



Title:	ALLOCATION & MANAGEMENT OF ACADEMIC RESEARCH SPACE POLICY
Approved:	January 15 th , 2020
Approved by:	DEAN'S EXECUTIVE ADVISORY COUNCIL
Audience:	FACULTY-WIDE
Purpose:	TO ESTABLISH THE EFFICIENT AND EFFECTIVE ALLOCATION OF ACADEMIC RESEARCH SPACE
Contact:	facilities.coordinator@ubc.ca

1.0. PURPOSE

Space is a finite resource that must be effectively and efficiently managed. Furthermore, best practice in space planning and management is founded on developing and implementing a set of coordinated and interrelated space planning principles and policies, allocation standards and practices.

Working together with our health authority and university partners, the UBC Faculty of Medicine (FoM) will maximize and efficiently utilize all resources to achieve the goals established in both the UBC and the FoM strategic plans. Effective and efficient space management is a collaborative, ongoing process requiring the FoM to optimize the use of all facilities and to efficiently address physical space needs.

This policy governs the allocation and management of all academic research space assigned to the FoM (refer to the [Academic Administrative Space Policy](#) for academic administrative space in Research Centres and Institutes). This policy is intended to institute a consistent and transparent framework for making strategic decisions regarding space allocations. It is recognized that space requirements vary depending on function and activities, and allocation may be limited by facility layout as well as space availability.

The purpose of this policy is to:

- Ensure efficient and effective planning and management of space to achieve the goals established in both the UBC and the FoM strategic plans.
- Establish roles and responsibilities for the allocation, management of, and issues resolution related to academic research space.
- Optimize the use of academic research space assigned to the Faculty of Medicine.
- Establish transparent, agreed-upon principles and guidelines for the organization and allocation of academic research space.
- Establish the fundamental terms of use of allocated academic research space.
- Provide guidance on how to maximize efficiency and facilitate optimal utilization of physical resources while supporting a rigorous teaching and research mandate.
- Establish equitable, consistent, efficient and flexible parameters for renovating, reallocating and adding space.
- Maximize use of limited university and health authority space resources.

2.0. ROLES & RESPONSIBILITIES

2.1. CONTROL & ALLOCATION OF SPACE

2.1.1. The Dean

- Ensure overall equitable and optimal use of FoM academic research space resources.
- Allocate space to Departments, Schools, Centres/Institutes, Programs and Units.
- Exercise final authority over all FoM academic research space allocations, designations and changes in use of space.
- Consult respective UBC Deans for changes to joint-Faculty research space.
- Strike an *ad hoc* and impartial committee to advise on space issues and disputes as required.

2.1.2. Vice Dean, Research

- Exercise final authority over all FoM academic research space allocations on behalf of the Dean.
- Approve changes of use in academic research space – i.e. allocation of space to early-stage companies that are affiliated with the University.
- See section: **SPACE PLANNING FOR NEW HIRES AND/OR PROGRAM/UNIT EXPANSION**

2.2. EFFECTIVE MANAGEMENT AND ASSIGNMENT OF SPACE

2.2.1. Department Heads, School Directors, Centre/Institute Directors, Associate Deans, Research and Regional Associate Deans

- Provide day-to-day operational management of academic research space on behalf of the **Dean and Vice Dean, Research**.
- Review and approve requests for additional space within their respective allocated space footprints.
- Ensure space reviews are conducted annually, or as required by the **Dean, the Vice, Research** and the **Managing Director**.

2.2.2. Administrative Leaders (Division Heads, Associate Deans and Administrative Directors)

- Provide day-to-day operational oversight of the allocation, utilization and management of academic research space on behalf of **Department Heads, School Directors, Centre/Institute Directors, Associate Deans, Research** and **Regional Associate Deans**.
- Provide the **FoM Space Planning and Facilities Management Unit** with annual updates on the allocation of space in the FoM Academic Space Inventory.

2.2.3. FoM Space Planning and Facilities Management Unit

- On behalf of the **Dean**, review and approve:
 - Requests for additional space.
 - Proposals for construction or renovations taking place in academic research space.
 - Allocations of academic research space for new faculty recruits identified on the [FoM Recruitment Planner](#).
- Develop and manage processes and procedures for annual reviews; ensure space reviews are conducted annually and/or as required by the **Dean, the Vice Dean, Research** and the **Managing Director**.
- Provide guidance and recommendations to **Department Heads, School Directors, Centre/Institute Directors, Associate Deans, Research, Regional Associate Deans** and **Administrative Leaders (Division Heads, Associate Deans and Administrative Directors)** on the implementation of this policy.
- Maintain the FoM Academic Space Inventory.

2.3. RESOLVING SPACE ISSUES

2.3.1. Vice Dean, Research

- Resolve space issues and appeals that are complex or cannot be resolved at the local/site level, with support from the **FoM Space Planning and Facilities Management Unit**.

2.3.2. Department Heads, School Directors, Centre/Institute Directors, Associate Deans, Research, and Regional Associate Deans

- Establish local/site space committees that oversee and/or advise the **Department Heads, School Directors, Centre/Institute Directors, Associate Deans, Research, and Regional Associate Deans** on space issues.

2.3.3. Local Space Committees

- Oversee the operational allocation, use and management of shared spaces and equipment.
- Ensure space allocations are transparent, equitable and meet FoM space guidelines.
- Discuss upcoming space requirements and planning accordingly.
- Discuss and resolve issues; communicate outcomes and decisions to stakeholders.

2.4. SPACE PLANNING FOR NEW HIRES AND/OR PROGRAM/UNIT EXPANSION

2.4.1. Vice Dean, Research

- Determine the appropriate allocation of academic research space for new recruits in consultation with respective **Department Heads, School Directors, Centre/Institute Directors, Associate Deans, Research and Regional Associate Deans**.

2.4.2. Department Heads, School Directors and Centre/Institute Directors

- Determine academic research space allocation for new faculty and research team members in consultation with the **Vice Dean, Research** and respective **Department Heads, School Directors, Centre/Institute Directors, Associate Deans, Research and Regional Associate Deans**.
- Identify proposed space allocation for new recruits on the [FoM Recruitment Planner](#).
- Seek approval of the **Vice Dean, Research** prior to re-assigning research space to researchers outside of the respective Department or Faculty.
- Consult **Department Heads and School Directors** regarding any proposed changes to assignment of space for affected **Investigators**.
- Engage the **FoM Space Planning and Facilities Management Unit** prior to the commencement of any proposed construction or renovation work in academic research space.

2.4.3. Facilities and Capital Planning Committee

- Plan for future FoM space needs, including development of new facilities and measures to ensure sustainability of space.
- Ensure that the FoM's facilities strategically support its mission and priorities.

2.4.4. FoM Space Planning and Facilities Management Unit

- Lead projects related to the planning and utilization of academic research space on behalf of the **Dean, the Facilities and Capital Planning Committee** and the **Managing Director**.

3.0. GUIDING PRINCIPLES

The following principles promote accountability, equity, transparency, flexibility and effectiveness in the planning, allocation and management of academic research space across the FoM. The FoM operates in the context of a partnership between UBC, health authorities and partner universities. The **FoM Space Planning and Facilities Management Unit** supports **FoM Departments, Schools, Centres/Institutes, Programs and Units** to operationalize these principles.

3.1. OWNERSHIP

Academic research space allocated to the FoM is an institutional asset and its use must support the goals established in both the UBC and FoM strategic plans. The space is owned and operated by the University of British Columbia or our health authority and other university partners. The allocation and utilization of academic research space must comply with university space policies and align with any site-specific and/or health authority guidelines, including the [Academic Space Protocol](#). Space is a shared resource; it does not belong to an individual or Unit.

3.2. SPACE ALLOCATION CRITERIA

Space allocations are not considered permanent and are subject to change in support of the academic and strategic priorities of UBC and the FoM. The following criteria must be used in the allocation of all FoM academic research space:

- Alignment with overall UBC and the FoM research priorities.
- Conforming to specific Department, School, Centre/Institute and Program/Unit goals.
- Scientific and scholarly productivity and impact of the research, including peer-reviewed publications.
- Research funding.
- Research intensity (size of research team and time commitment).

It is understood that space requirements of an individual **Investigator** or a research team are dynamic and will expand and contract over time. Careful projection of current and future needs is an integral part of the space allocation process.

3.3. SPACE UTILIZATION

It is expected that any allocated academic research space is properly utilized: defined as being occupied 70% of the average work week or 3.5 days minimum. Any space deemed vacant or underutilized will be reviewed, reclaimed and reallocated or repurposed under the authority of the **Vice Dean, Research**, following appropriate notice and consultation.

Academic research space and offices must not be used for storage of obsolete equipment, waste, archives or personal belongings. Research space, equipment and materials must adhere to all health and safety regulations and procedures as defined by UBC Risk Management. Academic research space utilization is reviewed regularly by the **Vice Dean, Research** and **FoM Space Planning and Facilities Management Unit**.

Sharing of research space among compatible faculty and interests, when possible, is encouraged. Optimal use of research space includes shared use of resources and facilities. Space used only part time for research must accommodate other compatible activities to achieve full utilization of space.

3.4. EQUITY

Decisions regarding space allocations must be made in an open and transparent manner, in accordance with the principles and guidelines of this policy. Any change needed to conform to this policy must be discussed in advance between **Research Centre/Institute Directors** and **Department/School Heads** and the affected faculty or staff member.

The FoM will make every effort to provide **Investigators** with the most appropriate scientific environment which includes suitable research space, workspace (some may be shared), and access to core research facilities. Faculty and staff will be treated with equity; they will be provided with healthy, safe and accessible workplaces.

4.0. SPACE ALLOCATION GUIDELINES

Academic research space allocations are not considered permanent and are subject to change in support of the academic and strategic priorities of the UBC Faculty of Medicine. At any particular site/location, allocations may be limited by the existing infrastructure, building configuration and type of space that is available.

4.1. PRIORITIZATION OF RESEARCH FUNDING

The FoM prioritizes research funding per the following levels when allocating research space:

Level I: Institutionally approved, peer-reviewed funded research obtained by competition from international, national or provincial granting agencies and foundations. Funding for trainees granted through externally funded peer-reviewed awards (i.e., Tri-Council, Michael Smith Foundation for Health Research and post-graduate studentships, fellowships and doctorships) will also be included in space allocation assessments.

Level II: Research supported by institutionally approved donations, where intellectual property rights will reside with UBC and its partners.

Level III: Research supported by institutionally approved non-competitive grants-in-aid, where intellectual property rights will reside with UBC and its partners.

Level IV: Contract research, includes industry-supported contracts, where industry maintains intellectual property or other rights and service contracts from any source.

4.2. ALLOCATION METRIC

The baseline planning metric (refer to section **5.0 Additional Considerations** for other planning factors) to determine research space allocation is the average of a **Principal Investigator's** (PI) last three (3) fiscal years of research funding from eligible external funding sources. Eligible funding sources for space allocation only include funding administered through the UBC Office of Research Services and include peer-reviewed grants and funding for trainees as listed in RISE. The quality and impact of the research is also taken into consideration when making justification for space allocation.

Academic research space is allocated and assessed at **\$400** of research funding per assigned square foot.

4.2.1. Exclusions

- Actual space allocations may be constrained by type of space that is available and by the physical layout of the facility.
- Infrastructure funding, such as Canada Foundation for Innovation (CFI) grants for technology/equipment
- Faculty salary/remuneration awards.
- Component of funding spent at research centres outside of FoM purview or on contracting out research tasks.
- Faculty offices, conference rooms, break rooms, core laboratory facilities and administrative space are excluded from a PI's assignable research space.
- A combination of formulae may be applied for **Investigators** who are involved in research activities with unique space requirements, or whose labs are located in different facilities.

4.3. SPACE ASSIGNMENT

4.3.1. Principal Investigator

Established **Investigators** are expected to maintain productivity levels to justify their space assignment on an annual basis. In the event of a significant decrease in grant support, productivity and/or personnel, space assignment will be reviewed and space will potentially be reclaimed and reassigned. **Investigators** are given a grace period of up to 2 years to regain sufficient grant funding levels, provided that demonstrated efforts are made to obtain new funding or extend existing grants at the earliest possible opportunity.

Additional space for established **Investigators** will be based on demonstrated need and availability, per the prioritization of research funding metric, guidelines and principles as defined in this policy and must support the goals and mandate of the University, the FoM and the Research Centre/Institute.

4.3.2. New Investigator

New Investigators should be provided with space consistent with initial start-up funding, including space for initial research team members and are expected, within 3 years, to achieve funding levels to justify their assignment.

4.3.3. Clinical Faculty

Some clinical faculty may conduct academic research that requires access to space for specialized equipment or research team members. Such needs will be determined on a case-by-case basis in consultation with the respective **Centre/Institute Directors, Associate Deans, Research** and the **Vice Dean, Research**.

4.3.4. Professor Emeritus

Professors emeriti may be provided with research space at the discretion of the Program/Unit, if space is available and if the emeritus faculty remain actively engaged in research that aligns with the programmatic needs and priorities of their Department/School/Centre/Institute. Assignment must be reviewed annually by the **Executive Associate Dean, Research**, based on the level of academic activity of the professor.

4.3.5. Research Associates, Research Assistants, Postdoctoral Fellows and Graduate Students

Eligible for a workspace in a shared office or open work area within research space.

4.3.6. Undergraduate Students and Summer Students

Undergraduate students are eligible for access to a shared workspace. A recommended guideline ratio of 3:1 (undergraduate students to workspaces) can be used when determining total number of workspaces.

4.3.7. Individuals on part-time, short-term or temporary contracts and volunteers

Eligible for access to swing workspaces and will not be considered when research space is allocated.

4.3.8. Periods of Leave

Investigators with assigned space must contact their respective **Department Head, School/Centre/Institute Director** if they are planning to take a leave of absence for a period longer than 6 months. Adjustments in assignment and/or use of the space may be made for the period of leave.

4.3.9. Vacating Space

Upon vacating the space, the **Investigator** is responsible for ensuring that their lab(s) are cleared of any equipment, files and chemicals, in adherence to any applicable university and health authority policies and procedures. All costs associated with the removal and disposal of remaining items shall be borne by the departing **Investigator's** Unit.

5.0. ADDITIONAL CONSIDERATIONS FOR SPACE ALLOCATIONS

5.1. Research Team Size

Investigators that have significant personnel may be allocated additional space, providing there is adequate justification and available space.

5.2. Utilization Rate

Space is assessed for utilization at a rate of 49 sq. ft. per 1.00 Full-Time Equivalent (FTE). This metric is used as a secondary indicator to test if allocated space is adequately and appropriately utilized. **Investigators** whose FTE ratio is greater than their allocated space may be eligible for further review and additional space, if available. Individuals that are counted in determining FTEs in an **Investigator's** research program are:

- Research staff
- Post-doctoral research scholars (fellows and research associates)
- Graduate research students
- Paid undergraduate research students

5.3. Multi-Investigator and Collaborative Research

For research programs with multiple **Investigators** or cross-departmental collaborations, funding and credit for FTEs may be shared among/split between **Investigators** according to the distribution of work and upon mutual agreement of the **Investigators**. However, the portion of research funding and FTEs will be counted only once.

5.4. Joint-Faculty Research

Allocations of research space involving **FoM Investigators** and **Investigators** outside of the FoM or in space that is jointly managed by the FoM and one or more other UBC Faculties will require consultation with the **Centre/Institute Director** and the **Vice Dean, Research**, as well as the **Dean(s)** of the other UBC Faculty(s). Where possible, the guidelines outlined in this policy will be respected.

5.5. Type of Research

Certain types of research require more space or different configurations of space that would not be appropriately reflected within the baseline tool for assessing allocation of research space (research funding per square foot metric). **Investigators** whose research falls into this category may be allocated additional space, providing there is adequate justification and available space. Examples include but not limited to: clinical exercise/movement related studies; interventional or observational human subject research; and social science research. These instances will be considered on a case-by-case basis in consultation with the **Principal Investigator**, the respective **Department Head, School/Centre/Institute Director**, the **Vice Dean, Research** and **FoM Space Planning and Facilities Management Unit**.

5.6. Storage Space (digital, paper records, equipment)

Investigators are encouraged to use university and health authority central storage servers for digital records (refer to section **6.3 Storage**). **Investigators** who have exhausted centralized options and continue to have significant storage requirements may be allocated additional space, providing there is adequate justification and available space.

5.7. Extensive and Specialized Equipment

Some research may require high-bay or industrial-type space to accommodate large-scale equipment and/or fixed infrastructure installations for research. **Investigators** who have significant or specialized equipment may be allocated additional space, providing adequate justification and available space. **Investigators** are encouraged to make available specialized equipment to other relevant PIs.

6.0. PROCEDURES

6.1. Construction or Renovation Work

Any proposed construction or major renovation work in academic research space requires the approval of the **Vice Dean, Research** and the notification and involvement of **FoM Space Planning and Facilities Management Unit** to ensure compliance with applicable regulatory, health authority and university standards. Any proposed renovations on UBC campus, including change of use of space (i.e. wet lab to dry lab) require the notification, involvement and approval of **UBC Facilities Planning**. All costs associated with discretionary alterations/renovations to a space shall be borne by the **Investigator(s)**. Refer to **Appendix A Definitions** for major and minor renovations.

6.1.2. CFI Applications

UBC Facilities Planning is the first point of contact for CFI applications that require renovations on UBC campus to support research activities and/or upgrades to mechanical and electrical infrastructure to support equipment installation. The **UBC Facilities Planning** team together with **UBC Project Services** will produce a Scope of Work for the project for which an Order of Magnitude of Cost Estimate will be provided.

- **CFI JELF** applications: **UBC Facilities Planning** should be contacted 6 weeks in advance of the internal UBC review submission date to ensure completion of the CFI applicant's construction estimate.
- **CFI IF** applications: 8 – 12 weeks early notification is required as **UBC Project Services** may need to engage a team of consultants to produce a project feasibility study and estimate. Please note that Department funds will be required for the feasibility study in this instance.

Department Heads, School Directors, Centre/Institute Directors, Associate Deans, Research and Regional Associate Deans are the first point of contact for CFI applications that require renovations or equipment installations in research space at health authority sites.

6.2. Furniture

The procurement of furniture:

- on UBC campuses, must comply with [UBC Technical Guidelines](#).
- on health authority and partner university sites, must comply with their respective standards.

6.3. Storage and Disposition (digital, paper records, equipment)

Units are encouraged to use [UBC Records Management Office](#) processes and procedures for disposition of records and guidelines on document storage. Equipment that is unlikely to be used in the near future is expected to be decommissioned and disposed of per relevant processes and procedures.

6.4. Assigning Space to Affiliated Research Start-ups

In the interest of serving the community, the University can make academic research space available to companies with linkages to the University, to enable the companies to accelerate the commercialization of their products or delivery of services, provided that:

(a) similar facilities are not readily accessible commercially; and

(b) use of the facilities by the company will not interfere with the primary function for which the facilities were originally intended by the University. An early-stage company may not start operations within FoM research space until the **Vice Dean, Research** and the **Dean** has approved the change in use of research space and all agreements through either UILO or UBC Treasury have been finalized, including a Space Rental Agreement. Early-stage companies may operate within FoM research space for a period of up to one (1) year.

6.5. Appeals

In the event that a PI disputes their space allocation as assigned by the **Department Head, School Director, Centre/Institute Director and Regional Associate Dean**, the following procedure will apply:

- A PI may submit a request to the **FoM Office of Research** for confirmation and validation of eligible research funding data used to guide current space allocation.
- Within 10 working days, the **FoM Office of Research** will provide the PI with their current funding record from the University's funding database.
- The PI will have 15 days to provide additions and/or corrections regarding eligible funding.
- To ensure completeness, accuracy and eligibility, the **FoM Office of Research** will validate within 10 working days the PI's additions or corrections, percentage contribution to grants and funds administered at the University.
- If warranted, a research space allocation review will be carried out by the **FoM Space Planning and Facilities Management Unit**, on behalf of the **Vice Dean, Research** and the space allocation may be adjusted, subject to availability.

6.6. Requests for Additional Space

All requests for additional space must be submitted in writing to the respective **Department Head, School Director, Centre/Institute Director, and Regional Associate Dean** and relevant **Centre/Institute Space Committee**. Requests must be submitted well in advance of anticipated time of need and specify the kind of space required, the funding to support the new research activities, the period during which the space is required and a brief rationale for the request.

7.0. REVIEW OF ACADEMIC RESEARCH SPACE POLICY

This policy will be reviewed by the UBC FoM Facility and Capital Planning Committee every 5 years and may be revised at any time to reflect changes in institutional needs and priorities. Research funding per square foot allocation metric is to be reviewed on a 2-year basis for current applicability.

APPENDIX A – DEFINITIONS

The following is provided to establish a common understanding of workspace types and terminology related to space.

Change-of-use: Remodeling that changes the primary use of any space (i.e. lab into office; office into storage). This also applies to assignment of academic research space to early-stage companies.

Startup / Spin-off Company: An early-stage company that is affiliated with the University.

Core facilities: Facilities that provide services, analyses, instrument and technology access, or expertise needed and utilized by **Investigators** to conduct their research but which are generally too expensive, complex or specialized for **Investigators** to cost-effectively provide and sustain for themselves. Core facilities must be broadly available to all FoM researchers within a Centre/Institute on a service basis with no requirement for scientific collaboration or co-authorship other than normal acknowledgement based on contributions in accordance with normal scientific practice.

Computational space

The increasing need to support the visualization, shared storage, analysis and harnessing of data in research has resulted in a shift towards a higher ratio of dry space versus wet labs. Computational spaces are recognized for their high-density use of computer workstations.

Daily administration/day-to-day operational administration: Allocation of space; resolution of space issues; verification that space is being used for the purposes specified; and prompt reporting of changes in allocation, use or configuration of space.

Dedicated workspace: Intended for dedicated use by specific users.

Dynamic space reviews: Space reviews of an individual **Investigator** or a research team must recognize that research space allocations can be dynamic, and will expand and contract over time.

Major renovation: Construction to modify or upgrade the existing facility. A major renovation involves activities that cause a service disruption, require demolition or require removal of a fixed facility component (i.e. sink) or assembly (i.e. countertop). Examples include but are not limited to:

- A space, room or area that is undergoing a change of use
- Removal of floor coverings, ceiling tiles and cabinetry
- Replacement of windows
- New wall construction
- Heating, ventilation and air-conditioning upgrades
- Plumbing work that requires disruption of the water supply for more than 30 minutes

Minor renovation: Small-scale improvement work, usually cosmetic in nature. Examples include but are not limited to painting and redecorating. A minor renovation does not involve activities that require demolition or require removal of a fixed facility component.

Office: Enclosed space offering both visual and acoustic privacy. A typical office is 9m²/100 sq. ft., single occupancy and can be shared depending on job role/function and schedules. Offices greater than 14m²/150 sq. ft. can accommodate more than two (2) people concurrently. Offices must be made available for use as meeting space when not occupied.

Shared workspace: Spaces shared by two (2) or more assigned users. Schedules are coordinated to maximize utilization.

Space allocation: Global distribution of space by the **Dean/ Vice Dean, Research** to Departments, Schools and Research Centres/Institutes to be managed primarily by **Department Head, School Directors, Centre/Institute Directors and Regional Associate Deans**.

Local distribution of space by Departments, Schools and Research Centres/Institutes, and Programs for the placement of individuals, purposes and functions for a period of time.

Space manager: Individual delegated the authority to provide the day-to-day operational administration and operational oversight of space allocated to their respective program/Unit.

Swing space: Workspaces shared between multiple users and/or groups and intended for use by the allocated users/groups. Schedules are coordinated to maximize utilization.

Touchdown space: Typically smaller workspaces, sometimes equipped with basic equipment (computer, phone) and not allocated to any particular user(s). Touchdown space cannot be claimed for long-term or repetitive use.