



Nova Southeastern University

Research Space Allocation
Policy and Process

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NSU Research Space Allocation Policy and Process

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NSU Research Space Allocation Policy and Process

I. Purpose

It is recognized that quality research space is necessary to recruit, retain, and develop NSU's faculty, staff and students to their fullest potential and ensure NSU's research success. Inefficient use of finite research space limits our ability to invest financial resources in research. As part of the broader research environment at NSU it should be emphasized that the university cannot provide space to research scientists who do not regularly bring in indirect costs to support their research. To optimize the use of valuable research space within the University, and to ensure that there are transparent, equitable and uniform agreed-upon principles underlying the organization and allocation of research space, we have established the policy described herein.

The purpose of the current policy is to:

- ♣ establish the role and responsibilities of stakeholders.
- ♣ establish the principles regarding research space allocation;
- ♣ describe the process of assigning and allocating research space;
- ♣ establish the fundamental terms of use of allocated space.

II. Definitions

Research Space as used in this policy, refers collectively to wet lab or dry lab space that is assigned to NSU faculty members and researchers to support their research activities.

Wet Lab Space refers to those areas normally equipped with sinks, benches, fume hoods and/or biosafety cabinets frequently used for the preparation and processing of biological materials and/or chemical agents.

Dry Lab Space refers to those areas housing computer equipment, electronic instruments, or other materials that do not require specialized pipe utilities.

Office Space is assigned to Principal Investigators (PI's) who are allocated research lab space based on the criteria established in this policy.

Sponsored Funding Expenditures are made up of a variety of direct and indirect funds from external sponsors spent to conduct research. The total research and development expenditures metric is a peer-comparison metric commonly used by other universities and is measured and reported by the NSF Higher Education Research and Development Survey (NSF HERD) report.

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Research Space Request Portal refers to a website that includes an online research space request form for PIs, institute directors, and deans to submit to request for research space. All submitted requests are immediately shared with the institute director (if applicable) and dean.

VPR is the NSU Vice President for Research and Technology Transfer, and the responsible party for implementing this policy.

III. Roles & Responsibilities

Research Space Allocation Policy and Process Committee

The purpose of the Research Space Allocation Committee is to develop a policy and process for NSU research space allocation that can be submitted to the NSU Chief Operating Officer for approval. The Research Space Allocation Committee is comprised of individuals in the following positions:

- a. VP for Research
- b. TRED Executive Director
- c. Research Compliance Manager
- d. CCR Scientific Director for Research Facilities
- e. CCR Institute/ Center Directors
- f. PHR, KP-COM, CAM, Dental, HCNSO deans
- g. Director of Environmental Health & Safety
- h. HPD Executive Dean of Research

The Committee reports to the NSU Chief Operating Officer. The Committee will meet to develop and finalize the research space allocation policy and process for NSU, and specific guidelines for the CCR. Once the committee has a final draft completed, this will be submitted to Chief Operating Officer for approval.

Going forward, the Committee will be responsible for periodic reviews of the current policy and process per section IX. Policy Maintenance and Version Revision History.

NSU VPR

The NSU Vice President for Research and Technology Transfer (VPR) will implement research space allocation according to this policy. The VPR can allocate research space to a college, institute, or PI, depending on the specific guidelines for each research facility.

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Senior Administration

Senior administration signs off on research space assignments or re-assignments, in coordination with the VPR. Senior administration includes the NSU COO and Provost. Sign off occurs after input is received from the appropriate dean(s) or institute directors.

IV. Principles

Ownership of Research Space

All research space, including wet and dry laboratories, researchers' offices, core facilities, platforms, animal facilities (Vivarium) and research administration areas are the property of, and administered by, Nova Southeastern University, as managed by the VPR.

The Research Space Allocation Committee will serve to establish a universal research space allocation policy and process for the NSU. This committee will also develop specific guidelines for implementing the policy in the Center for Collaborative Research. Other research spaces at NSU will have similar guidelines that will be developed in the future.

Periodic reviews of research space allocation and utilization will allow the VPR, in coordination with Senior Administration to adjust allocations according to the changing needs of our researchers and to optimize use of the available research space. (Details of the process may be found in section VI. Procedure for the Allocation of Research Space.).

Eligibility Criteria

NSU institute directors, active faculty members, and research scientists whose research is (primarily) conducted on campus are eligible for research space assignment. Research space assignment requires that the research is (primarily) done in the location requested. Per the research facility specific guidelines, research space may also be allocated to a college or institute.

An institute director meets all of the following criteria:

- holds the title of director of one of the NSU's research institutes or centers.
- has sponsored funding expenditures as PI that meets the criteria for the space requested. In cases where this criteria is not met, annual spendable income from philanthropy can be considered at 50% of total annual spendable income from philanthropy.

An active faculty member meets all of the following criteria:

- holds rank at the level of Assistant, Associate or (full) Professor

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- has sponsored funding expenditures as PI that meets the criteria for the space requested. In cases where this criteria is not met, annual spendable income from philanthropy can be considered at 50% of total annual spendable income from philanthropy.
- has published within the last three years;
- supervises Honors College thesis undergraduate students, graduate students, doctoral students, or postdoctoral trainees.

Visiting or adjunct faculty are not eligible to receive research space assignments; nor are faculty members whose primary research activities are based at locations other than main campus.

A research scientist meets all of the following criteria:

- has sponsored funding expenditures as PI that meets the criteria for the space requested. In cases where this criteria is not met, annual spendable income from philanthropy can be considered at 50% of total annual spendable income from philanthropy.
- has published within the last three years;
- supervises Honors College thesis undergraduate students, graduate students, doctoral students, or postdoctoral trainees.

V. Space Formula and Other Considerations

Each research facility will have guidelines that include a defined space formula and other considerations for use of space in the research facility as well as additional criteria that can be considered for space assignment. Active faculty, institute directors, and research scientists who meet the space formula for a research facility will be assigned research space in that research facility. These space assignments will be reviewed annually by the VPR through the process described in this policy.

VI. Procedures

The procedure for all research space requests is to submit a request through the research space request portal. This online request form routes to VPR, who will assess the request via the process described in this document. In summary:

1. There are two ways to initiate the process:
 - 1) A research space request is submitted as a result of needs like newly awarded funding, recruits with funding, impending grant submission, etc.

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- 2) The annual audit where the VPR assesses the allocation and utilization of all research space.
2. The space formula and other considerations, as defined in the research facility-specific guidelines, are applied to the request by the VPR.
3. Input from appropriate institute directors, deans, or other stakeholders specified in the research facility guidelines is solicited by VPR.
4. Space assignment and reassignment is made by VPR.
5. VPR coordinates sign off on all research space decisions with Senior Administration (COO, Provost).

Research Laboratory Space

The research facility-specific space formulas used to determine (along with other considerations as appropriate) research space allocation is based on a PI's annual sponsored funding expenditures from eligible external funding sources. Note that "eligible funding sources" as used for space allocation purposes only include funding that is administered at NSU. The portion of funding spent at other research centers may be excluded for space allocation purposes. Although quantitative measures used in the research space formula may not be the final determinant of space allocations, they provide an important step in the evaluation process. Idiosyncrasies associated with particular lab configurations and requirements will be addressed as needed.

PI Offices

A PI, institute director, or college who has been allocated research lab space may be eligible for one office per PI, ideally in proximity to their research lab. This depends on the research facility guidelines and office availability and if needed office space can be assigned on other parts of campus. PIs may have only one assigned office at NSU. PIs and institute directors with research space assignments of multiple lab bays may be granted additional office spaces for their team, depending on office availability.

PIs who do not qualify for a private office may be considered for a shared office space, contingent on availability and their research facility guidelines. Any office reconfiguration costs will be the responsibility of the PIs college and/or institute.

Research Personnel Laboratory Workstations

PIs, institute directors, or deans are responsible for assigning workstations within their laboratory research space to their lab personnel, postdocs, research associates, assistants and technicians.

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VII. Terms of Use for Research Space

General

1. Allocated research space is assigned to a PI, institute, college, Core Facility, or Shared Infrastructure and its use is subject to periodic standard performance and utilization review of users.
2. Research space assignments will be made with a priority given to maximizing efficiency for shared resources, research productivity, and the opportunity for collaboration.
3. Research space assignments will be made with consideration given to equipment placement and health, fire, environmental, and life safety and compliance.
4. A PI, institute director (if applicable) and their dean will be notified if there will be an increase or decrease in the amount of allocated space, based on the criteria set out in this document. Any increase in allocated space is subject to availability and necessity.
5. One-time and recurring costs associated with changes to research space assignments are the responsibility of the PI and their college or institute.
6. Research space, office space and/or workstations cannot be reassigned by one PI, institute director, or college to another PI, institute director, or college.
7. A PI, institute director, or college is responsible for providing space within their allocated space for members of their research team.
8. The PI, institute director, or college will be responsible for providing space to any visiting research scholars they are hosting from their already allocated research space as no additional space will be provided.
9. When a PI leaves the University or vacates research space for other reasons, the research space assigned to the PI will revert to the VPR for reassignment (subject to the mechanisms herein).
10. A PI who is on an approved leave retains the use of his/her allocated research space, including office space, depending on the duration and nature of the leave.
11. A PI who is allocated research space must abide by terms and conditions set out by the University pertaining to the use, operation, academic, and financial obligations of research space. Research space allocation may be terminated for any PI who has been found to be in violation of these terms and conditions. In the case of space termination, the VPR has the sole right to re-assign the research space.

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VIII. Implementation

The mandate of the VPR is to maintain an overall inventory of all research space at NSU, review new research space allocation requests and oversee the review of existing research space allocation and utilization in keeping with the allocation mechanisms and guidelines described herein. The VPR will coordinate all research space assignments and reassignments with the Chief Operating Officer (COO), Provost, and the appropriate deans. For research spaces in HPD this is to include the executive dean for research. For research spaces at the Oceanographic campus and the Parker Building, this is to include the HCONS dean and any other appropriate dean.

The VPR is also responsible for reviewing space requirements associated with recruitment of new researchers. To accomplish this, the VPR must be included in the recruitment phase for new researchers. The VPR or his designee will interview candidates, along with representative from Facilities, to learn space, equipment and special research needs to make assessment of how NSU can accommodate the new researcher. The VPR will make recommendations to hiring dean.

The VPR is also charged with responding to appeals, as described below.

Dispute Mechanism

In the event that a PI, institute director, or college disputes their space allocation the following procedure will apply:

1. A PI, institute director (if applicable), and their dean may submit an appeal by email to the VPR at tred@nova.edu to supply any new information for consideration.
2. The request must be submitted within 15 working days of research space allocation notification of space decision.
3. The VPR will respond within 15 working days.
4. If warranted, the research space allocation will be adjusted, subject to availability.

IX. Policy Maintenance and Version Revision History

Policy Maintenance

This policy will be periodically reviewed and updated by the Research Space Allocation Committee to assure that research resource allocations are properly aligned with the strategic goals of NSU.

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Additional and/or revised metrics for the allocation of research resources and space allocation may be developed by the Research Space Allocation Committee to adapt to the changing needs of NSU.

Version/Revisions

The table below documents the version/revision history for this policy. A cumulative version/revision history for this document is maintained for seven years.

Date	Version	Summary