

**Guideline for Physical Laboratory Space Allocation  
within the College of Medicine at the University of Vermont**  
*Effective July 1, 2010*

Space is a University resource allocated, through Colleges, Departments and Centers, to individual faculty for the purposes of supporting and promoting the University/College's mission. Neither the individual, the department, nor the college own the space they occupy and their continued use of University space is dependent on their continuing contribution to the University/College missions. Through the natural course of individual and institutional development, reallocation of space must occur to maintain the health of existing programs and to support new programs and faculty. This document is intended to provide both general guidelines and specific benchmarks for space allocation and reallocation within the College of Medicine. The primary missions of the College of Medicine, relevant to space location, are 1) To educate new generation of physicians and scientists; and 2) To advance medical knowledge through research.

**The following outline represents general guidelines that will assist in the equitable allocation of laboratory space, and office space in support of laboratory activity, through the institution. These are not intended, nor should they be interpreted, as prescriptive rules for space allocation.**

1. Space is allocated to individual faculty by Chairs and Center Directors, after it has been allocated to Departments and Centers by the Senior Associate Dean for Research (SAD/Research).
2. There is a standing College-wide Space Committee that advises the SAD/Research regarding space issues.
  - a. The committee will consist of one member (appointed by the chair) from each department within the College of Medicine and one member from each of the peer-reviewed and extramurally funded College of Medicine centers (appointed by the Center Director).
  - b. The committee will advise the SAD/Research regarding issues addressing the allocation and re-allocation of space within the college of medicine.
  - c. The committee may serve as a mediator of conflicts which arise regarding space allocation or reallocation between the Dean's office and individual Chairs/Center Directors and/or between Chairs/Center Directors and individual faculty at the discretion of the SAD/Research.
  - d. The committee will assist the SAD/Research in evaluating the effectiveness of space allocation by Chairs and Center Directors in meeting the College's missions.
3. Space allocations to individual faculty will be made by Departmental Chairs and Center Directors consistent with their contribution to the College's mission. This allocation should include both personal office space and, where appropriate, functional laboratory space consistent with the individual faculties program and responsibilities. Departments and Centers are expected to develop explicit policies, subject to review, to guide their internal allocations (see Appendix B).

Emeritus faculty members are encouraged to continue their research program and educational contributions to the College. The priority for granting space will be to faculty members with continued productivity towards the missions of the College of Medicine.

4. The allocation of net laboratory space will be benchmarked prospectively against total dollars available for research by department. This total will include allocations from all funding sources, including departmental internal allocations, and will be calculated annually. Dollars garnered from extramural funds and awarded through OSP will be gathered directly by the Dean's office. Internal departmental allocations for research for the prior year will be reported by each chair at the end of the UVM fiscal year to the SAD/Research by August 1st to be included in the calculation of space allocation for the prior year.

If salary dollars, derived from general fund or other revenue, are included by the chair as part of their departmental research allocation these salary dollars must be associated with discretionary operating funds for the investigator which are proportional to the percent effort represented by the salary dollars and there is evidence of publication productivity consistent with the need for the laboratory space.

5. Assigned net laboratory space will be matched with appropriate office space as part of the overall research allocation. General guidelines around research laboratory/office allocation are based on a standardized 70/30 allocation which is employed in the design of UVM research buildings.
7. Centers will be allocated space through direct negotiation with the Dean's office.
8. The allocation of space to departments and centers does not include unique set asides for undergraduate, graduate or postdoctoral fellows/associates. These personnel are expected to be accommodated in their mentor's container.
9. Office space allocations above and beyond that necessary to meet laboratory needs as defined in #5 above will be independently benchmarked against total (research and education) departmental FTARs.
10. The goal of space reallocation is to establish equity across departments with regard to space assignment. Total space allocation to departments combining laboratory space, office space in support of laboratory activity and other office space will be reviewed on an annual basis. Reallocation of laboratory and office space in support of research activity will be considered when allocation (square feet) per total dollars committed to research activity (defined in number 4 above) is greater than 30% above or below the internal median for COM departments for a period of 3 consecutive years. During the "phase in" of this policy retrospective analyses of space allocation will be performed using the same metric if those data are retrievable or with the use of total dollars committed to research activity (as acquired by OSP) if departmental contributions cannot be reliably established. Reallocation of additional office space will be considered when allocation (square feet) per total research and education FTAR (defined in number 9 above) is greater than 30% above or below the

internal median for COM departments for a period of 3 consecutive years, including at least one prospective year of analysis.

11. Requests to the SAD/Research's Office by a Chair to retain under utilized space or gain additional space will require:
  - a. The extent and type of space needed;
  - b. Justification for the request including documentation that all other space in the department is being used efficiently including space allocated for more than one purpose.
  - c. A "business plan" associated with the additional space.
12. This policy is effective as of 07.01.2010 and will be reviewed, at least, every three years. The range of space allocation outside of which reallocation is considered will be revisited at that time.
13. Departmental space utilization metrics will be reviewed annually, as part of an overall resource management plan, with each chair at the time of individual departmental budget meetings with the Dean of the COM.

## Appendices

**The guidelines noted above are intended to provide a broad structural overview to the allocation of space to departments from the SAD Research, representing the COM. Additional elements of research performance and research award dollar accounting may be appropriate to consider, in a non-formulaic way, as space is allocated to departments from the COM as well as within departments or centers to individual investigators.**

### **A. COM allocations to Chairs/Center Directors**

1. Individual faculty awards/grants can be accounted only once. If the space occupied by the investigator falls within the container assigned to a designated Center the dollars associated with the performance of that activity will not be counted in the Departmental total dollars expended on research for the purpose of allocating space.
2. Indirect returns vary by the site of research performance. In encouraging research which may not be conducted exclusively within the COM proper (i.e. clinical research within the GCRC) consideration for variations in physical space assignment and the indirect returns associated with the conduct of research in those locations may be appropriate.
3. Different research programs have different laboratory space requirements. As an example computational or policy research have limited need for bench laboratory space. Laboratory and associated office space will be assigned proportional to these programmatic requirements
4. Large center grants (ex. PO1) often include multiple RO1 equivalent investigators from departments distinct than the overall project PI. In these circumstances the credit for the PI department, reflecting the cores, may be overstated and the credit for the contributors departments may be understated. This should be considered in overall space allocation.
5. Large pieces of equipment or other special equipment-based needs can be examined.
6. These guidelines are not intended to cover laboratory space allocation association with core laboratory activities. Core laboratories will be defined by the SAD research based on multidisciplinary use and Dean's office financial support and independent space will be allocated.
7. Thematic organization and proximity will be viewed as a high priority in space assignment.
8. Recognized College of Medicine centers at the time this guideline was prepared include the Vermont Lung Center, The General Clinical Research Center, The Neuroscience CoBRE and the Vermont Center for Immunology and Infectious Diseases consistent with the definitions outlined in 2A above.

## **B. Chairs/Center Directors to Individual Faculty**

1. Start up packages should include physical space allocation in the absence of a track record of productivity.
2. There may be a need for co-localization of faculty within departments, programs and centers.
3. Investigators submitting new grants, where additional laboratory and/or office space is anticipated, must have these requests specifically and clearly vetted through the department chair, or designee, prior to OSP submission. These requests for new space should be **submitted at least 1 month ahead of the proposal deadline** to allow adequate time to identify the space needed to meet the requests. If the department does not have adequate space resources to meet the planned needs of the proposed grant a departmental representative must discuss the need for additional space allocation with the SAD/Research before the proposal will receive Dean's office approval for submission
4. Departments and centers can consider many elements in formulating their space allocation plan. These include, but are not limited to, peer review publication activity and indirect cost recovery.
5. Individual faculty members should not expect exact matches between direct research dollars generated and space allocated for their programs.