

Institutional Handbook of Operating Procedures
Policy 02.07.03

Section: General Administration	Responsible Vice President: Executive Vice President, Provost and Dean of Medicine
Subject: Space Management	Responsible Entity: Academic Enterprise

I. Title

Academic Enterprise Research Space Management

II. Policy

Research space at UTMB is a valuable resource that must be managed carefully. It is the goal of the UTMB Academic Enterprise to balance research space allocations with ever-changing research needs by promoting transparency and fairness to enhance the success of our research community.

The following guidelines have been established to help Leaders make decisions regarding the allocation of research related space at UTMB.

III. Guiding Principles

- All research space within the Academic Enterprise belongs to the institution and is allocated based on programmatic needs and priorities as determined by the Provost.
- Priorities for space assignment should include, but not be limited to, sponsorship, faculty recruitment, programmatic synergy, access to shared equipment and alignment with the research strategic plan.
- Space assignments are not permanent and space assignments are subject to formal review every five years.
- Underutilized research space and any research space that is vacant for more than one year may be reassigned to the Provost’s Space Pool. The Provost’s Space Pool will consist of research space in buildings as defined in the campus master plan as suitable for research. The campus master plan is currently undergoing revision. For guidance in the interim on buildings suitable for wet lab research, refer to Appendix A of this document.
- Sponsorship will be the main criterion for determining the efficiency of research space utilization.
- A center may have laboratory space for its members, but this space is subject to accounting within each PI’s home department.
- Data and metrics help inform space allocation decisions but are not a substitute for thoughtful decision-making.

IV. Research Space Utilization Efficiency (“Dollars per Square Foot”):

Research space utilization efficiency will be calculated by dividing total award expenditures incurred over the past 12 months (direct and indirect) by the square footage of Wet Lab space assigned to each faculty member. These data will be available to department chairs as well as center/institute directors to help inform their decisions regarding space allocation within their assigned areas.

The data will be aggregated at the department level for consideration of space utilization efficiency by the Provost. The goal is that research space utilization efficiency, as measured at the department level, will meet or exceed the current national average benchmark reported by the American Association of Medical College's Group on Business Affairs. In 2017, this benchmark was \$317 per square foot. Going forward, the most recently published AAMC national average (public schools) benchmark will be considered the expectation for research space utilization efficiency.

In cases where multiple investigators on a single award occupy disparate Wet Lab spaces, and the expenditures associated with each investigator's portion of the project are not easily discernable, each investigator will declare a percentage of the award's expenditures for use in calculating the efficiency of their Wet Lab space.

Space assigned to newly recruited faculty during their guaranteed period should not be considered in the departmental analysis of research space utilization efficiency.

Space assigned to Emeritus Faculty is at the discretion of the Chair and is included in calculation of department space metrics.

V. Additional Considerations

While the numerical representation of research space utilization efficiency described above is a useful metric, many other factors must also be considered when contemplating changes to research space allocation. A partial listing of these factors is below.

- The number of people working in the space
- Special use considerations including substantial prior renovation to the space
- Pending grant/contract applications which would require the space for implementation if they were funded
- Prior commitments related to the space
- Moving and renovation related costs associated with reallocation
- Plans to recruit additional faculty members and/or expand programs
- Programmatic synergy
- Proximity of resources required for an individual's research
- Funding trends based on Three Year Expenditure Totals
- Differential space requirements for different types of research (basic science, clinical, computational, etc.)

VI. Operating Procedures

A. DEPARTMENTAL SPACE REVIEW

Research space utilization for all faculty should be reviewed annually by departmental chairs and/or their designees. Availability of each research space should be designated using one of the following descriptors:

1. Productively utilized and unavailable.
2. Potentially available but underutilized and currently occupied.
3. Potentially available, but not currently vacant or in need of repair
4. Potentially available and unoccupied but holding for recruitment

5. Available and unoccupied

B. PROGRAM GROWTH/FACULTY RECRUITMENT

If a faculty member acquires new sponsorship, warranting an increased amount of research space, the request should first be submitted to his or her department chair. The department chair should attempt to accommodate the needed space within their given space portfolio. Likewise, whenever possible, research space for newly recruited faculty members should be identified within the parent department's current research footprint.

If the department in need of additional research space has maximized utilization of their research space, a request for additional space should be submitted to the Chief Research Officer for consideration. If the Chief Research Officer agrees that additional research space is warranted, s/he should review potentially available research space and a plan should be prepared which would accommodate the increased space need. This plan should include a timeline, as well as a list of resources that would be required to accommodate the reallocation of the space. The plan should be submitted to the Provost for approval.

If the approved plan cannot provide the new-found space needs by allocating space from the Provost's Space Pool, the plan should then be submitted to the chair requesting the additional space as well as the chair within whose area the space is currently accounted.

Should the chairpersons involved in the proposed plan not be able to reach a mutually agreeable solution to the reassignment of space, a committee empaneled by the CRO will have the authority to render a binding decision.

C. ADDITIONAL CONSIDERATIONS

The Provost's Space Pool should maintain a target of 5,000 square feet of Wet Lab research space at all times, to be available for recruitment, expansion of research programs, and swing space in event of emergency.

A 120-day period will be allowed for vacating space from date of communication from the Provost Office.

Any costs associated with lab movement, cleanout, or vacancies initiated by the Provost's Office will be exempt from budgetary implications via an AE Rolling Budget Adjustment request.

The responsibility of lab clean-out and EHS inspection will be the responsibility of the relinquishing department.

Future tiering of space quality is recommended for the entire UTMB campus to determine if sponsorship benchmarks should correspond to the quality of space. Expectation for higher quality research space would include higher funding requirements, while older and less desirable research spaces will be allowed a lower productivity benchmark or targeted for decommissioning.

D. ROLES AND RESPONSIBILITIES

Provost

Promotes stewardship and sustainability of the UTMB research mission. Ensures research space supports the strategic research missions of UTMB and has ultimate authority on research space allocations assigned to departments, centers, and schools.

Chief Research Officer

Provides leadership and vision in shaping UTMB’s strategic research priorities. Establishes expectations for research success and recommendations for improvement as needed. Responsibilities include vetting all space related requests prior to submission to the Provost for consideration.

Deans / Department Chair / Center Directors

Allocate research space to faculty based on their area space use policy with the goal of maximizing research space efficiency.

CRO Executive Advisory Group

Review all incoming requests pertaining to Wet Lab research space assignment with the goal of maximizing synergies, scientific discovery, and resource allocation.

VII. Definitions

Wet Lab - laboratory space equipped for experimental research with category codes 250 (Non-class Lab) or 255 (Non-class Lab Service) as defined by the National Center for Education Statistics

Three Year Expenditure Total - includes expenditures from previous three 12 month periods, and projected expenditures for the coming 36 months

Provost’s Space Pool - research space that is not assigned to a department, center, institute, etc.

Leaders - department chairs as well as center/institute directors

VIII. Related UTMB Policies and Procedures

[IHOP – 02.07.02 - Space Management Policy](#)

IX. Additional References

[Appendix A](#)

X. Dates Approved or Amended

<i>Originated: 09/30/2020</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>

XI. Contact Information

Academic Enterprise
(409) 772-6615

APPENDIX A

Buildings Included in Provost Space Pool

002	KEILLER BUILDING
007	CLINICAL SCIENCES BLDG
017	RESEARCH BUILDING 17
019	MARY MOODY NORTHEN PAVILION
021	RESEARCH BUILDING 21
023	<i>SHRINERS BURNS HOSPITAL*</i>
041	<i>GALVESTON NATIONAL LABORATORY</i>
054	BASIC SCIENCE BUILDING
057	SCHOOL OF HEALTH PROF & NURSING
059	T.G. BLOCKER MED RES BLDG

*Non-UTMB owned

Italicized buildings have ongoing research but are outside of this policy

Buildings to Have Wet Lab Research Phased Out Over Time

		Short Term 0-5 Years	Long Term 5-15 Years
008	J.S. ANNEX FR. OLD CHILDRENS	✓	
009	J.S. ANNEX FR. JOHN SEALY HOSPITAL	✓	
011	JOHN W MCCULLOUGH BLDG	✓	
071	MAURICE EWING HALL		✓
073	NMR DOCKSIDE BUILDING		✓
121	REBECCA SEALY	✓	
006	RESEARCH BUILDING 6**		✓
087	PRIMARY CARE PAVILION	✓	

**Suitable for dry lab research ONLY