Facilities & Administrative Cost Space Survey
Instructions for Completing the Survey - Laboratory Animal Facilities
Survey Period

October 1, 2018 – October 31, 2018

Daily access to the application is from
7:00 AM until 11:00 PM.

Application link:
Survey

Supporting documentation link:
FPMO has permissions to the Deliverables network share for their area.

Questions regarding the web survey can be addressed to:
djbarinas@buffalo.edu

Contacts

If you have any questions regarding the survey please contact:

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SECTION 1

Introduction

The Web Space Survey Application provides a listing of all spaces currently assigned to your department in the Physical Space Inventory (PSI). Please review, update and complete the survey in order to aid us in the recovery of the University’s Facilities and Administrative (F&A) costs related to Research Foundation (RF) sponsored awards.

We are collecting space utilization data of the RF sponsored awards for the fiscal period **July 1, 2018 – June 30, 2019**. The survey results will play an important part in the University’s F&A proposal submitted to the Department of Health Human Services. This proposal will form the basis for the negotiated F&A rates that will commence July 2020.

The main objective of the F&A portion of the space survey is to identify the University on-campus and leased space used by all projects funded through the RF, which includes federal and non-federal awards as well as awards funded through F&A recoveries.

Definition of on-campus: an RF award conducted in a facility, regardless of physical location, that is owned or leased by the University. This includes rental space funded through F&A (indirect cost) recoveries returned to the campus from the Research Foundation of SUNY.

Each department will be responsible for the administration of the survey within your unit and are directly accountable for the results. A Research Foundation review of the space survey results will take place and a federal audit is expected, so we ask that you give added attention to the definitions for the assignment of space and room pro-rations.

Definition of project NACUBO: National Association of College and University Business Offices funding categories. The NACUBO classifications provide a functional classification for expense and are critical for the calculation of the campus F&A rate. Expenditures are classified based on the NACUBO classification at the project level.
General Guidelines:

1. Individuals completing the space survey should:
   - Have **first-hand knowledge** of how the space was used during this fiscal year.
   - Be familiar with the funding sources related to the people and activities in the space (RF grants, departmental funds, SUNY (State) accounts, etc.)
   - Identify the PI and occupants to space. May need to contact/meet PI’s to gather necessary information.

2. When evaluating the usage of a space, it is important to take into consideration all of the activities that occur within that space to give recognition to the fact that spaces are often **not** used exclusively for one activity (i.e. 100% of the time). Things to consider:
   - Who occupies the room – faculty, graduates, undergraduates, visiting professors, technicians, etc.?
   - How many of each type (e.g. faculty, graduates, etc.) are in the room?
   - How are the people in the space funded (i.e. from RF grants and contracts, SUNY (State) or other RF funds, not paid etc.) for the work that they are doing in the room?

3. Ensure that all your space is reflected in the inventory.

4. Ensure room descriptions and room numbers are correct.

5. Ensure room square footage seems reasonable.

6. Please ensure that the current usage percentages (see Section 2) for each space totals to 100%.

7. **Users of Space** – Please note that in Section 2 additional occupant names are required for RF organized research. Please identify any individuals who **USE** the space, by placing their name in the Occupants Add section of the survey. If the name is not in the list please use, the Comments on Function Assignments / Other Users field in the Space Functions section of the survey.

In order to ensure survey completeness, one additional attachment has been included. The document is called **Animal Care Expenditures**. The **Animal Care Expenditures** lists the various RF project PI’s that are using animals and may be using the animal care facility. The location of this document can be located in each department’s folder:

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\\itorg.ad.buffalo.edu\ubfs\collab\uss\Provost\APB\External\Space
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Please ensure you have accounted for all investigators and the space they occupy.
SECTION 2

Guidelines for the Assignment of Space Functional (Usage) Categories and Percentages

The objective is to identify the type and percentage of activity occurring in a space based on one of the functional/usage categories listed below. Using the web space application (See Appendix 1) identify the type and percentage of activity for each space. The three functional/usage categories are:

- Instruction and Departmental Research (IDR)
- RF Organized Research (RFOR)
- Other Institutional Activities (OIA)

The three functional categories for this year’s study are defined below.
1. **Instruction and Departmental Research (IDR).** The department should determine the percent prorated to IDR. Space should be coded to this category if it’s for teaching and training activities of the institution.

These are teaching and training activities, whether offered for credits toward a degree or certificate or on a non-credit basis, and whether offered through regular academic departments or separate divisions, such as a summer school division or an extension division. It includes classroom teaching, preparing instructional materials, preparing and grading examinations, etc. It also includes RF sponsored training activities.

Additionally:

- “Departmental Research” – Research, development and scholarly activities that are not separately budgeted or accounted for on an individual project basis. It is research conducted by an individual that is not associated with any particular sponsored research project. It is supported by departmental funds, gift accounts and start-up funds that the University has discretion on how the funding can be utilized.

- Space utilized by staff funded from the following Research Foundation awards should also be assigned to IDR. The awards are financed by Federal and non-Federal agencies and some awards are financed with internal RF funds. To determine if there are any RF awards that fall under IDR please check the project NACUBO code column on the Animal Care Expenditure listing for the following:
  - Training
  - Fellowship
  - Academic or educational support
  - **Institutional and departmental support** awards that are not Service and Facility accounts.
  - Instruction and department research
  - Departmental administration
  - Sponsored program development
  - Organized Activities

- SUNY (State) or other employees who have cost sharing on RF sponsored training projects and/or receiving salary offset (IFR) from training projects.

- SUNY (State) funded graduate assistants doing research in labs or other spaces is IDR. Also, an individual working on an RF organized research award for course credit is IDR.

- SUNY faculty who do not have any RF awards.
2. **RF Organized Research (RFOR).** Space coded to this category includes all research and development activities sponsored by Federal and non-Federal agencies and organizations and flow through the Research Foundation.

These are activities organized to produce research and achieve specific research goals. This activity includes externally funded research or research funded from unrestricted funds (RF internally funded) and is accounted for and budgeted separately.

Additionally:

- The department should determine the percent prorated to RF Organized Research and it must represent only the portion of the space used by the RF research award associated with the occupant(s). _In those cases where a room is not dedicated to a particular function the departments billing records during 7/1/18 – 6/30/19 for services provided to RF research programs and to other users may provide an indication on the allocation to IDR, RFOR, or OIA._ To help identify some of the principle investigators (PI’s) that may be using the animal care facility space please see the attached document called Animal Care Expenditures. In this document RF research awards will be identified with a project NACUBO code of organized research.

- **RF Federal or Federal Flow Through Clinical Trial Awards** are also included in RF Organized Research. These are studies on human subjects conducted to allow safety and efficacy data to be collected for health interventions (e.g., drugs, devices, therapy protocols). These awards will also have a project NACUBO code of organized research on the listing.

- Also included in RF organized research percent is space used by SUNY (State) or other employees that cost share on research projects and/or receiving salary offset (IFR) from research projects.

- **Please note** that SUNY (State) funded graduate assistants doing research in labs or other spaces is **NOT** RF organized research but Instruction and Departmental Research (IDR). Also, an individual working on an RF organized research award for course credit is IDR.

- For each space, identify the Principal Investigator in the PI Assignment section of the application. If shared with multiple funded investigators, please identify those investigators in the PI assignment section as well. Identify three or four PI that predominately use the space.

- **Users of Space – Please note that in Section 2 additional occupant names are required for RF Organized Research.** Please identify any
• individuals who **USE** the space, by placing their name in the Occupants Add section of the survey. If the name is not in the list please use, the ‘Comments on Function Assignments / Other Users’ field in the Space Functions section of the survey.

3. **Other Institutional Activities (OIA).** Used to capture space usage and awards not identified in the other assigned categories. Examples would include:

• Space under alterations and renovations. Please indicate in comment section that space is under rehab.

• Cage Washing Rooms/Food and Bedding Storage Areas

• Animal Breeding Rooms – if rooms are used strictly for breeding animals (no RF organized research is conducted) the room should be allocated 100% to OIA.

• Administrative offices.

• Locker rooms and shower areas.

• Receiving areas.

• Vacant space – pro-rate based on number of months the space was vacant during 7/1/18 – 6/30/19. Please indicate in comment section that room is vacant.

• Visiting faculty doing research and not being paid by RF or the University.

• Emeritus faculty or volunteers.

• If a department provides services to an outside organization or company (Third Party Recharges, etc.) then a portion of the space should be allocated to OIA.

• Space used by awards funded through the University at Buffalo Foundation (UBF) should be allocated to OIA.

• Staff funded by clinical practice program.

• If space cannot be classified into any other categories, this category should be used.
SECTION 3

Space Allocation Examples

While many research laboratories are used predominately for RF Organized Research, other activities are typically conducted in the labs as well. Although these activities are incidental to the primary purpose of the space, they still must be considered when the space’s use is being evaluated. It is important to take into consideration the funding sources of the staff for the work they are doing in the room.

Space occupied by multiple individuals should consider the frequency and extent of their presence in determining the percentage of functional activity. Campuses can use FTE’s, salary information, a combination etc. to support space pro-rations.

Examples follow below.

100% RF Organized Research Rooms – The Federal government pays particular attention to rooms coded as 100% RF organized research when students are in the space. This is generally a red flag to the federal negotiator when they review the space survey results. If a room has staff (including students) that are only funded from an RF organized research award a portion of the space should still be prorated to Instruction and the remaining to RF Organized Research.

Cage Washing Rooms/Food and Bedding Storage Areas
Although cage washing rooms, clean/dirty cage storage rooms and food/bedding storage areas support RF organized research activities these types of rooms should be allocated 100% to “OIA”.

Animal Housing Rooms
There are two ways to treat animal housing rooms:

1. Rooms that house animals involved in RF organized research and if the animals are not generally removed from the animal care facility for conducting research the room can be allocated to RF organized research. If other functions are also occurring in the same room or if in the same room some animals are routinely removed from the animal care facility then the room should be allocated to the applicable functions (IDR, RFOR, OIA).

2. Rooms that house animals that are routinely removed from the animal care facility and taken to a PI’s research laboratory for conducting research should be allocated to OIA. If other functions are also occurring in the same room or if in the same room some animals are not removed from the facility then the room should be allocated to the applicable functions (IDR, RFOR, OIA).

Animal Breeding Rooms
If rooms are used strictly for breeding animals (no RF organized research is conducted) the room should be allocated 100% to “OIA”.


Laboratory Space
- The laboratory space should be allocated proportionally to the activity performed in the room (IDR, RFOR, OIA, etc).
- If a room is used only for RF Organized Research allocate a small portion to IDR and the remaining to RFOR, even if the room is used less than full time.

Research Support Space
Space for procedure rooms, operating and recovery rooms, equipment rooms, isolation rooms and quarantine rooms directly related to RF organized research protocols can be allocated to RFOR. If there are other activities in the room then the space should be allocated proportionally to the activities performed in the room to (IDR, RFOR, or OIA). Billing records can be used to allocate the space to IDR, RFOR or OIA.

Rooms That Should Be 100% OIA
- Administrative offices
- Autoclave areas
- Locker rooms and shower areas
- Receiving areas
APPENDIX 1 – Screen shot of space application data update form.