

## **Principles of Resource Management to Optimize Space Utilization**

*Goal: Create a process that is*

- Fair
- Transparent
- Easy to understand

*Regarding perception of Space:*

- All space is institutional
- No space “belongs” to a department in perpetuity
- Departments “lease” space from institution
- Space is allocated based on need
- Need is determined by funding levels of PIs in dept
- Needs assessment is conducted by Dean’s Office

*Regarding Vacant Space:*

- All space currently vacant in any department will automatically revert to the school and become part of the pool
  - Only exception is for a space has been assigned to a recruit that has accepted an offer AND has a start date.
  - Space will be assigned on a need basis from the school’s pool of vacant space

*Space Utilization:*

Research Density is the metric utilized to measure the efficiency of research space usage.

Definition:

$$\text{Grant \$s} \div \text{Total Space}$$

- Grants \$s includes the actual indirect cost recovery in the past 12 months
  - This is calculated on a rolling 12-month basis
- Total Space includes ALL space used for research
  - Excludes public restrooms, corridors, building mechanical/maintenance spaces
  - Includes shared spaces and an allocation of departmental and divisional common spaces

*Regarding Research Density:*

- Targets are minimum that MUST be met
- BUT expected research density is 20% higher
- Not meeting targets result in reassignment of space

*Research Density Targets:*

- The Dean’s Office reviews this annually and makes adjustments as needed

*Process:*

- Analysis based on:
  - Prior 12 month grants data from Finance
  - Space allocation as provided by department
    - Dean's Office will conduct walkthroughs to verify assignments
- Preliminary analysis sent to department administrators
- Data & Analysis revised to reflect feedback re errors/reassignments
- Research Density findings presented by individual PI
  - Spaces not being utilized at or above target identified
- Department Chairs provided detailed analysis
  - Based on funding history, space may be reassigned
  - Chair to discuss next steps with Dean
- Current GCO data will be reviewed for new grants awarded
  - A Notice of Award must have been received from the sponsor
  - If new funding results in PI meeting metric, space will not be reassigned

*Impact of Funding on Space:*

- Investigators are expected to generate funding sufficient to meet or exceed target density
- Reassignment of space occurs when funding levels fall below expectation and will be as follows:
  - Immediate reduction in space if:
    - Unfunded
    - Current density is 50% or less of target between 1-2 years
    - Current density is 50-75% of target for over 2 years
    - Current density is 75% of target for over 3 years
- Dean may make exceptions after a review of the history of funding for individual cases (newly recruited young investigators – exception will be at target by 4 years)