



**Policy Name:** Research Space Allocation

**Approval Authority:** RBHS Chancellor

**Originally Issued:** 8/30/18

**Revisions:**

**1. Who Should Read This Policy**

All RBHS administrators, faculty, staff, principal investigators, co-investigators and personnel who conduct research or have authority to assign research space.

**2. Related Documents**

N/A

**3. Policy Statement**

This policy outlines review processes, structures, and guiding principles for the allocation of research space at RBHS. This policy is intended to optimize the utilization, efficiency, and productivity of research space across RBHS and provide documentation on metrics and considerations which may impact the allocation and retention of research space in the future.

**4. Reason for Policy**

To establish RBHS research space allocation guidelines, considerations, and review processes.

**5. Oversight**

The Vice Chancellor for Research and Research Training shall oversee and carry out this policy.

**6. Policy**

- A. Research space is a critical and limited resource for advancing the missions of RBHS in the laboratory sciences, clinical and translational research, education, and patient care.
- B. Decisions on the allocation and prioritization of limited research space are made by the responsible school, center/institute, and unit leadership and based on institutional programs and goals.
- C. Research space is to be allocated to faculty investigators in a transparent and consistent manner across RBHS and within component schools and institutes, consistent with the mission, programmatic needs, and strategic priorities of the institution.

- D. Assignments of research spaces are not permanent and should be reviewed at least annually and reassigned with the goals of enhancing productivity, promoting strategic priorities, limiting underutilization and overutilization, allowing our most productive faculty to expand their space, and allowing for renovations and facility upgrades as necessary.
- E. To inform the process of research allocation decisions, the RBHS Office of the Vice Chancellor for Research shall empanel and oversee a Research Space Advisory Committee (RSAC) to assess current research space allocation and utilization, develop quantitative and qualitative metrics, and provide fair and unbiased assignment recommendations based the metrics developed.
- F. Individual schools and centers/institutes with space of their own are requested to form comparable research space allocation committees to provide documentation and make recommendations to the RSAC.
- G. The RSAC shall be comprised of department chairs, administrative faculty, non-administrative research faculty, and staff to be appointed by the Vice Chancellor for Research and Research Training in consultation with the RBHS deans, center/institute directors, and Chancellor.
- H. The Vice Chancellor for Research and Research Training will serve as the chair of the RSAC.
- I. RSAC members will be appointed for three-year terms and may serve consecutive terms.
- J. Each constituent school and center/institute of RBHS with space of its own and faculty engaged in biomedical, clinical, and translational research will provide an annual report on research space utilization to the Vice Chancellor for Research and Research Training, who will collaborate with the RSAC to develop recommendations on optimal space utilization and allocation. This annual report should describe changes that have been made in space allocation, and changes planned for the next year.
- K. The RSAC shall establish and review timelines, metrics, guidelines, data and documentation requirements, schedules, and processes to aid in the optimization of space allocation and utilization and support the achievement of research performance goals across all RBHS schools and units.
- L. Initial evaluations of space utilization will be based primarily on the availability and amount of sponsored research support with the current target for wet laboratory space utilization of \$500 in total sponsored project revenue/square foot of space.
- M. Other factors to be considered include but are not limited to:
  - 1. Indirect cost recovery and other financial measures of space productivity
  - 2. Duration of sponsored projects
  - 3. Staff size and equipment needs
  - 4. Access and availability of core space for equipment needs
  - 5. Design and efficiency of laboratory space
  - 6. Commitments to recruits and other special terms including endowed positions
  - 7. Faculty career stage
  - 8. Faculty career trajectory
  - 9. Proportion of effort dedicated to research
  - 10. Elapsed time since last funding
  - 11. Commitment to graduate trainees

12. Strategic priorities and changes in department, institute, school, or unit research direction and goals
  13. Performance relative to other comparable units
  14. Health, environmental, and safety regulations
- N. The RSAC will provide a written evaluation and summary of space utilization to the Vice Chancellor on an annual basis.
  - O. For schools, institutes, and units with average space utilization under 75% of the target funding/square foot at the time of review, a written justification for current space utilization must be provided by the responsible officer including a remediation plan as appropriate.
  - P. The Vice Chancellor will provide a written annual report of RSAC activity and recommendations for changes in space allocation to the Chancellor, including recommendations for transfer of research space from one school/center/institute to another.

## **7. Roles and Responsibilities**

- A. Vice Chancellor for Research & Research Training – supports and promotes all research at RBHS, acts as liaison with ORED, chairs the RSAC, coordinates research space utilization priorities and decisions with the deans, institute, directors, and unit leaders.
- B. Deans, Institute Directors, Center/Institute Leaders – are the primary stewards of research space within their constituent units or are shared between units and shall provide an annual report on research space allocation within their unit to the RSAC.
- C. RSAC Members – act as liaisons between units and RBHS administration evaluate and recommend guidelines for research space allocation, make recommendations on optimal space utilization, establish review timelines, metrics, guidelines, data and documentation requirements, schedules, and processes to aid in the optimization of space allocation and utilization and support the achievement of research performance goals across all RBHS schools and units.