

Creighton University School of Medicine Guidelines

GUIDELINE: Research Space Utilization
GOVERNING BODY: Executive Committee
APPROVAL DATE: May 12, 2023
REVISED DATE:
LCME ACCREDITATION STANDARD REFERENCE: 3.2

PURPOSE

To set forth a framework of research space allocation and reassignment that encourages the faculty to engage in research.

GUIDELINE

The Office of Research will conduct an annual survey of all research associated space (laboratories, offices, and conference rooms). Space will be reallocated following the guidelines below and consistent with University Space Committee review and approval.

SCOPE

All faculty are eligible for review after completion of the initial 3-year start-up support period.

PROCEDURE

Research space is a limited resource of the campus and is not owned by centers, divisions, departments, or current occupants.

The allocation of research space is the responsibility of the Provost, Vice Provost for Research and Scholarship (VPR) and respective Deans.

The effective utilization of research space is the responsibility of investigators, department chairs, and the respective administration.

Space allocations by the Provost, VPR and Deans should never be considered permanent as they may change with the level of a department's or individual's research activity and/or the research priorities of the institution. Consequently, the Provost, VPR, and Deans will consider programmatic issues in their determination of the allocation of research space.

Investigators who have research space are expected to have external funding with accompanying indirect costs. In the event that external funding falls below expectations, the investigator will have up to two years to regain funding or may be at risk of loss or relocation of laboratory space.

Objective space metrics will be used in the assignment or re-assignment of research space.

Objective metrics include:

- A. Total Award (TA): the sum of direct costs and indirect costs of awards, including awards without indirect costs, received during the Fiscal Year being reviewed. Projects on no cost extensions should not be included in the total.
- B. Net Assignable Square Feet (NASF): wet-lab laboratory space. Does not include office space or common facilities.

- C. The Research Space Productivity Index (RSPI): The TA of an investigator divided by the number of NASF of laboratory space occupied.
- D. Salary Support: The percentage of salary funded on grants.

A researcher becomes eligible to lose space when:

1. They are in the lowest 25% of faculty in regard to RSPIs for 2 consecutive fiscal years

OR

2. They have had no external funding and no salary support for 2 consecutive fiscal years.
3. Investigators not meeting the above criteria for 1 year may be notified of the above provisions (items 1 and 2) that a second year of not meeting benchmarks could put them at risk for losing their research space.

If a Researcher becomes eligible to lose space, other factors that may be taken into consideration when considering a final recommendation:

- Recent grant submissions
- Student mentoring
- Publications
- Collaboration on funded projects
- Total Funded Expenditures for the Fiscal Year

Clinical grants not requiring wet lab space may not be given the same consideration for laboratory space as other research funding.

A committee composed of the Associate Dean for Research and the basic science Department Chairs will review the space metrics annually and make recommendations to the Dean concerning any proposed changes to laboratory space allocations.

Space reallocations are subject to approval by the University Space Committee.

ADMINISTRATION AND INTERPRETATIONS

This guideline is the under the authority of the Associate Dean for Research.