

UAMS Research Space Utilization Guidelines

12/19/2024

Mission Statement: To ensure optimal utilization of research space and accommodate ongoing growth of research.

Purpose: This policy provides guidance to the Vice Chancellor for Research and Innovation (VCRI) for allocation and management of all research space and relevant office space, ensuring effective stewardship. A Research Space Committee will serve in an advisory role to the VCRI. The Research Space Committee consists of researchers representing multiple departments and colleges. The VCRI will consult with Chairs regarding any adjustments to research space within their units. The governance of space will follow established research space guidelines and adhere to UAMS Space Committee policies.

Space Assignable to Investigators: The VCRI will manage, account for, and assign space to faculty and common areas, in accordance with space policies. This includes all research laboratories (wet laboratory space), research service cores, faculty and non-faculty offices (dry laboratory space), computational research space, and dedicated conference areas.

Metrics: To ensure efficient and optimal use of research space, a combination of parameters related to research funding and occupancy will be utilized as described below. Annual space adjustments (increases or decreases) will be based on funding status using a 3-year average.

Funding: The amount of assigned space will correlate with the level of funding. Each investigator will be assigned research space based on extramural funding using the metrics described below. In cases where funding is shared among faculty, such as multi-PI grants, proportional allocation of space will be based on the percentage of work performed in each PI's laboratory. For large, institutional, program, or center grants, space can be allocated to a department or division based on the Full-Time Equivalents (FTEs) performing the research. Research core space will be assigned to departments or divisions based on the FTEs managing the cores.

Occupancy: Building occupancy integrates measures of efficiency and financial goals with local differences in space design. In the calculation of building occupancy, "occupants" are FTEs (e.g., graduate students, research staff, postdoctoral fellows) performing research in the space. Occupancy is defined as the number of FTEs that can be accommodated within a defined research area, considering the intrinsic design and condition of the space, such as the presence of large equipment or unusual bench configurations. A desirable goal is 75% occupancy, allowing efficient and flexible use of the space. If funding metrics are met, occupancy metrics must also be met before additional space is allocated.

Wet Laboratory/Dry Laboratory Funding: An optimal funding metric is \$500 per assignable square foot based on average funding (direct costs only) over 3 years. This funding level is equivalent to an R01-level grant. This metric may be adjusted based on consultation between the VCRI and the Chair.

Wet Laboratory/Dry Laboratory Occupancy: The optimal occupancy of laboratory space in a research institution is 75%. FTEs that are included in the occupancy metric are faculty, graduate students, postdoctoral fellows, technicians, staff scientists, and non-tenure track faculty. Undergraduate students, interns, summer students, and rotation students are not typically

included as FTEs for this metric. Occupancy adjustments will be made based on the actual size and useable space of each laboratory.

Request for Additional Laboratory Space: Requests for additional research space should be submitted to the VCRI office, where they will be reviewed by the Research Space Committee. The committee will evaluate each request based on funding levels and occupancy metrics to determine if additional space is justified. After thorough review, the Research Space Committee will make a recommendation to the VCRI, who will make the final decision regarding allocation of research space.

Space for New Faculty Recruits: Research space will be assigned to departments and divisions based on submitted plans for future recruitment (within a year) and availability of startup funds. Space commitments at the time of initial recruitment should align with the UAMS Research Space Utilization Guidelines to maintain parity with existing faculty. After six years, or if extramural funding has been obtained, funding and occupancy metrics will be used for assessment of new faculty space.

Office Space: Office space can be temporarily assigned to non-faculty by the VCRI after request and evaluation by the Research Space Committee. The occupant (*e.g.*, staff scientist, fellow, postdoctoral fellow) must be informed in writing that the space may be reassigned as needed.

Research Space Assignable to Investigators:

- Research Laboratory
- Closed Office
- Computational Research Laboratory
e.g. workstations
- Open Office (Cubicle or Carrel)
- Equipment Rooms
- Cell Culture
- Microscopy
- Procedure/Fume Hood
- Support Laboratory
- Other Specialty
- Laboratory Storage

Research Space Assignable to Department, Division, or College:

- Equipment Rooms
- Cell Culture
- Microscopy
- Procedure/Fume Hood
- Support Laboratory
- Other Specialty
- Laboratory Storage
- Dark Room
- Sterilization
- Copy/Print
- File
- Conference Room

Research Space Assignable to VCRI Office:

- Atrium
- Lobbies
- Locker Rooms
- Kitchens
- Breakrooms
- Office/workstation