

# WHRI Space Management & Allocation Guidelines

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Note: this Guideline is based on the Space management and allocation guidelines by the BC Children's Hospital Research Institute.

## 1.0 Purpose

The purpose of this policy is to:

- 1.1 Provide a framework for efficient, adaptable and accountable management of research space at the Women's Health Research Institute (WHRI);
- 1.2 Ensure research space is managed and allocated in accordance with the strategic objectives and priorities of the WHRI;
- 1.3 Provide space management guidelines that are consistent with the University of British Columbia (UBC) and the Provincial Health Services Authority (PHSA) affiliation agreement and space management policies.

## 2.0 Scope

These guidelines apply to the space and facilities managed by the WHRI at BC Women's Hospital and/or the University of British Columbia.

## 3.0 Definitions

<b>3.1 Space Management Terms</b>	
<b>Allocation</b>	This is the process by which available space is assigned to a research team. Space allocations are taken from the unassigned space inventory, and not from existing space assignments, thereby resulting in a net increase in the institute's total assigned space.
<b>Reallocation</b>	This is the process by which space is re-assigned from one research team to another team or is otherwise re-purposed. Reallocated space is taken from existing space assignments and as a result, the total assigned space for the institute does not change.

<b>3.2 Space Type Terms</b>	
<b>Assigned space</b>	Space that is allocated to an individual or group for their sole use, and is assessed for utilization and funding support during the annual space review.
<b>Core facility space</b>	This type of space houses institute-supported specialized services and/or equipment that are made available to the research community. Core facility space is not allocated for assigned use.
<b>Dry space</b>	Refers to any research space that is located in an office or workstation area and is not located within a laboratory.
<b>Nonassignable space</b>	Spaces that are not assigned include circulation, building service and mechanical areas.
<b>Pooled space</b>	Space that is assigned to a group of investigators or research teams for their shared use. Pooled space is assessed based on the combined funds and FTE of the group.
<b>Touchdown space</b>	Workspace that is intended to be used on a shared and as-needed basis and is not assigned an individual or group for their sole use. Some spaces may be booked in advance for short-term use, while others are available on first-come-first-serve basis.
<b>Wet space</b>	Laboratory areas where chemicals, drugs, or other material or biological matter are tested and analyzed requiring water, direct ventilation, and specialized piped utilities.

### 3.0 Definitions

<b>3.3 Space Occupant and Utilization Terms</b>	
<b>Affiliate Investigator</b>	An investigator who holds a primary appointment with another research institute, universities/campuses, hospitals and/or agencies; is located off site but collaborates with a WHRI Investigator and is an approved WHRI member. Affiliate Investigators are not eligible for assigned workspace.
<b>Contractor</b>	A self-employed person providing a service for a fee. Not eligible for assigned workspace.
<b>Clinical Trainee</b>	Individual that is a resident or post-MD seeking postgraduate training in a speciality or subspecialty discipline. Clinical trainees may use touchdown space but are not eligible for assigned workspace.
<b>Employee</b>	A person who is paid to work at the WHRI in a permanent or term employment capacity. Employees are eligible for assigned workspace. Space for employees is assessed on the FTE (full-time equivalent) amount indicated on their UBC or PHSA appointment form.

<b>FTE</b>	<p>Abbreviation for <i>full-time equivalent</i>.</p> <p>Utilization of an assigned space is measured as a total of the FTEs for employees (full-time, part-time, casual) and trainees (graduate students and postdoctoral fellows) working in or training with a research team.</p>
<b>Investigator</b>	<p>A person with an academic or clinical faculty appointment or hospital appointment who leads or co-leads research projects at the WHRI and is an approved WHRI member.</p> <p>Investigators are eligible for research space if they meet the requirements for assigned space.</p>
<b>Investigator Emeritus/a</b>	<p>A former WHRI investigator who has professionally retired (as designated by either UBC with faculty title of Emeritus/ or WHRI) and is an approved WHRI Investigator Emeritus/a.</p> <p>Investigator Emeriti are eligible for assigned workspace.</p>
<b>Student</b>	<p>An undergraduate or high school student who holds a volunteer or a casual employee position.</p> <p>Student volunteers are not eligible for assigned workspace.</p> <p>Student workers will be assessed for workspace as a 0.25 FTE employee, unless otherwise indicated on the appointment form, and will be aligned with the Principal Investigator who pays for the FTE.</p>
<b>Trainee</b>	<p>A graduate student (masters or doctoral) enrolled in a full-time academic program or a postdoctoral fellow (PDF) with a postdoctoral appointment at UBC.</p> <p>Trainees are eligible for assigned workspace and will be assessed at 1.00 FTE for purposes of space utilization reviews.</p> <p>For the purposes of space allocation, trainees will be aligned with their primary supervisor as indicated on their graduate / postgraduate appointment form.</p>
<b>Visiting Researcher</b>	<p>A person employed by an international university, health sciences research organization and/or hospital or enrolled in a program of study at an international university, and is being hosted as a visitor at the WHRI by a WHRI researcher.</p> <p>Visiting researchers must have a faculty appointment at the University of British Columbia, or be enrolled in a visiting student/scholar program at the University, for a minimum term of one year, to be counted at 1.00 FTE in the space allocation calculation.</p> <p>Workspace may be assigned on a temporary basis with prior approval from the Executive Director.</p>
<b>Volunteer</b>	<p>A person enrolled with C&amp;W Volunteer Program or with a UBC Departmental Program to perform unpaid work for a research team. Not guaranteed assigned workspace.</p>

## **4.0 Principles**

- 4.1** Exceptions to these Guidelines may be made on a case-by-case basis at the discretion of the Executive Director (or their delegate) in consultation with the WHRI executive as needed.
- 4.2** Space at the WHRI is a physical asset owned either by the Provincial Health Services Authority (PHSA) or the University of British Columbia (UBC) and as a result, no individual or group can claim to own the space to which they are assigned or reallocate space without the prior approval of the Executive Director.
- 4.3** Space is assigned to members of the WHRI based on the following criteria.
- There is space available in the inventory for the intended research.
  - The research in question aligns with the strategic priorities and mandate of the WHRI.
  - The required amount of peer-reviewed research operating funds are available to support the space.
  - Space is utilized to capacity by eligible type of occupants and amount of FTEs.
  - WHRI principal investigators are limited to one assigned faculty office in the research space if they do not already have a faculty office on the Oak Street campus.
  - WHRI principal investigators with WHRI administrative management appointments, e.g., Assistant Director, may be provided with an additional office or shared workspace depending on functional requirements, frequency of use and availability of space.
- 4.4** Space is a limited resource and critical institutional asset that needs to be shared wherever possible, and any underutilized and/or underfunded space will be reallocated to ensure that assigned space is optimally used and occupied.
- 4.5** All space is subject to an annual audit that reviews the amount of assigned space, occupancy of the space and funding to support activities in those spaces. Additional reviews will be undertaken when reallocation of space is being considered or when space is shown to be underutilized or not being used as originally intended.
- 4.6** The following criteria will be applied to determine if assigned space is underused.
- Assigned space (laboratory or office) occupied or used for less than three (3) days/week will be consider underused.
  - Space that is not actively occupied and underused for a period of six (6) months will be subject to review and as a result, the space may be reallocated.

## 5.0 Roles and Responsibilities

<b>Executive Director:</b>	Provides strategic direction for research space allocation and gives final approval for any major decision regarding space at the WHRI. Consults with the WHRI Executive.
<b>WHRI Executive:</b>	Comprised of the Assistant Director, and current Scientific Advisors at the WHRI, as well as the Senior Research Manager.
<b>Investigator:</b>	Responsible for using assigned space in accordance with these guidelines and are expected to respond to requests for information from the Executive Director regarding space utilization and occupancy.
<b>Research Team:</b>	WHRI term for a group of people under the supervision of / led by a Principal Investigator(s) engaged in research.

## 6.0 Procedures

### 6.1 Space Allocation Process

Space may be assigned to individual research teams under the supervision of an investigator or to a group of investigators as pooled space (see **Section 3.0**).

The amount and type of space that is assigned depends on a number of factors as listed below.

- **Space requirements:** Factors considered in space requirements include the amount of space; the type of space (laboratory or office); the type of research to be supported in the space; the location of the space with adjacencies to facilities, services and other research teams as applicable.
- **Available space:** Unassigned space has to be available in the physical space inventory.
- **Research Funding:** The primary metric for determining space allocation is based on a three-year average of eligible research operating funds (see **Section 6.2**).
- **Total FTE:** The secondary metric for determining space allocation is based on the total FTE funded by and/or supervised by the principal investigator (see **Section 6.3**).

### 6.2 Funding Formula for Space Allocations

Space is allocated at a cost of **\$400 per square foot (sf)**. This metric will be used to prioritize access to space. Allocations are calculated on an average of the last three (3) fiscal years of eligible research awards.

**Eligible funding sources and award types that are prioritized:** external peer-reviewed (PR) operating awards. Awards that may be included in the funding calculation for space are as follows:

- Internal awards (includes PHSA, UBC, Children's & Women's, WHRI sponsored awards)
- Infrastructure/capital equipment (includes CFI)
- Faculty salary/remuneration awards
- Non-peer reviewed (NPR) awards

### **6.3 FTE Formula for Space Allocation**

Space is assessed for utilization at a rate of **49 sf per 1.00 FTE** (equivalent to an 8X8 workstation).

This FTE metric is used as a secondary indicator to test if the assigned space is being adequately and appropriately utilized. Regardless of funding sources, certain types of occupants in an assigned space are counted towards the FTE metric (see **Section 3.3**).

Space is considered underutilized if the FTE calculation results in square footage that is less than the allocated space.

Individuals whose FTE ratio does not match their assigned space will be identified and notified in writing that their space assignment will require further review and possible re-assessment.

### **6.4 Annual Space Review and Space Utilization Audits**

Space is reviewed annually in July. Research teams with assigned space will receive a space review report listing the details of the FTEs using the space and of the research funding received in the last three (3) fiscal years (as recorded by UBC Office of Research Services).

Results of the annual space review are reported to the WHRI Executive. Research teams that are underfunded or whose assigned space is underutilized will be advised in writing by the WHRI Executive Director (and/or possibly with the assistance of the BCCHR Facilities Director) that their space allocation no longer meets the requirements of the space guidelines, and therefore may be subject to further review to determine if the current allocation needs to be adjusted. The team in question will be given the opportunity to provide a statement justifying the allocation under review.

If space needs to be reallocated due to changes in funding or personnel, the research team will be consulted and will receive written notice of any changes in space assignment.

### **6.5 Requests for Space**

Requests for assigned space should be submitted to the WHRI. The WHRI Executive Director will review and approve the request, in consultation with the full Executive team, as applicable.

Requests should include a justification for the new space, providing details on the funding to support the new activities and on the anticipated personnel, equipment or special projects requiring space.

Requestors are advised to submit their requests *before* the space is needed. The WHRI is not in a position to accommodate last minute requests because the WHRI does not have a ready inventory of unassigned space to use.

### **6.6 Space Commitments for Grant Applications**

Any grant application that includes a space commitment from the WHRI must first receive confirmation from the Executive Director that the required space would be available if the grant is awarded. Failure to seek advance approval for a space commitment may result in the space not being available as anticipated.

### **6.7 Leaves of Absence**

Space is an important but limited resource at the WHRI. As a result, the WHRI requires those with assigned space to contact the Executive Director if they are planning to take a leave of absence for a period longer than six (6) months. Facilities should be notified in order to accommodate any needed adjustments in assignment and/or use of the space for the period of leave.

## 6.8 Space Allocation Appeals and Dispute Mechanism

If a Principal Investigator has any complaint, problem or concern regarding their space assignment, they should first communicate directly with the WHRI Executive Director.

## 7.0 Review of Space Management Guidelines

These guidelines are to be reviewed by the WHRI Executive on an annual basis, and may be revised at any time to reflect changes in institutional needs and priorities.

## 8.0 Additional Help and References

### 8.1 Additional Help

If you have questions about these guidelines, please contact the WHRI Executive Assistant, Marsha Simons, at [marsha.simons@cw.bc.ca](mailto:marsha.simons@cw.bc.ca) or at (604) 875-3459.

### 8.2 References

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