

## Research Space Allocation Policy Frequently Asked Questions

### *1. Why is NSU developing a Research Space Allocation Policy?*

At the direction of the COO, NSU is developing a Research Space Allocation Policy 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.

### *2. Who owns the research space at NSU?*

All research space is owned by NSU. Colleges, deans, institute directors, and PIs are granted use of university research space through the NSU Research Space Allocation Policy.

### *3. Why are the CCR guidelines being developed first?*

We are starting with the CCR at the direction of the NSU COO and we expect that implementation of these guidelines will inform the development of any future research facility guidelines.

### *4. Can research space be allocated to a college?*

Yes, in future research facility guidelines there is a possibility that allocations may be made to a college on a case by case basis. However, all research space is owned by NSU as stated in the policy.

### *5. Will new or unfunded investigators be able to obtain research space assignments?*

NSU understands the needs for new and unfunded investigators to have access to research space. As we continue to inventory all research space at NSU, we hope to establish research space specifically for new and unfunded investigators.

### *6. Does the Research Space Allocation Policy apply to teaching laboratories?*

The NSU Research Space Allocation Policy and all its research facility guidelines do not apply to teaching laboratories.

### *7. Who administers teaching space, including teaching laboratories, at NSU?*

College deans are responsible for administering teaching spaces, including teaching laboratories at NSU.

*8. What role does faculty have in the policy development process?*

Faculty input was solicited through a formal faculty comment period in our policy development process, and by deans from their respective faculty.

*9. Are there faculty on the Research Space Allocation Committee?*

The Research Space Allocation Committee includes deans with faculty doing research in the CCR, CCR institute directors, and representation from NSU executive administration, TRED, and Facilities. Faculty input was solicited through a formal faculty comment period in our policy development process, and by deans from their respective faculty.

*10. What role do the college deans have in the research space allocation process?*

College deans will play a critical role in the decision-making process as they serve as the representative and advocate for their faculty. College deans are notified immediately when a research space request is submitted through the electronic research space allocation portal. They will work collaboratively with the VPR in determining what space best suits each faculty based on faculty needs and available resources.

*11. Does the VPR have the authority to reallocate space independently?*

Research space assignments/reassignments are made by the VPR in coordination with the NSU COO and Provost. The VPR will apply the space formula and work collaboratively with the appropriate college deans in the decision-making process. Together, they will work to determine what space best suits each faculty based on needs and available resources.

*12. Who makes the final decision on research space allocation?*

After extensive collaborative interaction with the appropriate college deans and institute directors, the VPR will coordinate his final decisions with the NSU COO and Provost.

*13. Who will develop the guidelines for the other research facilities?*

Currently, the only guidelines being developed are for the CCR. The guidelines for the remaining facilities that have research space will be developed with the establishment of new sub-committees made up of the appropriate college deans, institute directors, and other stakeholders for the research facility in question.

*14. Does the policy apply to off campus facilities where the rent is funded through a grant?*

The policy does not apply to off campus facilities where the rent is funded through a grant.

*15. How should PIs address research space allocation in grant applications and budgets?*

Grant submissions at NSU include a formal sign-off from the appropriate dean that verifies that the resources needed for the project can be made available. If additional research space is required for the implementation of a proposed grant project, the researcher can submit a space request to inquire about accommodating a potential grant prior to submission. NSU has placed a priority on obtaining grant funding so we will make every effort to accommodate the needs of grant seekers.

*16. How will the cyclical nature of grant funding and increased need of research space be addressed?*

Research space will be audited on annual basis and will factor in any changes to a PI's funding level. Additionally, a PI may request additional research space through the Research Space Request Portal at any time. These requests will be reviewed and the space formula will be applied to any additional funding the PI may have obtained after the annual audit. If a researcher's grant is ending and there is a gap in funding, consideration will be given to grant submissions in the pipeline.

*17. Are positions other than college deans, institute directors, active faculty and research scientists eligible to apply for research space?*

The policy defines that the only eligible recipients of research space assignment are college deans, institute directors, active faculty and research scientists. If a situation arises that an individual meets the requirement of the space formula but does not hold one of these eligible positions, exceptions may be made on a case by case basis.

*18. Why is supervision of undergraduate students not considered as part of the eligibility requirements?*

While we recognize that undergraduate students can play a role in research, we are focusing on significant contributors to funded research. In certain types of research, undergraduate students may have a more significant role than is typical. An example of this would include Honors college thesis students who spend 2 plus years working on a dedicated project that results in scientific publications. In general, we are considering the contribution level of graduate and doctoral level students to be significantly more than that of an undergraduate student based on time, skill level and intellectual contribution. Exceptions may be made on a case by case basis if warranted. Supervision of undergraduate students, while important for the NSU mission is in itself not sufficient criteria to qualify for research space.

*19. How will unique research needs and access to resources be accommodated?*

Research space decisions are based on PI needs, PI requests, and operational functionality. These will be identified in the research space request process or during the annual research space audit. College deans and institute directors are included in the research space allocation process to ensure that research space needs are met and resources are appropriately allocated.

*20. How is the research space formula determined?*

The research space formula will be unique to each research facility. For the CCR, the Board of Trustees defined the expected sponsored funding expenditures goal which was then applied to usable research square feet available for allocation.

*21. How will seniority be addressed?*

Seniority will be addressed on a case by case basis after the space formula has been applied.

*22. How does a PI qualify for an office?*

Offices in NSU research facilities are limited and will be assigned based on priority established from implementation of research space allocation guidelines. The specific guidelines for each research facility will inform how office assignment is made. Office assignment associated with instructional/educational activities are not covered under this policy and must be requested through your appropriate college dean.

*23. What will happen to the current research space of unfunded faculty investigators?*

NSU understands the needs for unfunded faculty investigators to have access to research space. As we continue to inventory all research space at NSU, we hope to establish research space specifically for the needs of these investigators.

*24. How are scholarly activities such as faculty with heavy teaching loads valued at NSU if there is a strong emphasis on sponsored funding expenditures?*

Educational research activities are valued as part of the mission of NSU. The guidelines for CCR have a strong emphasis on sponsored funding expenditures due to the goals set by the Board of Trustees. As we move forward in developing other NSU research facility guidelines, there may be more opportunities for research space to accommodate these valued educational research activities.

*25. What will happen to researchers who lose research space during the annual research space audit?*

If a PI loses all of their assigned research space, every attempt will be made to meet their needs in another NSU research facility. In some cases, research space may only be condensed or consolidated. Changes to research space assignments are always coordinated with appropriate college deans and institute directors.

*26. How does the research space allocation policy address “maximizing efficiency” for faculty to be in their labs?*

Section VII. Terms of Research Use for Research Space refers to maximizing efficiency for shared resources. One of the benefits of this policy is to improve the utilization of shared resources and ensure that these resources are fairly and equitably distributed.

*27. How does this policy address the problem of faculty time dedicated to research vs. teaching?*

This policy does not address the problem of faculty time dedicated to research vs. teaching. Faculty distribution of time and effort to dedicate to research should be discussed with your college dean.

*28. What are one-time and recurring costs associated with changes to research space assignments?*

If research space that has been allocated requires modifications outside of current standard laboratory setup to meet PI needs, it is the responsibility of the PI, college or institute to secure those resources. For example, if research activities require a fume hood be present in the lab and space is assigned that does not contain a fume hood, the PI must secure resources to have a fume hood purchased and installed to occupy the space. An example of a recurring cost is if research activities require routine calibration of equipment or facility operations (temperature humidity, air particulate counts), the PI must secure resources to support these services.

*29. Why should the VPR be added to the recruitment process of new faculty?*

The VPRs role in the recruitment process is to evaluate the research needs of the candidate, and to provide the dean and executive administration with information on how university resources can fit those needs. If a new recruit is hired, the VPR and his staff will provide the hiring dean with assistance and guidance related to the research onboarding process. This will help ensure a successful transition upon arriving at NSU.

*30. Will start-up funds for incoming faculty/PI be established and offered? Additional how can existing faculty obtain start-up funds on a competitive basis?*

The provision of start-up funds is an important issue; however, it is outside the scope of this policy.

*31. How does the research space allocation policy take into consideration research that is performed collaboratively at multiple locations?*

We understand the collaborative nature of scientific projects and that each will have their own specific needs. These needs will be discussed with the appropriate college dean to determine the best use of space for the needs of the PIs projects prior to research space allocation.

*32. Why is the definition of active faculty under Section IV. Principles of the policy so narrow and specific?*

We recognize and understand that faculty can be active and contribute to the NSU mission in several ways. Section IV. Principles of the policy refers to active faculty eligibility requirements for research space allocation and is not a definition of active faculty.

*33. If a college has paid to build out research lab space, can it be allocated to a PI in another college through this space allocation process?*

All research space is property of NSU. However, the guidelines for each research facility will factor in unique scenarios for those particular research spaces. The sub-committee for each research facility will include the appropriate deans to assist in identifying these types of scenarios.

*34. Note that the "purpose" section of the policy specifies indirect cost as the overarching criteria. However, the eventual presented specific criteria of this document is focused on sponsored funding expenditures. Why?*

Sponsored funding expenditures provide an easily obtainable metric that can be used to identify federal awards and their associated indirect costs.

*35. What is the definition of a stakeholder?*

The definition of a stakeholder is a person with an interest or concern in something.

## **CCR Research Space Allocation Guidelines Frequently Asked Questions**

*36. Will the CCR have space for new and/or unfunded investigators?*

The CCR is just one of many research facilities on campus. Research space in the CCR is the most expensive per square foot (in comparison with other research spaces at NSU), and it is unknown at this time whether space for new/or unfunded investigators can be made available at the CCR. However, NSU recognizes the need for research space on campus for new/ or unfunded investigators.

*37. Do the current occupants in the CCR have to meet the space formula indicated in the guideline?*

Yes, the space formula will be applied to current occupants in the CCR during the annual audit. If the PI does not meet the space formula, and if it is determined there is available space, we will make every effort to allow the researcher to remain in the facility. Researchers who are assigned space even though they do not qualify for space, are subject to space reassignment at any time.

*38. Are sponsored funding expenditures the appropriate metric to be used in the space formula?*

The board of trustees defined the expected sponsored funding expenditures goal which was then applied to usable research square feet available for allocation. Sponsored funding expenditures has been benchmarked against other universities as a commonly used tool for research space allocation formulas.

*39. Can philanthropic funds used to pay for research space?*

No, philanthropic funds may not be used to pay for research space.

*40. What are the approved research themes of the CCR?*

Currently the research themes in the CCR include cancer, neuroscience, cell therapy, and human disease.

*41. Is NSU suggesting PIs seek out external funding to build out their research labs?*

No, the space formula is derived using existing usable research space that is currently built out. If research space that has been allocated requires modifications outside of current standard laboratory setup to meet PI needs, it is the responsibility of the PI, college or institute to secure those resources.

*42. Why are there different financial criteria for sponsored funding vs. donor funding?*

Sponsored funding in general comes with indirect cost allocation; donor funding does not. Additionally, sponsored funding is peer reviewed and competitively funded.

*43. Why are the “other considerations” for the CCR space formula not applied to faculty not affiliated with the CCR?*

Each research facility guidelines will include other considerations to be used for faculty who do not meet the space formula for that specific research facility.

*44. What expenditures will be evaluated in the annual audit?*

Typically, the sponsored funding expenditures from the prior fiscal year are what is available for use during the audit. There may be circumstances where newly funded awards will be considered when making research space allocations.