



# UNIVERSITY OF CALIFORNIA, SANTA CRUZ SPACE SURVEY

UC SANTA CRUZ

FY2019 SPACE  
FUNCTIONALIZATION  
GUIDELINES

# GUIDELINES FOR CODING SPACE

## FUNDING VS ACTIVITY IN SPACE

### Occupant Funding vs. Activity in space

- Many faculty and staff will be funded from a combination of sponsored projects and departmental funding.
- Functional classification of space **does not** need to mirror funding sources exactly, but it should be taken into consideration.

### Example:

- A lab was only used by one graduate student assistant during FY19 who receives 50% of his/her funding from a grant and 50% for a TA position.
- Most of the time that person spends in the lab they are working on research, although they occasionally grade papers for the TA position.
- Room should not be classified as 50% OR, 50% IDR to align with funding but should be an estimate of the percentage of that individual's time **in that room**; how much time was spent working on research vs TA activities.

# GUIDELINES FOR CODING SPACE

## AREAS OF SPECIAL CONSIDERATION

### +Students

- Space utilized by students can be considered as Organized Research (OR) space only if the student is funded from OR grants.
- If any students are conducting research in lab space and are being funded through departmental funds, that space should be coded as Instruction and Department Research (IDR).
- If any students are utilizing lab space and not being paid, that space should be coded as Instruction and Department Research (IDR).
- If students use the lab space to do homework or to work on their thesis that space should be coded as Instruction and Department Research (IDR).

# GUIDELINES FOR CODING SPACE

## AREAS OF SPECIAL CONSIDERATION

### + **Classifying rooms as 100% Organized Research**

- 100% OR classification indicates that **nothing** outside of sponsored research took place in that room during the fiscal year.
- It is possible in rooms with sensitive equipment or security protocols, but unlikely for the majority of lab and lab support spaces.

### + **Functionalizing Lab Support Rooms**

- “Research Lab or Studio Service” and “Research Office Service” rooms **do not always require Occupant information** but Project information should be included in the room coding.
- If a lab support room (i.e. microscope room) is only used by the members of one lab group, it can be functionalized the same way that the labs were treated.
- If a lab support room (i.e. cold storage) is used by a number of individuals in the department, list the PIs who use the space and functionalize the room based on an average of the labs used by those PIs.

# GUIDELINES FOR CODING SPACE

## OTHER CONSIDERATIONS

- Space used for research funded through **start-up funds** should be treated as Instruction and Department Research (IDR).
- If space is being used by **visiting faculty** who are not paid by the University (i.e. paid from his/her institution or country), the space should be treated as Other Institutional Activities (OIA).
- Space used by non-UCSC paid **emeritus faculty** should be treated as Other Institutional Activities (OIA).
- If Organized Research (OR) or Organized Sponsored Activity (OSA) is supported through departmental funds for **cost sharing** purposes, the space should also be treated as OR or OSA, respectively.

# GUIDELINES FOR CODING SPACE

## DETERMINING SPACE FUNCTION PERCENTAGES

### **Initial instinct is 100% Organized Research (OR), but...**

- Are there other activities taking place in the lab that are not related to research?
- Are there students doing instructional activity in the lab?
- Are there individuals that work in the lab not funded from a sponsored research award?
- Are there individuals that work in the lab that are not paid from University funds (visiting professors, emeritus professors, etc.)

Examples...

# GUIDELINES FOR CODING SPACE

## DETERMINING SPACE FUNCTION PERCENTAGES

### +Example 1

- Two staff research associates shared a lab, each spending equal amounts of time in the room.
- One staff research associate is highly paid and working on a large Organized Research grant with large amounts of supplies. Costs incurred = \$300,000.
- The other staff research associate is paid less and is working on a small Department Research project. Costs incurred = \$100,000.

	SRA #1 (OR)	SRA #2 (IDR)
Space	50%	50%
Dollars	75%	25%

**Answer: 50% OR, 50% IDR**

# GUIDELINES FOR CODING SPACE

## DETERMINING SPACE FUNCTION PERCENTAGES

### + Example 2

- A research assistant is the sole occupant of a lab.
- The lab is used for work on NIH research awards ABC and XYZ.
- The occupant is paid 25% from ABC and 25% from XYZ for work in this lab, and 50% from departmental operating funds for work in other space.

**Answer: 100% OR**



# GUIDELINES FOR CODING SPACE

## DETERMINING SPACE FUNCTION PERCENTAGES

### + Example 3

- Four research assistants occupy a lab.
- The only activities taking place in the room are Organized Research (OR) and Department Research (IDR).
- Consider that three of the RAs are funded from an OR grant, one is funded by the department, and all use the lab equally. What would be an appropriate allocation?

**Answer: 75% OR, 25% IDR**

- Maybe your review of the lab showed that it was not used equally and that the one IDR-funded RA spent considerable less time in the lab. What would be appropriate now?

**Answer: Use your judgment.  
A percentage between 75% and 95% for OR  
would be reasonable.**

# GUIDELINES FOR CODING SPACE

## DETERMINING SPACE FUNCTION PERCENTAGES

### Research Support and Annex Rooms

These are rooms connected to the primary research lab (should follow the functionalization of the primary Research Lab).

Examples include:

- Lab – Research Service
- Cold Room
- Constant Temperature Room
- Equipment/Instrument Room
- Fume Hood Room
- Glass Wash Room
- Warm Room
- Chemical Storage Room
- Iodination Hood Room
- Morgue
- Special Procedure Room
- Dark Room
- Tissue Culture Room
- Sound Control Room

# GUIDELINES FOR CODING SPACE

## DETERMINING SPACE FUNCTION PERCENTAGES

### + Example 4

- A lab service room supports the lab from Example 3 and is not used for any other purpose.
- How should the lab service room be coded?

**Answer: The same as the lab that it supports**

# GUIDELINES FOR CODING SPACE

## DETERMINING SPACE FUNCTION PERCENTAGES

### + Departmental Recharge Activities

- A room which normally operates within an academic division or department to provide support to the division or department activities.
- Examples:
  - Machine shop.
  - Chemical supply room.
  - DNA sequencing facility.
  - Cores.
- When identifying Recharge Activities:
  - Include in the Project field the Recharge Activities fund.
  - The space for these areas should be coded 100% RA.

# GUIDELINES FOR CODING SPACE

## DETERMINING SPACE FUNCTION PERCENTAGES

### + Example 5

- A lab service room houses an electron microscope and is never used for any other purpose.
- The department charges all users of the microscope based on approved recharge rates.

**Answer: 100% RA**

# GUIDELINES FOR CODING SPACE USING “CLUSTERING” FEATURE APPROPRIATELY

## “Clustering” blocks of space

- + Rooms can be functionalized using the same percentages by “clustering” if they are occupied by the same individuals to conduct research for the same projects, and essentially being used in the same way.

## “Over-Clustering” surveyed space

- + Applying the same functional use percentage to all spaces within the department can indicate that rooms were not evaluated on an individual basis .

## Over thinking the process

- + Space surveys are not an exact science!
- + Collect the necessary information and estimate the usage of the room to the best of your abilities.

# QUESTIONS?

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