

# Real Estate, Space and Capital Committee

## FREQUENTLY ASKED QUESTIONS

### When do I need to do a Space Request? I know what I am doing, is it required?

If you are doing any of the actions listed below then you need a Space Request. Some of these changes need review by Environmental Health and Safety (EH&S), Property Services, Construction, planning for space policy adherence, and in some cases we want to know that your leadership supports the change.

- New space for your department or swapping space outside of your 'business unit'
- Change in use: example - storage vs. office vs. conference room vs. multi-person office
- Physical alteration: walls, doors, workstations, etc. to be altered
- Capital Equipment purchase that causes renovations over \$25,000

The space request application can be found here:

[https://www.utmb.edu/policies\\_and\\_procedures/IHOP/Supporting\\_Documents/IHOP%20-%202002.07.02%20-%20Space%20or%20Real%20Estate%20Application%2009-14-17.pdf](https://www.utmb.edu/policies_and_procedures/IHOP/Supporting_Documents/IHOP%20-%202002.07.02%20-%20Space%20or%20Real%20Estate%20Application%2009-14-17.pdf)

### Is there anything I can do without a Request?

- Moving people around within your 'business unit' (Department or Division) where all the space is already offices. Note that you cannot add seats to an office without EH&S approval.

### How long will approval take? We have new Faculty, Staff and/or Physicians showing up next month.

Some requests can be administratively approved and this may take less than a week. More complex or expensive requests will need to go the Real Estate, Space and Capital Committee (RESCC) and may take several weeks for approval. RESCC meets monthly every third Thursday and agenda items are reviewed first Thursday of every month. RESCC recommends approval and any request finally gets approval from Executive Vice Presidents. Please review the flow chart for the RESCC process posted on the Portfolio Management website.

<https://www.utmb.edu/facportfoliomgmt/fpm-services/RESCC>

### Why must any space related expenditure over \$25,000 be submitted for review to the Real Estate, Space and Capital Committee. Why is that the threshold, and how was that number established?

The \$25,000 threshold was established by the Real Estate, Space and Capital Committee, and approved by the President and Executive Vice-Presidents. The review threshold will improve institutional oversight of spending irrespective of Capital or Operating funds. The Real Estate, Space and Capital Committee evaluates proposals for:

- Consistency with the UTMB strategic mission
- Success in the metrics that need to be met to support the UTMB mission
- The impact these decisions will have on our financial statements and financial reserves

### Why are grant funded requests (often part of receiving the grant) required to undergo the same review process as other requests?

Grant funded expenditures frequently require expenditure of other institutional funds, or commitment of resources. The review process involves various stakeholders (e.g., Facilities, Information Services) to ensure that all "collateral expenditure" impacts of such investments are recognized and agreed to prospectively so that UTMB can fulfill the commitments made in the grant proposal. All grant proposals that have "collateral expenditure" impact are required to be submitted to the RESCC so that the expenditure review process occurs prior to submission. This avoids delays in proceeding with the project once notice of grant award is received.

### Is there a way to fast track any of the requests (i.e. grant funded requests)?

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The established process is to be used consistently throughout the organization. The best way to avoid delays is to plan ahead and obtain approvals/estimates prior to submitting a grant proposal or otherwise committing to an expenditure.

**What if a faculty member receives a STAR Award and, based upon written guidelines of the award, MUST spend the funds within a certain amount of time on specific items or for specific reasons? How will that be considered throughout this process? And, does it need to go through the review process, given that STAR Awards are signed by the President?**

STAR Awards will be handled in the same manner as any other grant, so that upon submission of the proposal for funding we are already aware of and prepared to fulfill the commitments made in the proposal. Again, this will prevent any delays following receipt of the award.

**What happens if the Real Estate, Space and Capital Committee rejects my request? Is there an appeals process?**

There is not a formal appeal process. If a proposal fails to gain RESCC approval, the reason for the “denial” will be communicated to the requestor. The proposal may then be revised and resubmitted for reconsideration.

**Will “ad hoc” representatives be allowed to present to the committee? For example, if the SON wants to do something and needs someone there to advocate for them, can a subject matter expert be there to represent?**

The monthly committee meeting has a full agenda, and all relevant information to support a proposal should be clearly articulated within the proposal to facilitate timely review and approval. All actions presented to the committee will have been reviewed and supported by the appropriate Executive Vice-President and Vice-President prior to review by the committee, and the Vice-Presidents in attendance will be able to represent their support of projects.