



UNIVERSITY *of* DELAWARE

Space Survey Training

February 22 & 23, 2012



Meeting Agenda

- Space Survey Overview
- Surveyor's Responsibilities
- Required Space Survey Data
- Space Functionalization
- Academic and Non-Academic Function Definitions
- Questions to ask to determine Functionalization
- Guidelines Regarding Room Classification
- Frequently Asked Questions
- Occupant Information
- Completing the Survey
- Revised Space Survey File and Instructions
- Calendar
- Space Contacts



Space Survey Overview

- The Space Survey is the process by which the use of an institution's facilities (e.g., rooms) is identified and then classified according to definitions contained in OMB Circular A-21. OMB Circular is on the General Accounting Website.
- The objective is for the institution to recover the cost of those facilities that support sponsored programs.
- **Sponsored programs are activities that are separately budgeted and accounted for and are sponsored by Federal and non-Federal agencies and organizations. They include grants and contracts sponsored by Federal and State governments along with outside funding associated with industry (e.g., IBM, etc.).**
- * Cost Sharing is also considered part of Sponsored Programs for purposes of the space survey.
 - * **Note:** Almost all sponsored programs will fall into the OMB Circular A-21 category of either Organized Research or Other Sponsored Activities.
- Results of the space survey will be provided to the University for the purpose of preparing the Facilities and Administrative cost proposal.



Surveyor' s Responsibilities

- Attend training session
- Be familiar with the space and everyone that works in the space
- Functionalize the space
- Keep detailed documentation and calculations indicating how each room was functionalized
- Be prepared to defend the calculation if asked by federal auditors



Required Space Survey Data

- Department Name
- Building Name
- Room Numbers
- Type of Room
- Names and Job Titles of occupants who reside in rooms used for sponsored programs – Organized Research, Instruction, Department Research, Other Sponsored Activities
 - Sponsored programs are activities that are **separately budgeted and accounted for** and are sponsored by **Federal, non-Federal agencies, the University, and industry/organizations**. They include grants and contracts sponsored by Federal and State governments along with outside funding associated with industry (e.g., IBM, etc.).
- Function Classification Code (OMB Circular A-21)



Space Functionalization

- Survey should be preformed by staff who have knowledge of the following:
 - The space
 - The occupants
 - Nature of the work
 - Funding source
- A predominate-use methodology is NOT acceptable
- Functionalization should reflect how the room was used during the entire year, not just a point in time
- Space is considered vacant if it was vacant for the entire year. If used anytime during the year, functionalize according to how it was used
- Space occupied by undergraduate students, whether unpaid or paid from general funds, should be classified as instructional/department research
- Space occupied by visiting researchers, who are not paid by UD or from a grant, should be classified as Other Instructional Activities
- Research lab service rooms should be classified the same as the lab they support
- Classrooms, class labs and related service rooms should normally be classified as Instruction. Classifying any of these spaces as Organized Research must be clearly documented.



Academic Function Definitions

Space Function Definitions		
Column	Function	Definition
ACADEMIC SPACE		
COLUMN K	ORGANIZED RESEARCH	Means all research and development activities of an institution that are separately budgeted and accounted for. This term includes research and development activities that are sponsored by Federal and non-Federal agencies and organizations, as well as those that are separately budgeted by the institution under internal allocation of institutional funds (e.g. UDRF, Center for Teaching Effectiveness, etc.). It also includes activities involving the training of individuals in research and development activities, and where such facilities are not included in the instruction function. PLEASE NOTE: Organized research does not include departmental research, which, for OMB Circular A-21 purposes, is a function of instruction.
COLUMN L	INSTRUCTION	Means the teaching and training activities of an institution. Except for research training as provided above, instruction includes all teaching and training activities, whether they are offered for credit toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions, such as summer school division or an extension division.
COLUMN M	DEPTL RESEARCH	Means research, development and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for.
COLUMN N	OTHER SPONS ACTIVITY	Means public service programs and projects sponsored by Federal and non-Federal agencies and organizations, which involve the performance of work other than organized research, instruction and departmental research. Examples of such programs and projects are health service projects and community service programs. (They include: Adult Day Care, Small Business Development Center, etc.)
COLUMN O	DEPTL ADMIN	Means all activities that cannot be easily identified with organized research, instruction, departmental research or other sponsored activities which can include those that have been incurred for administrative and supporting services that benefit the common or joint departmental activities or objectives in academic dean's offices, and academic departments and divisions. Examples of such areas are secretarial/clerical/administrative offices, waiting rooms, storerooms and general use shop areas. Faculty offices should be prorated over all the functions performed by the faculty members sharing the office. This will also include administrative use if time is spent in the office working on general departmental activities or committee work.
COLUMN P	ACADEMIC SUPPORT	Means all support services provided for the institution's primary missions: instruction, research, and public service. It includes the Office for Instructional Technology, University Media Services and Publications, which provide audio visual and other media and publication services; Information Technologies, which provides academic computing support; Academic Services Center and Graduate Studies, which provide assistance to undergraduate and graduate students; etc.
COLUMN Q	UNUSED ACADEMIC	Means rooms that have been out of use for the entire base year.



Non-Academic Function Definitions

Space Function Definitions

Column	Function	Definition
NON-ACADEMIC SPACE		
COLUMN R	OPERATIONS MAINT	Space identified under this heading is that used primarily by the central service organization, for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant. It includes space incurred for custodial and utility services, repairs, care of grounds and maintenance and operation of buildings and other plant facilities.
COLUMN S	GENERAL ADMIN	Space identified under this heading is that used for the general executive administrative offices of educational institutions which does not relate solely to any major function of the institution; i.e., solely to 1) instruction, 2) organized research, 3) public service, 4) departmental administration, 5) other institutional activities. It includes all units that have a Program Code of ADALL in the University's accounting system.
COLUMN T	PROJECT ADMIN	Space under this heading is limited to that used by separate organizations established primarily to administer sponsored projects, including such functions as grants and contracts administration (Federal and non-Federal), editing and publishing of research reports, publishing research related information/operating a central clearing house for research related information. Examples include the UD Research Office.
COLUMN U	LIBRARY	Space identified under this heading is limited to that used by the University Libraries to provide library services in support of the University's major functions of instruction, research, and public service. This space is that which comes under the auspices of the Director of Libraries.
COLUMN V	STUDENT SERVICE	Space identified under this heading is that used for the administration of student affairs and for services to students, including space for such activities as deans of students, admissions, registrar, counseling and placement services, student advisors and financial aid.
COLUMN W	INSTIT SUPPORT	Space identified under this heading is that used for community relations and campus programs. It includes all activities, projects and programs that have a Program Code of ADNON in the University's accounting system. Examples include Office of University Development, Alumni Relations, Office of Communications and Marketing, Investment Office support, and programs such as commencement and convocations.
COLUMN X	AUXILIARY	Space identified under this heading is that used by auxiliaries: e.g., student health, dining services, residence life, rental housing, conference services, parking, bookstore and the Bob Carpenter Center.
COLUMN Y	OTHER INSTIT	Space identified under this heading is that used by student centers, intercollegiate athletics and any other institutional activities not defined above.
COLUMN Z	UNUSED NON-ACAD	Space identified under this heading includes rooms that have been out of use for the entire base year.



Questions to ask to determine Functionalization

- Who are the people using the room? (e.g., faculty members, graduate students, clerical people, etc.)
- What are 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 programs.
- When they are in their office, they may work 25% on sponsored programs, 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: meeting students, developing curriculum, RFP responses, etc.



Guidelines Regarding Room Classifications

As a general rule, the different types of rooms in the departments should be classified as follows:

- **Classrooms**: 100% Instruction. The exception would be if other activities are being performed in this space.
- **Class labs**: 100% Instruction. These are labs that undergraduate students occupy to perform classroom experiments, etc. The exception would be if other activities are being performed in this space.
- **Copy/Supply Room**: 100% Departmental Administration.
- **Break Rooms**: 100% Other Institutional Activities.
- **Secretarial / Clerical Offices**: 100% Departmental Administration. The exception would be if the secretary is performing other activities such as working on a sponsored award.
- **Professional Administrator Offices (e.g., Accountants, Budget Officers, Human Resource Individuals, etc.)**: 100% Departmental Administration. The exception would be if these individuals are performing other activities such as working on a sponsored award.



Guidelines Regarding Room Classifications

Continued:

- **Graduate Student Offices:** The functional classification for this type of room needs to be determined based on what activities the individual is performing in the room. Are they working on organized research, instruction, departmental administration? 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.
- **Faculty Offices:** The functional classification for this type of room needs to be determined based on what activities the individual is performing in the room. Are they working on organized research, instruction, departmental administration? 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.
- **Research Labs:** The functional classification for this type of room needs to be determined based on what activities the individual is performing in the room. Are they working on organized research, instruction, departmental administration? 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.



Guidelines Regarding Room Classifications

Continued:

- **Shared Research Rooms:** This would include rooms with special scientific equipment, photo dark rooms, freezer rooms, etc. that are shared by individuals working in the department. The functional classification for these types of rooms can be the same percentage as the functional classifications for the labs they are supporting.
 - For example, if the labs that surround the “shared room” are classified as 95% organized research and 5% instruction then it makes sense that the “shared room” should also be classified as 95% organized research and 5% instruction unless there are some extenuating circumstances that would result in those ratios not being accurate.
- **Storage Rooms:** 100% Departmental Administration.
- **Conference Rooms:** Make a general estimate of what activities take place in the room and assign percentages based on the approximate amount of time each activity used the room. For example, let’s say the room was used 50% of the time for general staff meeting, 25% of the time for activities related to Instruction, and 25% of the time for activities related to Organized Research. The space allocation would be 50% Departmental Administration, 25% Instruction, and 25% Organized Research.



Frequently Asked Questions

Question: If all occupants of a room are working 100% of the time on organized research grants (i.e., sponsored programs) can I classify the room use as 100% organized research?

Answer: We strongly advise against classifying any room as 100% organized research. 100% is an absolute statement. We are essentially telling the Federal government reviewers that at a no time during the year did any person spend anytime at all in the room working on a non-organized research activity. Reviewers often visit rooms the University has classified as 100% organized research and ask the Principle Investigator for a list of all people that used that room. It has been my experience that reviewers usually will be able to find one or two room occupants who will say that they spent a small portion of their time working on non-organized research activities. Once the reviewers have discovered this type of situation they can question the validity of the space survey.



Frequently Asked Questions

Question: How should offices used by individuals that are primarily funded by organized research dollars be treated?

Answer: It's important to account for the non-organized research activities that a researcher conducts in their office. For example, a principle investigator probably uses their office to answer RFP's, meet with students, conduct their various administrative responsibilities, etc. Reviewers will often review offices that have been classified 90% - 100% organized research and ask these individuals how much time they spend on the non-research activities. The answer the reviewer often receives from the PI is usually more than what was recorded in the room usage allocation.

The same standard should be used for graduate student offices; however, it is understood that graduate students will have less administrative responsibilities.



Frequently Asked Questions

Question: How should the University handle situations where the person's percent of effort on an organized research grant is considerable higher than their funding on the grant?

For example, a principle investigator spends 90% of their time working on an organized research grant but the grant only pays 50% of their salary. Another example would be a graduate student assisting on a grant but their funding is through departmental funds.

Answer: The University should classify the room usage based on the percent of the person's time they spend working on the grant when in the room regardless of their source of funds. The difference between the percent of a person's time spent working on the grant and the percent of funding on a grant is a cost sharing issue that the University will handle separately in the F&A proposal



Occupant Information

- Occupants are required for the following room codes:
 - 250 Non-Class Lab (Research)
- The following information is required:
 - Name
 - Employee ID
 - Number of Occupants – you can combine associates by title but they must have the same functionalization and funding source. Primarily to be used for Graduate/Undergraduate students in lieu of individual names if there are more than 10 students.
 - Title
 - Funding
 - Amount of time spent in the room (i.e. days, weeks, or months)



Completing the Survey

- Review the room listing and verify that the space listed will belong to your department during the fiscal year.
- Add any missing rooms and make note of any rooms that are no longer used by the department.
- Review the square footage assigned to your department for reasonableness and accuracy.
- The information provided in your space file is the room classification from the last space survey.
- For each room, verify the room use during the time you conduct the survey.
- Make any necessary revisions to accurately record how the space is currently being used.



Revised Space Survey Files

- Survey files are based on the previous year's file layout.
- The file will include both an original data sheet (that will be protected) and a second sheet labeled Data Revisions.
- The Data Revisions sheet is where you will make all of your changes. You will be able to make changes to all of the fields and add additional rows.
- The file is sorted by building and then room.
- Do not sort the Data Revisions page. This page is linked to the original data page for comparison purposes.
- You will not have to use track changes. A change sheet has been added so your changes can be reviewed.
- A column has been added to verify that 100% of the space has been functionalized. If it does not total 100% you will receive an error message.
- A sheet labeled Personnel has been added with data from Human Resources. It does not contain any salary information.
- Building and Room sheet has been added for informational purposes.
- Occupant information sheets have been added to the survey files.



Calendar

- Goal is to have all files e-mailed by March 1st .
- Training held on February 22nd and 23rd .
- Space Survey files are requested to be completed and returned to the Asset Management team by March 31st.
- Please meet with the Asset Management team to discuss any possible calendar issues prior to the deadlines.



Space Contacts

- Seyed Mohammadi seyed@admin.udel.edu Ext 4187
- Karen Brown kmbrown@udel.edu Ext 8951
- Nancy Eatough neatough@udel.edu Ext 0121
- Asset Management e-mail asset-mgt@udel.edu