**Additional Guidelines on How to Allocate Space Related to:**

**A. Employees From Other Entities Working On RF Sponsored Awards**

**B. RF Employees Working on UBF Awards**

There are 3 possible scenarios on how to allocate space related to UBF grants and UBF employees and RF employees:

1. If RF employees are working on UBF awards then their related space should be allocated to Other Institutional Activities (OIA).

2. If UB Foundation employees are working on RF sponsored programs (RF organized research, RF public service, RF clinical trials, or RF training grants, etc.) and part or all of their salary is being charged to the RF award then the related space for their work on the RF grants should be allocated to these functions. Please see space survey instructions for functional category descriptions.

3. Space related to all other UB Foundation employees should be allocated to OIA.

**In addition to UB Foundation, employees there may be other employees from other entities that are also working on RF awards.** The same guidelines in step 2 above would apply to these employees.