

The Ohio State University Medical Center  
Dorothy M. Davis Heart and Lung Research Institute

## **Space Allocation Policy**

This document outlines policies and procedures related to allocation of office, research and other space in the facilities that are assigned to the Dorothy M. Davis Heart and Lung Research Institute (DHLRI).

### **Overall Responsibility**

Ultimate responsibility for DHLRI space allocation rests with the Senior Vice President/Dean, Office of Health Sciences/College of Medicine, with advice and consultation from the Health Sciences Space and Facilities Management Committee (HSSFMC). The Senior Vice President/Dean has granted authority to the DHLRI Director for making space allocations in DHLRI assigned space. This will be done in consultation with the Director's Executive Cabinet.

### **Mission**

The primary mission of the DHLRI is to foster the highest levels of basic and translational research related to cardiovascular and lung disease. Administration of space in the Institute must support this mission and maximize the utilization of space for projects that advance this goal.

### **Policy**

The following policy statements governing research space in the DHLRI are consistent with policies of the Office of Health Sciences and College of Medicine. Research space in the DHLRI is governed by the following:

- All space assigned to the Dorothy M. Davis Heart and Lung Research Institute is the responsibility of the DHLRI and The Ohio State University College of Medicine/Office of Health Sciences.
- Assignment and reassignment of space is made by the DHLRI Director in consultation with the Director's Executive Cabinet.
- Assignments are made to meet a specific research mission.
- The length of assignment of laboratories may vary at the discretion of the DHLRI Director, based on factors such as funding of the investigator, funding available to the DHLRI and consistency of the investigator's research program with DHLRI research themes.
- No space assignment is permanent.
- All space assignments are subject to periodic review as noted below.
- To maximize use of space, joint use of space is encouraged whenever possible.
- Space will revert to the "central pool" within DHLRI, when a principal investigator leaves the Institute.
- Space policies and the costs associated with assigned space may require revision when the University's new budget restructuring system is implemented in the future.

### **Priorities for Assignment of Space**

Assignment of space will be consistent with the Institute's mission and will be based on the following general criteria:

1. Faculty with research grants and contracts funded by the NIH
2. New faculty whose primary responsibility is research and who are highly distinguished investigators on the national or international scene
3. Faculty with research funds from private, non-governmental sources
4. New faculty with an emphasis on research
5. Faculty who have had active extramural funding in the past two years
6. Faculty with internal funding
7. Faculty with expertise that is paramount to the Institute's mission

The following specific guidelines will be used for allocation of space.

- It is important to consider the intangibles, such as the prestige that an investigator brings to the Institute, in addition to tangibles such as the number and value of grants, publications, etc.
- Decisions about discontinuing assignment of lab space should be based in part on a three-year running average of grant support, with a one-year grace period for investigators who no longer qualify for space.
- Decisions about assigning additional space to current investigators (or assigning space to new investigators) should be based in part on a "snapshot" of the investigator's grant support that takes into consideration the immediate likelihood of support in upcoming years without averaging past years.
- Review of requests for additional space will include an on-site evaluation by members of the Executive Cabinet, or other appropriate individuals selected and invited by the Executive Cabinet. Reviewers will be expected to report to the Executive Cabinet with their evaluation of utilization of current space.
- Gifts to Institute members that are given for the purpose of supporting research should be credited at 20% of their total dollar value in the allocation template below.
- Benchmarks, rather than absolute dollar criteria, should be used in determining allocation of space. These benchmarks are summarized in table format below.
- It is important to emphasize that these guidelines must be considered along with other relevant factors in making space decisions. Therefore, space assignment in the DHLRI will not be formula-driven, but must be based on interpretation of a considerable amount of data about an investigator's contributions toward the DHLRI mission.

**Guidelines Based on Funding:**

<b>Size Lab</b>	<b># of RO-1s or Equivalent</b>	<b>Funded Annual Grant Amount (Total Direct Costs)</b>
450 square feet	0-1	Up to \$195,000
650 square feet	1-2	Up to \$300,000
900 square feet	2-3	Up to \$360,000
1100 square feet	3-4	Up to \$540,000
1350 square feet	4-5	Up to \$650,000

**Review of Space Allocation**

The Director's Executive Cabinet, in consultation with the DHLRI Director, will conduct an annual review of all space assignments. This review will be performed in conjunction with the Director's annual scientific review of DHLRI investigators. Criteria will include the following:

1. Research productivity
2. Research funding (including both current and submitted grants)
3. Contributions to Institute's goals

### **Dispute Resolution**

It is the goal of DHLRI administration to assure due process to investigators who have disputes about laboratory space assignments. When disputes arise, a Dispute Resolution Committee will be convened to hear each case. The Committee will include two standing members of the current Director's Executive Cabinet, plus two additional members from the DHLRI Space Committee selected by the Executive Cabinet to assist in deliberations. These two ad hoc members will be selected on the basis of their knowledge of the research program being discussed. It will be the responsibility of the faculty member who is bringing a dispute to this group to present all relevant data about the case. This presentation must be made in writing to the Dispute Resolution Committee, and a special meeting of this Committee will be convened to allow the faculty member to present his or her case personally. The Dispute Resolution Committee will make its recommendation to the DHLRI Director, whose decision in this matter will be final.

Disputes concerning office space assignment will be addressed by the Director's Executive Cabinet. The Committee will present its recommendation to the DHLRI Director, whose decision will be final.

### **Faculty Recruitment**

All assignments of space for new faculty recruits will be coordinated with the appropriate department chair. The chair will be provided with a written notice of all space assignments (including room number), and this information will be included in the new faculty member's letter of offer.

### **Notification**

The DHLRI Director will be responsible for notifying all occupants of their tentative office or laboratory space assignments. In addition, all changes in existing space will be communicated in the same manner as described above.

### **Record Keeping and Reporting**

All space records will be maintained through the office of the Administrative Director, who will maintain the following information on all laboratories and offices:

1. Room number
2. Name of occupant(s)
3. Purpose

4. Date assigned
5. Period of assignment
6. Projected date for review and reassignment
7. Research funding

The Administrative Director will provide quarterly reports to the Director's Executive Cabinet of all assignments, including the data noted above. In addition, an on-line database will be maintained, and all DHLRI staff will have access to this information through the DHLRI Website.

### **Policy for Office Assignments on Laboratory Floors**

The following policy was approved by the DHLRI Space Committee on April 27, 2000 and updated on August 29, 2005. In order to equitably assign office space on the research floors in the DHLRI, the following policy will apply. Assignments are based on need and the activities of the individual.

- Private offices for research faculty and principal investigators are assigned on the following priority:
  1. Principal Investigators who have laboratories on the same floor and who do not have office space elsewhere at the University.
  2. Research Scientists (may be shared due to space constraints)
  3. Visiting Scholars
- Shared cubicle space is limited and will be assigned only to post-doctoral research fellows or those with equivalent responsibilities.
- There is a benchtop area in each laboratory that has been lowered to desk height for use by Lab Managers and Research Associates at the discretion of the Investigator. The larger double labs have two such areas. The following positions are given priority for these spaces:
  1. Lab Managers
  2. Research Associates

Cubicles being vacated will go back in the pool to be reassigned on an "as needed" basis. Cubicles are assigned to individuals and NOT to specific divisions and are, therefore, not to be reassigned by the division who vacated the space. The cubicle will go back in the pool for reassignment to the next post-doc hired. These are assigned by contacting the Assistant to Administrative Director in room 110 or at 247-7155 with the individual's name and official University title. If space is requested for a title other than post-doc, a short paragraph justifying the assignment should be provided along with the request.

Every attempt will be made to provide space as close to the lab as possible. However, it should not be assumed that cubicles will be assigned based on lab location. There are post-doc rooms on every lab floor and cubicles will be assigned based on need and availability. If a wait list should be needed, cubicles will be assigned to the next person on the list, rather than to a new hire. Any policy exceptions must be approved by the Director's Executive Cabinet.

Please direct any questions regarding this policy to the Administrative Director at 247-7098.

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6/4/01 Revised by DHLRI Space Committee

9/7/01 Approved by Health Sciences Space and Facilities Management Committee (HSSFMC)

8/29/05 Revised by DHLRI Space Committee