an AU faculty appointment who is identified as serving as the PI on an AU Sponsored Programs submission (grant or contract).

“Project PI” – An individual(s) who serves as the Principal Investigator on a project which is a part of a Program Project Grant (or equivalent).

“Research Density” refers to the PI’s AU extramurally funded Direct plus Indirect \$\$ = Total \$\$, and is the sum of direct and indirect funds in a given year (not the entire duration of the funding project), divided by the assigned laboratory space. The date current funding will expire will also be taken into consideration. For Multi-PI projects, funding dollars will be divided among the multi-PIs.

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

“Wet lab” space refers to those laboratory areas normally equipped with sinks, benches, and/or fume hoods and/or biosafety cabinets, frequently used for the preparation and processing of biological materials and/or chemical agents space identified in Archibus as principally for training or teaching labs will not be included in wet/dry lab space.

(Note: For Commercially funded clinical trials, total dollars will reflect actual dollars received, and wet and/or dry lab activities used within the project.)

PROCESS & PROCEDURES

Process for Space Allocation and Reassignment

Authority granted by the University System of Georgia (USG) over all university space rests with the President of Augusta University or the President’s designee. For research space, the President’s designee is the Senior Vice President for Research (SVPR). All space is subject to allocation and reallocation to align with the University Strategic Plan, institutional priorities, and best interests of the University and its programs.

Deans, Department Chairs, and Institute/Center Directors are expected to routinely (at least biannually) 1) review Sponsored Program funding (including but not limited to grants and contracts) and space assignment of all faculty in their unit, (College/School, Department, Center/Institute) to determine their Research Density; 2) share a listing of all PIs who are a) unfunded or b) underfunded (below target Research Density) to the SVP of Research; and 3) provide suggestions for partial or total relinquishment of the investigator’s laboratory space assignment for unfunded and underfunded investigators to the SVP for Research. These recommendations are to be based in part on prior and current funding levels, the length of time funding has been diminished and/or absent, and the type and nature of the investigators own work and their active collaborations. Extenuating circumstance, special considerations may also be provided. Initial space relinquishment for individuals retaining at least sixty percent research effort who are actively conducting experiments and submitting research proposals will preserve space to maintain the potential for productivity, of approximately three to four hundred square feet. Although not part of the AU Utilization and Allocation of Research Space Policy per se, it is expected that Deans, Chairs, Institute/Center Directors will work with and mentor their unfunded and underfunded investigators to assist them in achieving/expanding their extramural funding.

Assignments of research space to investigators is made by the SVP for Research. Research space assignments are not permanent and may be adjusted or reassigned. All modifications to research space assignments are to be proactively reviewed and approved by the SVP for Research before initiated. Multiple investigators may share a single lab space to meet the \$\$/Sq Ft standards. AU 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. For Program Project grants the Project PI or Core PI will receive credit for the component of the grant. Other revenue, expended dollars, and other space related information will also be considered, as well as the quality of the space provided. Efforts will be made to assign space to investigators consistent with their organizational (e.g., departmental, institute, etc.) and/or thematic (e.g., cancer, neuroscience, etc.) affiliation, to encourage synergy and collaboration among research faculty. Space assignments and \$\$/Sq Ft expectations will consider space quality and renovation status. If an

investigator leaves the University or occupied space is vacated or becomes unfunded, the space will be reallocated to the Senior Vice President for Research Office to reassign.

Guidelines and Expectations for Extramural Funding Supporting Research Space

It is expected that all AU extramural support for research space will include appropriate indirect cost recovery (F&A). Target expectation for AU extramural support per square foot is inclusive of direct and indirect costs, for new and recently renovated lab space. The total AU extramural research support of the investigator's laboratory will be assessed in relation to other laboratories with similar space allocations. Extra emphasis will be placed on NIH and other federal funds. For wet lab space, generally an annual target Research Density of \$400 total (direct and indirect) \$\$/square foot is expected. For dry lab space a target Research Density of \$800 total \$\$/square foot current funding is expected. These targets may change over time. Lab space assigned may also be impacted by the types of research activities to be conducted under the auspice of the funded projects. Clinical trial research studies and epidemiological studies will usually be conducted in clinical care space, clinical trial office space, or the equivalent, and will usually not be assigned wet bench laboratory space. Similarly, wet lab research space will usually not be provided for career development or training grants, unless they specifically included wet bench related projects.

Archibus data will be used for space density calculations. It will be the responsibility of the Department Administrators with oversight from Chairs and Deans to update space data on a quarterly basis or as needed. 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 below the dollars per square foot standards I may have assigned space realigned consistent with then current funding, as well as other institutional space needs. Investigators for whom the calculated research dollars per square foot has grown 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. Expanded space assignments will also consider space availability.

Process for Requests, Review, and Appeals

Requests for both research and office 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 and approved by the appropriate College Dean and the SVP for Research. Space requests should include a funding source(s) for any requested renovations. 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, in conjunction with the Provost, 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:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 9/30/2022

President, Augusta University

Date: 9/30/2022

Research Space Request Form

GENERAL INFORMATION:

Submit request to: RESEARCHSPACE@augusta.edu

Investigator: _____ Title (Assistant, Associate, Full Professor): _____

Department/Center/College: _____ Department # _____

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: Replacement/Expansion Recruitment New

Impact on Research Density:

(Research Density = Total Direct & Indirect Costs Awarded \$\$/Sq Ft Density should 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: \$ _____

Submit request to: RESEARCHSPACE@augusta.edu

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

Grants & Contracts Information

Grant #	Role (PI/CO-I /Etc.)	Type	Project Start Date	Title	Direct \$\$/Year	Indirect \$\$/Year	Total \$\$/Year	Direct Costs	F&A Costs	Total Award

Other Revenue

Title	\$ Amount	Departmental	Philanthropy	Other: (Specify)

Submit request to: RESEARCHSPACE@augusta.edu

CURRENT SPACE OCCUPIED (Skip if new recruit or no current space) Section A: Location of Current Space

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

Building Name/Address: _____ Room _____

Room #: _____ Square Footage: _____

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:

PROPOSED NEW LOCATION/SPACE REQUIREMENT

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

Building Name/Address (if known): _____

Proposed Floor # (if known): _____

Desired Move in Date: _____

Submit request to: RESEARCHSPACE@augusta.edu

“NEW SPACE (Existing Faculty) 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 and CV must be attached to this space request form for processing, including any specific requests, likely renovations needed, and source of funding renovations. Please list title and whether new recruit is bringing any grants with them.*

Submit request to: RESEARCHSPACE@augusta.edu

APPROVALS: *Please submit with signatures below.*

Requestor/Faculty Member Signature (For existing faculty only): _____

Date: _____

Department Chair Signature: _____

Date: _____

Department Administrator Signature: _____

Date: _____

Dean's Signature: _____

Date: _____