Space Survey Training

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Agenda

- Overview
- Definitions and Guidelines
- Coding Space
- Tips and Help

Overview

Why It's Important

- The space survey is used to help develop the University of Missouri's Facilities and Administrative (F&A) cost rate proposal.

- This rate is negotiated with the federal government and allows the University to recover the costs associated with supporting the research mission.

- The recovery of these costs is critical to the University's ability to continue to engage in high quality research.

- F&A cost reimbursements at the University exceed $48 million per year and are an integral part of the campus' financial plan.

Overview

Why Do We Need a Space Survey?

- The functional use of space is the most critical part of the F&A proposal
  - Allocation of facilities costs is based almost exclusively on space utilization
  - Facilities costs are not capped
- As a result, Federal reviewers closely scrutinize survey results for accuracy
  - They may physically audit the survey results
  - Inconsistencies with space functions or supporting accounts can result in significant disallowances

Overview

How is the Space Survey Used?

- Data obtained from space surveys are used to allocate the following F&A costs to Organized Research, Instruction, and other functions:
    - Operations and Maintenance (utilities, maintenance, etc.)
    - Building Depreciation
    - Interest
    - Equipment Depreciation

Overview

Space Survey Components

- Building Name
- Room Number
- Room Type
- Assignable Square Feet
- Department
- Principal Investigator
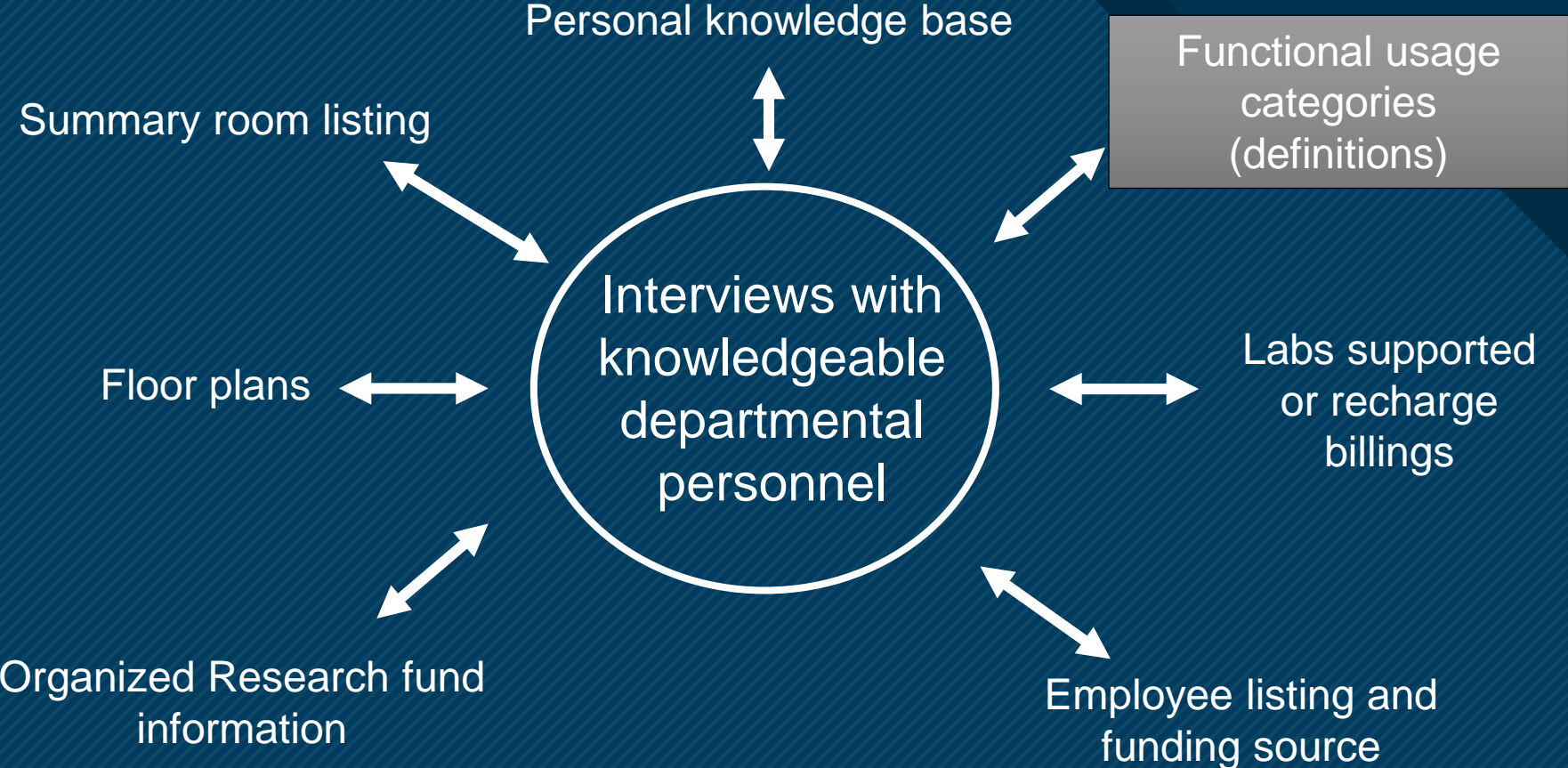- Occupants
- Funds (MoCode)

Overview

Space Survey Process

- Verify the physical attributes of each room such as building name, room number, room type, and approximate square footage for accuracy.

- Identify the Investigator(s) who are assigned the room.

- Identify the funding (PeopleSoft MoCodes) supporting the activities of the room.

- Identify the Occupants of the room.

- Assign the Uniform Guidance Functions to the room.

  - Must total 100%

- Review the coding for reasonableness.

Definitions and Guidelines

Space Survey Musts

Personal knowledge base

Functional usage categories (definitions)

Summary room listing

Interviews with knowledgeable departmental personnel

Floor plans

Labs supported or recharge billings

Organized Research fund information

Employee listing and funding source

Definitions and Guidelines

Functional Use Codes

- Instruction and Departmental Research (INST)
- Externally Funded Research (EFR)
- University Funded Research (UFR)
- Others Sponsored Activities (OSA)
- Other Institutional Activities (OIA)
- Departmental Administration (DA)
- General Administration (GA)
- Plant Operations and Maintenance (OM)
- Library (LIB)
- Student Services (SS)
- Auxiliary Enterprises (AUX)
- Hospital and Clinics (HOSP)
- Non-Assignable (NONASGN)
- Unassigned (UNAS)
- Unspecified Utilization

Definitions and Guidelines

Room Function Definitions

Instruction

- Space used for **teaching** and **sponsored training** activities (other than training regarding research techniques) including course preparation, classroom instruction, study areas for students, academic advising of students by faculty, and any other activities that involve credit or non-credit.

Departmental Research

- Space used for general research that is not separately budgeted and accounted for. This includes preliminary research and individual research efforts that do not receive external or specific internal funding. An example of such programs and projects are seed or start up funds for a new faculty member. Space coded as Departmental Research does not need to be supported with an account number.

Note: Departmental Research and Instruction are combined under the same function usage code (INST).

Definitions and Guidelines

Room Function Definitions

Organized Research

- Space used for research that is separately budgeted and accounted for. This category also includes activities involving the training of individuals in research techniques commonly called research training. Includes:
  - **University Funded Research** - Space used for separately budgeted and accounted for research supported by an internal application of university funds.

  - **Externally Funded Research** (Sponsored Research) - Space used to conduct research that is separately budgeted and accounted for and is supported by an external source. Examples of an external source include the Federal Government, state or local government, corporate, and private entities in the form of grants, contracts, and cooperative agreements.

Definitions and Guidelines

Room Function Definitions

Organized Research (Continued)

- Research Lab

- Shared Research Rooms/Research Support Rooms

  - These are rooms connected to the primary research lab should generally 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
    - Special Procedure Room
    - Dark Room
    - Sound Control Room
    - Tissue Culture Room
    - Warm Room
    - Chemical Storage Room

Definitions and Guidelines

Room Function Definitions

Other Sponsored Activities

- Space for activities funded by external entities including Federal agencies that involve the performance of work other than organized research, sponsored instruction/training, and departmental research. Examples include health service projects, extension and other community service programs.

Other Institutional Activities

- If space cannot be classified into any other categories, this category should be used. Examples are animal care facilities (cage washing), electronic repair shops, machine shops, supply rooms, and break rooms. Also space occupied by clinics, athletic facilities, dormitories, dining halls, bookstores, coffee shops, theaters, public museums, and alumni and development areas. Consider the previous functions prior to selecting this category.

Definitions and Guidelines

Room Function Definitions

Departmental Administration

- Space used by department heads, deans, faculty or clerical staff for administrative purposes. This includes common use space that is utilized by the entire department or college that may include copy rooms, conference rooms, and file rooms.

General Administration

- Space for activities that support the entire campus across divisional boundaries. Examples include Chancellor, Provost, Payroll, Accounting, Business Services, UM System offices (President, Controller, Treasurer, Internal Audit, General Counsel), etc.

Definitions and Guidelines

Room Function Definitions

Auxiliary Enterprises
- Includes space used to provide support and convenient services to students, faculty, and staff. Examples include residential life, the bookstore, Memorial Union, campus dining, parking, etc.

Hospital and Clinics
- Includes space devoted to providing medical care or treatment including medical residency. Generally, this would include all activities associated with a Hospital. This also includes space devoted to the patient care activities of the Medical Practice Plan.

Plant Operations and Maintenance
- Space utilized for operations and maintenance, supervision, preservation, and protection of the institution's grounds and physical facilities. This includes space used for such activities janitorial, utility services, repairs and ordinary alterations of buildings, care of grounds, security, environmental safety, and hazardous waste.

Library
- Includes space dedicated to Library functions on each campus including, but not limited to, Ellis Library, Miller Nichols Library, Curtis Laws Wilson Library, and Thomas Jefferson Library. Library space can also include branch/departmental libraries such as the Law, Health Sciences, Engineering, Math, and Journalism libraries.

Definitions and Guidelines

Room Function Definitions

Student Services
- Space devoted to the administration of student affairs and for services to students including functions of the Vice Chancellor for Student Services, admissions, registrar, student advisors, counseling, and placement services and student health.

Non-Assignable
- This space includes public circulation areas and mechanical areas of the building. Examples of such areas are corridors/hallways, lobbies, stairwells, boiler rooms, public restrooms, electric/telephone switching rooms, etc.

Unassigned (Vacant)
- Includes assignable space such as vacant rooms, inactive space, or space devoted to temporarily (more than 12 months) unusable areas due to alternations or renovations.

Unspecified Utilization
- This is a system-calculated percentage based on what is entered in the space survey for the above categories. This utilization should always be 0% at the time the survey is submitted for each room.

Coding Space

Instruction

- Classrooms and class laboratories are coded 100% INST.

Organized Research

- Functional classification of rooms such as Research Labs should be determined based on what activities the individual(s) is performing in the room. If they work on more than one activity in the space a percentage estimate must be made regarding how much time is spent on each activity in the room.

- Shared Research Rooms/Research Support Rooms

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

  - Examples include:
    - Lab-Research Service
    - Cold Room
    - Constant Temperature Room
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    - Tissue Culture Room
    - Warm Room
    - Chemical Storage Room

Coding Space

Departmental Administration

- Copy/supply rooms, storage rooms, secretarial/clerical offices, and administrative offices, and conferences rooms are coded 100% DA. The exception would be if the secretary or administrator was working on a sponsored award.

- All other rooms used for administrative purposes, such as faculty offices, graduate student offices, should be classified based on what activities the individual is performing in the room.

Other Institutional Activities

- Breakrooms should be coded as 100% OIA.

Tips and Help

Questions to ask to help determine the functional use of a room -

- Who are the people using the room (e.g., faculty, graduate students, clerical staff, etc.)?

- What are the people **working on** when in a **particular room**? A person's salary can come from multiple sources (e.g., 50% sponsored program funded and 50% department funded). However, when they are in their lab they are working 100% of the time on sponsored projects. When they are in their office, they may work 25% on sponsored projects, 35% on instruction, and 40% on administrative activities. We are surveying *what activities a person performs when they are in a particular room*. This is not necessarily consistent with a person's funding.

  - **Important**: Space in a room should be classified based on what a person is *working on* even if their salary funding does not come from the sponsored source. This scenario is an example of cost sharing that the University will account for in the proposal submission.

- Are any instructional activities taking place in a room that is primarily used for sponsored programs?

- For faculty offices, consider activities such as, are they meeting with students, developing curriculum, RFP responses, etc.?

Tips and Help

Important Considerations

- Professional judgement is the key; "exact science" will become too complex

- First-hand knowledge is required

- Functionalize based on a point in time during the fiscal year (at the time the survey is completed)

- Seed money, RIF, and Department Research *is not* Organized Research – it's Instruction

- Graduate Student desks in labs

- Rooms coded 100% organized research

Questions?

Tips and Help

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Copy of this presentation can be found at:
https://www.umsystem.edu/ums/fa/controller/cost-analysis-training