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**SECTION: RESEARCH**

**AREA: RESEARCH ADMINISTRATION**

**SUBJECT: GUIDELINES FOR ASSIGNMENT OF LABORATORY RESEARCH SPACE**

### **PURPOSE**

This policy establishes fair and objective standards for the assignment of laboratory research space by the UAMS Space Committee.

### **SCOPE**

The policy will apply to all UAMS faculty who require laboratory space for the conduct of their research.

### **POLICY**

Using the procedures outlined below, the UAMS Space Committee will assign laboratory research space to UAMS research faculty in order to insure that laboratory space is efficiently utilized. In addition, the UAMS Space Committee will periodically review laboratory research space assignments, especially assignments to faculty who may have lapses in their extramural research funding.

### **PROCEDURE**

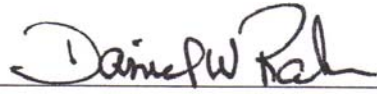
#### **1. Criteria and priorities for research space**

- a. Priority for research space is highest for extramurally-funded investigators, followed by new/early-stage investigators and finally investigators who have temporarily lost their funding.
- b. The amount of assigned space will be commensurate with the level of extramural funding, including indirect costs. As a general rule, investigators who have extramural funding that meets 75% of the annual dollar amount of an average laboratory-based R01-type grant will be assigned approximately 500 square feet of laboratory space.
- c. Additional space can be considered when the funding significantly exceeds this amount.
- d. Space needs for UAMS faculty who serve in the roles of co-investigators, inventors, core-lab directors, or participate on multi-investigator grants, or who have particular space needs because of, for example, necessary equipment, will be considered individually.

- 2. Research space for productive investigators who temporarily lose their funding**
  - a. Investigators with 2 or more years of prior continuous extramural funding that meets the condition described in paragraph 1c will continue to be provided laboratory space for a two-year grace period. After the two-year grace period, ongoing research space needs will be considered for unfunded investigators through annual review by the UAMS Space Committee for up to 4 additional years.
  - b. The grace period will only be in effect if the investigator demonstrates that substantial effort is being devoted to re-obtaining extramural funding.
  - c. Extension of this grace period will only be granted in exceptional cases at the discretion of the UAMS Space Committee.
- 3. New/early-stage investigators**
  - a. New investigators will, as a rule, be assigned up to the equivalent of 500 square feet of laboratory space.
  - b. New/early-stage investigators are expected to actively submit grant applications in order to develop a vigorous, extramurally funded research program.
- 4. Shared research space**
  - a. Many departments or units have "core" research space such as common equipment rooms, cold rooms, tissue culture rooms, or shared instrumentation areas. In order to retain this space, the department or unit must demonstrate that these facilities are essential for the conduct of the group's extramurally funded research.
  - b. Shared space will typically be assigned to departments, but will be taken into account when calculating the need of an individual or research group for laboratory space.
  - c. Shared space that is used for an institutional research service must be justified by showing that it provides a necessary service available to the campus, and that it operates economically and effectively, using established standards for core laboratories.
- 5. Requesting Laboratory Research Space**
  - a. Requests for laboratory research space must be made through the completion of a Space Committee Request form found online on the Campus Operations website (<http://www.uams.edu/CCM/Forms/SpaceRequest.aspx>)
  - b. Requests must include a description and justification for the space including a complete description of extramural funding that will support research conducted within the space.
- 6. Appeals Process**
  - a. In the event that an investigator disagrees with a decision made by the UAMS Space Committee regarding a space assignment, he/she may ask for reconsideration of the decision.

- b. As part of the appeal process, the UAMS Space Committee will consider additional supporting material provided by the investigator. The investigator may also request to appear before the Space Committee.

Every attempt will be made to ensure that assignment of space to individual units meets the spirit of these guidelines.

Signature: 

Date: February 24, 2011