



## ACADEMIC RESEARCH SPACE ALLOCATION AND MANAGEMENT

### **1. Overview**

This document defines the efficient and effective allocation of academic space within the UBC Faculty of Medicine (FoM) Research Community at Health Authority and university campuses across the province. In consideration of the high costs of constructing, operating and maintaining research facilities, the Faculty of Medicine prescribes the processes, principles, prioritization and guidelines for the allocation and management of laboratory space to support ongoing, demonstrably viable research that fulfills UBC FoM research priorities.

This policy is implemented on a faculty-wide basis with due regard for the strategic initiatives of partner health authorities and in a manner sensitive to the academic needs of the faculty member. It is recognized that space requirements will vary depending on the type of research conducted, and allocations may be limited by facility layout as well as space availability. Departments, Schools, Centres and Institutes may augment these guidelines to suit their program needs, strategic objectives and priorities.

### **2. Roles and Responsibilities:**

- 2.1. The FoM Space Planning and Facilities Management Unit oversees the allocation, utilization and management of all academic research space, on behalf of the Dean and the Faculty of Medicine and under the direction of the Chief Operating Officer and the Executive Associate Dean, Research.
- 2.2. Day-to-day administration of research space is delegated from the FoM Space Planning and Facilities Management Unit to Department Heads, School Directors, and Centre / Institute Directors, who are responsible for managing allocations, promoting the efficient utilization of space within their current assignments, and ensuring that any changes are included in the FoM Academic Space Inventory that is maintained by the FoM Space Planning and Facilities Management Unit. Other Administrative Leaders, such as Division Heads, Associate Deans and Administrative Directors may also be accorded delegated authority over space allocations.
- 2.3. Space allocations for new Investigators are determined by the appropriate Associate Dean, Research, or the Department Head / School Director and where applicable, in consultation with the Centre / Institute Director. Allocations are identified on the Faculty Recruiting Request (FRR) Form and are reviewed and approved by the FoM Space Planning and Facilities Management Unit to ensure compliance with Health Authority, University and Faculty space agreements and other applicable regulations.
- 2.4. Requests for additional space from established Investigators will be assessed and processed by the appropriate Associate Dean, Research or the Department Head / School Director, at the request of the Centre / Institute Director or Division Head.
- 2.5. Departments, Schools, Centres and Institutes shall conduct space reviews annually, or as required by the Dean and the Chief Operating Officer, to ensure that the use of space and prioritization of allocations continue to support the Faculty's research mission and comply with FoM policies, guidelines and principles. Allocations and utilization of space are subject to review by the FoM Space Planning and Facilities Management Unit.



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- 2.6. Any construction or renovation work that takes place in Academic Space requires the involvement of the FoM Space Planning and Facilities Management Unit to ensure compliance with applicable regulatory, Health Authority and University standards.

### **3. Principles:**

The following principles promote accountability, equity, transparency, adaptability, efficiency and effectiveness in the planning, allocation and management of academic research space.

- 3.1. New Investigators should be provided with space consistent with initial start-up funding and are expected, within 3 years, to achieve funding levels to justify their allocation.
- 3.2. Additional space allocations to established Investigators will be based on demonstrated need and availability, as prescribed by the FoM Research Space Allocation priority structure, guidelines and principles as defined in this document, and should support the goals and mandate of the Faculty of Medicine, the University, and the Research Centre / Institute.
- 3.3. As reviewed annually with the Department Head, School Director and / or the Centre / Institute Director, established Investigators are expected to maintain productivity levels to justify their space allocation on an annual basis. In the event of a significant decrease in grant support, productivity and/or personnel, space allocations will be reduced and space will be reclaimed and reallocated. Investigators are given a grace period of up to two years to regain sufficient grant funding levels, provided that demonstrated efforts are made to obtain new, or extend existing grants at the earliest possible opportunity.
- 3.4. Vacant or underutilized space will be reclaimed and reallocated or repurposed under the authority of the FoM Space Planning and Facilities Management Unit. Upon vacating the space, the Investigator is responsible for ensuring that their labs are cleared of any equipment, files and chemicals, in adherence to any applicable University and Health Authority policies and procedures.
- 3.5. All allocations are subject to constraint of availability, and by the physical layout of the facility.

### **4. Prioritization:**

- 4.1. The highest priority for research space allocation is given to support institutionally approved, peer-review funded research, obtained by competition from international, national, or provincial granting agencies and foundations. Peer-reviewed grant funding (tracked through the UBC Office of Research Services) forms the primary criterion for determining and evaluating space allocations. Funding for trainees granted through externally funded, peer-reviewed awards (e.g. Tri-council, Michael Smith, and Post-graduate Studentships, Fellowships and Doctorships) will also be included in space allocation assessments.
- 4.2. The second level of priority is for research supported by institutionally approved donations, where intellectual property rights will reside with UBC and its partners. Additional space may be allocated to support these studies, provided that space is available.



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- 4.3. The third level of priority is for research supported by institutionally approved non-competitive grants-in-aid, where intellectual property rights will reside with UBC and its partners. Additional space may be allocated to support these studies, provided that space is available.
- 4.4. The fourth level of priority is contract research. This includes industry-supported contracts, where industry maintains intellectual property or other rights, and service contracts from any source. Additional space may be allocated to support these studies, provided that space is available.
- 4.5. Higher prioritization is given for research projects conducted in FoM Academic Space, as opposed to projects where portions of the work are conducted at partner/collaborating institutions outside UBC (non-UBC/Health Authority designated buildings). Allocations will be based on the amount of award retained and percentage of work carried out in Academic Space.

### **5. Space Allocation Guidelines:**

Space allocations are determined by calculating the Investigator's average annual funding (from peer-reviewed grants, including funding for trainees) obtained over the previous 3 years.

#### **5.1. Wet Lab research:**

- In "*closed lab*" facilities (found in older buildings lacking central cores), space allocations are based on the following formula:
  - \$ 400 Average annual research funding / sq ft
- Recognizing that "*open-bay lab*" facilities (bench layout with shared central cores) are new and not yet fully utilized, the target space allocation formula is the following:
  - \$ 100,000 Average annual research funding / bay (given that 1 bay = ~ 200 sq ft)
  - Access to additional shared core spaces will also be provided.

#### **5.2. Dry Lab research:**

- Space allocations for Investigators conducting dry lab research are calculated by applying the following formula:
  - \$500 average annual research funding / sq ft



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- 5.3. Investigators who have significant personnel, equipment or storage requirements may be allocated additional space, providing there is adequate justification and available space.
- 5.4. Consideration for additional space may be provided to those Investigators involved in research where larger than normal space is needed such as clinical exercise/movement related research or to those investigators who support research and educational endeavors of students and trainees within their allocated lab space.
- 5.5. Sharing of equipment, special rooms, storage space and other resources is encouraged.
- 5.6. A combination of formulae may be applied for Investigators who are involved in research activities with unique space requirements, or whose labs are located in different facilities.
- 5.7. Actual space allocations may be constrained by availability, and by the physical layout of the facility.
- 5.8. All costs associated with discretionary alterations/renovations to a space shall be borne by the Investigator.

*Approved by Faculty Executive – May 15, 2012*