MEMORANDUM

Date: October 25, 2018
To: Dean, Department Head, or Director
From: Eric Vogelweid, Controller
Re: 2019 Space Survey

Campus Facilities maintains the space inventory for the university. During the space survey process, departmental space administrators across campus must review the information related to their space use and occupancy and update any data that is no longer accurate. The data collected through the space survey is a critical component of indirect cost recovery (ICR), for university and departmental space management and planning, and as a basis for state and federal reporting. Each department is responsible for the accuracy of its data.

The space survey is a federal regulatory requirement under OMB Uniform Guidance and is an integral and extremely important part of the University’s Facilities and Administrative (F&A) Rate Proposal. It is the basis for allocating the facilities costs to University activities, including organized research in compiling the F&A (or Indirect Cost (IDC)) rate for grants and contracts. A large portion of the unrestricted IDC revenue recovered by the University is dependent on the space survey. The survey results will be part of the audit performed by the Federal DHHS Division of Cost Allocation. At the conclusion of the 2019 survey, a third party consultant will also audit the results to ensure the accuracy of the survey.

The annual survey also provides the university with timely and accurate information regarding space used for reporting requirements to local, state and federal government agencies and for analysis and planning in order to maximize space utilization in providing service to our students, faculty, and staff in the most cost efficient manner possible.

During the space survey, the following information will be documented:

- **Room utilization** (i.e., external research, instruction, administration, etc.)
- **Occupants** in each room
- **PI Name** associated with space used for sponsored research
- **MoCodes** associated with space used for sponsored research
- **Room type** (i.e., office, laboratory, conference room, etc.)

In preparation for this year’s space survey, we ask that you send the name and contact information of their department representative who will be assigned the task of completing the survey to your campus Space Planning department by October 31, 2018. The department representative will be required to attend one of the training sessions scheduled from 10:00am-12:00pm or 1:00pm to 3:00pm on December 5, 2018, at PCRMC Annex, Room 101. Attendance is mandatory.

If you have any questions please contact John Wright at wrightjo@mst.edu or (573) 341-4864.