



Center for Collaborative Research

Research Space Allocation Guidelines

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CCR Research Space Allocation Guidelines

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CCR Research Space Allocation Guidelines

I. Purpose

To optimize the use of valuable research space within the Center for Collaborative Research (CCR) 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 guidelines described herein.

The purpose of the current guidelines is to:

- ♣ Establish the principles regarding research space allocation within the CCR;
- ♣ To define unique space allocation considerations specific to CCR
- ♣ Describe the space formula

II. Definitions

CCR research institutes include:

- AutoNation Institute for Breast Cancer Research and Care
- NSU Cell Therapy Institute
- Institute for Natural and Ocean Sciences Research
- Institute for Neuro-Immune Medicine
- Rumbaugh-Goodwin Institute for Cancer Research
- Emil Buehler Research Center for Science, Technology, Engineering, and Mathematics

Research Space as used in this policy, refers collectively to wet lab or dry lab space in the CCR 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. The basic wet laboratory planning unit in the CCR is the lab bay. A standard bench measure of 200 sq.ft. per U shaped lab bays, equates to approximately 350 sq.ft. total lab space in the CCR which is designed to accommodate four people.

Dry Lab Space refers to those areas housing computer equipment, electronic instruments, or other materials that do not require specialized pipe utilities. The basic dry laboratory planning unit is the dry lab module of approximately 350 sq. ft. and includes office space.

Flex Laboratory Space is available on the CCR second floor and access can be requested through the research space request portal.

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Flex Desk Space is currently available on the CCR 4th floor and is assigned by the VPR on an as-needed basis. Flex desk space may/may not include a computer or phone, so users will need to supply those items if they need them. PIs wishing to request a flex desk space assignment for their lab personnel must make the request through the research space request portal.

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

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.

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.

Useable Space in the CCR is defined as wet and dry labs, offices, shared and common lab and administrative areas. Spaces that are unfinished and available for future build-out are not included as usable space. Spaces not counted as usable space are corridors and facility support spaces. Additionally, on the 2nd floor usable space does not include the Buehler Institute, the interactive area, the STEM research workroom and conference room, and the flex laboratory. The calculation of useable space will be reviewed annually during the annual audit process.

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

III. 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.

Eligibility Criteria

Only CCR institute directors, active faculty members, and research scientists whose research is (primarily) conducted on campus will be eligible for research space assignment. Research space assignment in the CCR requires that the research is (primarily) done in the CCR.

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Meeting the requirements of the CCR space formula determines if someone is eligible for space in the CCR. If the requirements of the CCR space formula are not met, then other considerations (as defined below) may be used.

IV. Space Formula and Other Considerations

CCR Space Formula

Annual sponsored funding expenditures / \$500 per sq. ft.

This calculation is derived from the annual sponsored funding expenditure target for the CCR, divided by actual square feet of usable space. The annual sponsored funding expenditure target for the CCR is approved by the NSU Board of Trustees. For a definition of CCR usable space, see above.

Other Considerations

If the space requestor does not have sufficient sponsored funding expenditures to qualify for the requested research space, the criteria listed below will be considered in making research space assignments. All assignments made to those who do not have sufficient sponsored funding expenditures to qualify for the space (per the space formula) will be temporary and subject to reassignment. The other considerations taken into account for those who do not meet the space formula are as follows.

- Research productivity metrics
 - Peer-reviewed publications within the last 3 years, and their impact factor
 - Presentations
 - Patents
- Annual spendable income from philanthropy (weighted at 50%)
- Honors College thesis undergraduate students, doctoral or graduate students working in the lab and making a significant contribution to the research
- Membership in an institute that has assigned space in that facility
- Research supporting the approved research themes of the facility

V. CCR Procedure

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, dean and institute director (if applicable). The VPR will assess the request via the process described in this document.

Research Laboratory Space

Please see University Policy (at this time no extenuating circumstances in the CCR require deviating from the University Policy).

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PI Offices

A PI who has been allocated research space in the CCR may be eligible for one office, ideally in proximity to their research lab. This depends on 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.

CCR Institute Directors who do not meet the sponsored funding requirement to qualify for a private office may be granted one contingent on availability. PIs who do not meet the sponsored funding requirement to qualify for a private office may be considered for a shared office space, contingent on availability. Any office reconfiguration costs will be the responsibility of the PIs college and/or institute.

Research Personnel Laboratory Workstations

Please see University Policy (at this time no extenuating circumstances in the CCR require deviating from the University Policy).

Flex Laboratory Space

Flex Laboratory Space is available on the CCR second floor and may be requested through the research space request portal.

Flex Desk Space

Flex desk space outside of the research laboratories is currently available on the CCR 4th floor and may be requested through the research space request portal.

VI. Implementation

Please see University Policy (at this time no extenuating circumstances in the CCR require deviating from the University Policy).

Dispute Mechanism

Please see University Policy (at this time no extenuating circumstances in the CCR require deviating from the University Policy).

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VII. Guidelines Maintenance and Version Revision History

Guidelines Maintenance

This document will be periodically reviewed and updated as needed by the VPR to assure that research resource allocations are properly aligned with the strategic goals of NSU.

Version/Revisions

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

Date	Version	Summary