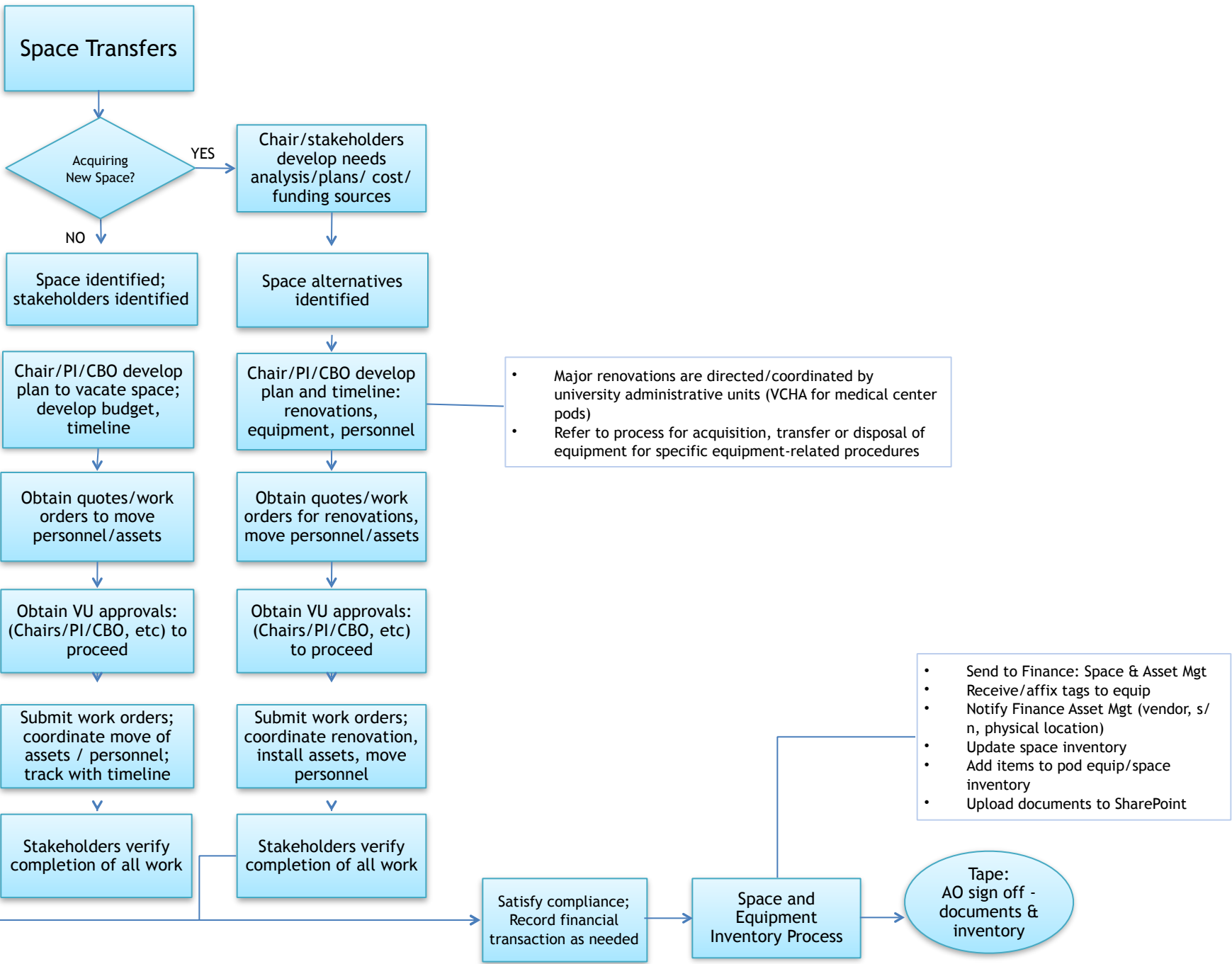
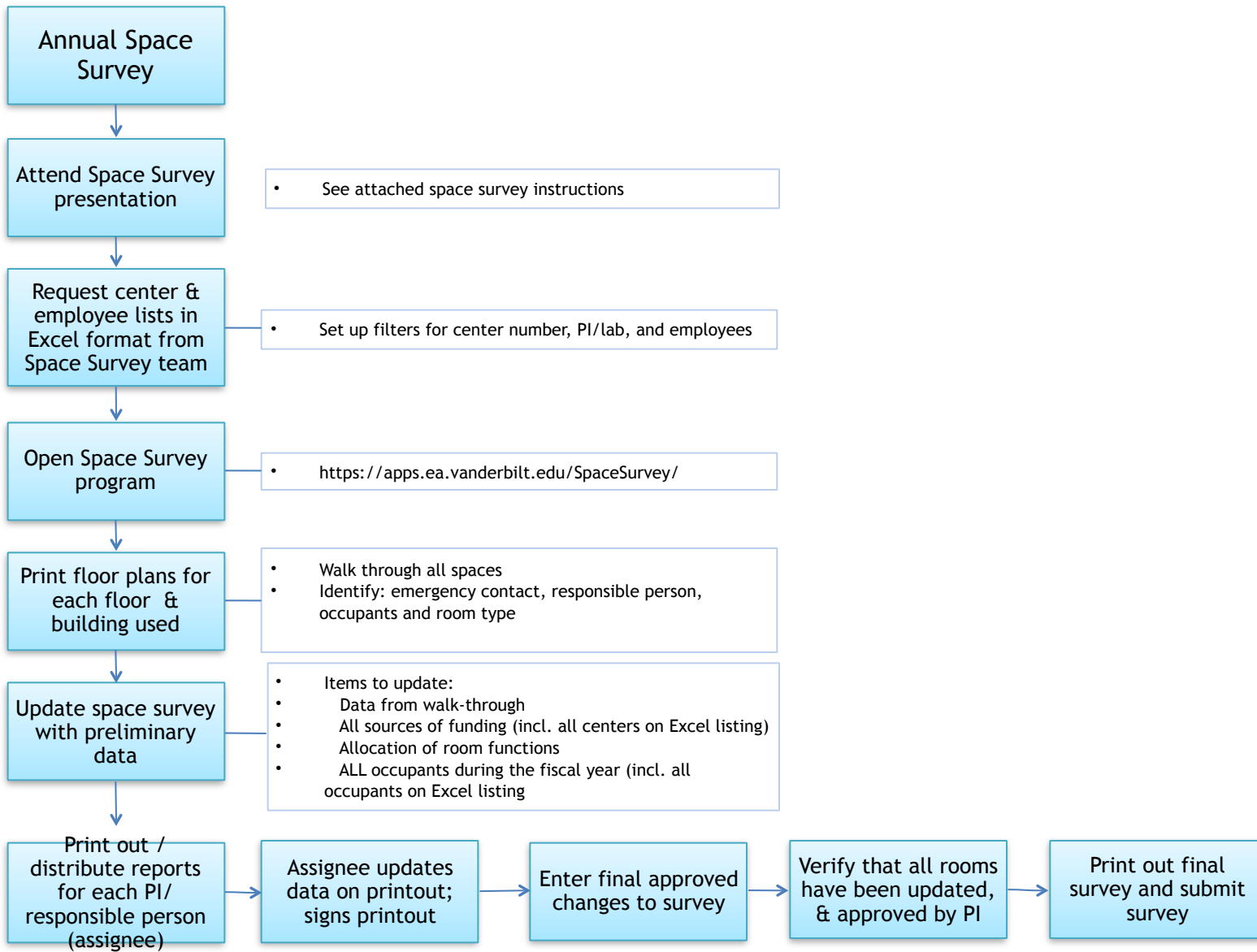


ASSET MANAGEMENT PROCESS - SPACE







Please review the FY15 space survey for your area. In particular, check the following:

1. Room number and status. Have room numbers/dimensions changed since last year?
2. Emergency contact: is this the correct person to contact in a major emergency in your area; are telephone numbers shown correct? Please include a non-VU phone contact number.
3. Assignees: those responsible for use of the space (usually the PI). If other assignees are also shown for the room, are these correct; and is the relative percent use of the space approximately correct for each assignee. In the case of recharge centers (MMPC, CISR) a room could have both the PI and Recharge Center as assignee. Gary Bock can assist with these!
4. Occupants: check for accuracy. Some rooms, such as Lab Service areas, do not have occupants listed, per space survey instructions. Especially important are occupants listed for labs or lab recharge rooms. Check that I've included all faculty/staff/fellows/students that used or will use the room at any time between 7/1/14 and 6/30/15. Let me know if I've missed someone, or if there's an error in how I classified an occupant. Indicate whether students are funded (paid from sponsored projects) or unfunded (paid from non-sponsored sources, or unpaid). Verify title of occupants: was the occupant promoted from fellow to faculty; or from student to fellow? Since the period covered goes through June 30, 2015, please also add the names of anyone you believe will be leaving...or arriving by June 30.
5. Center numbers. These are only shown for labs and lab recharge centers. If I've missed one, please let me know; I went through our financial forecasts and believe I have listed all centers that had personnel or stipend expenses so I'm reasonably confident all centers were listed... but please review to be certain.
6. Room function (definitions start on next page). Only check this for rooms identified as Research/Nonclass Laboratory or Research/Nonclass Laboratory Recharge. I have split use of the lab based either on percentages you already supplied, or based on the mix of personnel/students and funding sources (centers listed to the right of the printout). Please feel free to revise the function percent distribution if I've over/understated sponsored research, training grants, etc. Include in your percent distribution an allowance for students doing homework or personal computer work.
7. Space not in use. If the room is not currently occupied, but there are plans to occupy within a year, the room function should be based on future use. If the room is not occupied, and will probably remain unoccupied in more than a year, it should be coded as OIA (Other Institutional Activities). If the room is not usable (e.g. under construction) but will be occupied within a year, code it based on anticipated use; if it will not be occupied within a year, code it as Vacant.

IF THE DATA APPEARS REASONABLE, PLEASE SIGN THE FORM AND RETURN TO ME; IF NOT, PLEASE LET ME KNOW WHAT NEEDS TO BE CHANGED. THANKS!!!

Please review and return your space survey by 5pm, March 20th. Thank you!

Gary Bock (322-4582)

FUNCTIONAL USE DEFINITIONS:

HOSPITAL

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(43) Hospital (HOS): is for space used to conduct ALL activities related to Vanderbilt University Hospital operations. This includes inpatient services provided in the main hospital and those in Medical Center North, support services such as Nutrition and Environmental Services' patient services provided by the Emergency Department, all ancillary services (e.g., laboratory, radiology, operative services, etc.) and any space other than offices and conference rooms used by Administration, Physicians or others in conducting activities related to Vanderbilt University Hospital.

CLINIC

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(44) Clinic (CLN): is for space used to conduct ALL activities related to The Vanderbilt Clinic, including physician practice operations (includes space for Physicians, Billing Coordinators, etc.) and any space other than offices and conference rooms used by Administration, Physicians or others in conducting activities related to the Vanderbilt Medical Group. This includes clinics in outlying buildings such as the Village at Vanderbilt, Stallworth, off-site VMG practices and McGugin (Sports Medicine Center).

RESEARCH

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(19) Sponsored Research (SPN RES): is for space used in conducting research and development activities FUNDED BY THIRD PARTIES, including K awards (i.e. R-01, K-08s) and activity supported by University cost sharing specifically identified to those contracts and grants. Sponsored Research excludes clinical trials (drug studies) and other contract-for-service activity, community service programs, seminars, symposiums, etc. which are considered Other Sponsored Projects.

(02) University-Funded Research (UNV RES): is for space used in conducting research activity funded by Vanderbilt University through an internal application of institutional funds, and separately budgeted and accounted for, such as University Research Council and Natural Science Committee projects.

(98) Departmental Research (DEP RES): is for space used in conducting research activities that are part of one's professional interest. For example, it includes research activity supported by gift or endowment funds for which no formal application/approval process was required.

Refer to Table I for guidance in distinguishing between Sponsored Research, University-Funded Research, and Departmental Research and for classification of space used by trainees (pre- and post-doctoral).*

INSTRUCTION

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(18) Instruction (INS): is for space used in conducting the instructional activities of the University, including all teaching activities, whether they are offered for credit toward a degree or certificate or on a noncredit basis, either through regular academic departments or separate divisions, such as summer school or an extension division. Classrooms and class labs are generally associated with this function. Space used by trainees paid from departmental funds as opposed to sponsored agreements should be classified as Instruction.

The room types generally associated with INSTRUCTION are CLASSROOM and TEACHING LABORATORY. However, INSTRUCTION activity can also take place in room types such as RESEARCH LABORATORY, CONFERENCE ROOM, and OFFICE. It is the use of the space, i.e., the activity taking place in the room and not the room type that determines the appropriate functional assignment for a particular room.

Examples of Instructional activities follow:

- Activities related to instructing registered students
- Course preparation
- Counseling and advising/assisting students registered in class
- Grading
- Syllabus production
- Textbook orders
- Roster preparation
- Exam preparation
- Trainee (pre- and post- doctoral) funded by departmental (non-sponsored) funds
- Formal classroom teaching
- Formal class labs

OTHER SPONSORED PROJECTS

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(20) Other Sponsored Projects (OSP): There are no particular room types generally associated with activity supported by Other Sponsored Projects. Other Sponsored Projects are sponsored by third parties (EITHER Federal or non-Federal). This category includes clinical trials (drug studies) and other contract-for-service activities, community service programs, seminars, symposiums and conferences, etc. funded by third parties.

The first step in determining whether or not your department conducts activity for Other Sponsored Projects is to check for centers classified as Other Sponsored Projects. It will likely be necessary to interview the faculty member responsible for each other sponsored project to determine where these activities were conducted.

SPONSORED TRAINING

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(81) Sponsored Training (SPN TRN): is for space used by trainees supported by sponsored training grants and/or fellowships FUNDED BY THIRD PARTIES such as Federal awards under T's and F's. Academic departments with sponsored trainees should identify rooms used by these trainees and assign an appropriate percentage of functional activity to Sponsored Training. Space used by trainees supported by departmental funds and NOT by sponsored training grant funds should be classified as Instruction. **Trainees (both pre- and post- doctoral) are supported by stipends.*

DEPARTMENTAL ADMINISTRATION

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(21) Departmental Administration (DEP ADM): is for space used in conducting ACADEMIC administrative activities. This activity is generally located in the offices of Deans and Chairpersons. It also includes space used for supporting services that benefit common or joint academic departmental activities. This category contains a variety of types of space in academic departments, all of which can be considered general use space. This category also includes academic department space that is not practical to define to any function because, even though it is assigned to one department/operating unit, it is used by multiple departments/operating units. Examples include certain private circulation areas, and storage areas assigned to one department/operating unit, but shared with other departments/operating units.

Space associated with departmental administration is generally located in academic administration areas. Administrative activities associated with departmental administration are:

- General academic departmental office functions, including that of Chair and departmental staff;
- Administrative functions in academic Deans' offices;
- General academic departmental services such as mail distribution and telephone service;
- Development of proposals for new research activities; and
- Academic department libraries.

OTHER FUNCTIONS

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With the exception of Service Centers, the remaining functions are generally not found in the academic colleges and schools. The following are examples of activities and/or departments/operating units generally associated with each of the remaining space functions.

(12) Library (LIB): is for space used by the central libraries which include:

- Annette and Irwin Eskind Biomedical Library
- Jean and Alexander Heard Library
- Law Library
- Other Central Libraries

DOES NOT INCLUDE DEPARTMENTAL LIBRARIES.

(13) Service Center (SVC CTR): is for space used by specific specialized service facilities. Facilities currently meeting this definition are ONLY those listed below:

- Animal Care Facilities*
- MCBR Core

**Portions of the animal care facility should be coded Sponsored Research. This includes procedure rooms, operating and recovery rooms, isolation rooms, and quarantine rooms directly related to research protocols, as well as rooms that house animals involved in research that are not generally removed from the facility in conducting research.*

(24) Operations and Maintenance (O&M): is for space used in conducting activities supporting the administration, operations, maintenance, preservation and protection of the University's physical plant.

Examples of activities:

- security
- environmental safety
- hazardous waste disposal
- facility planning and management

Departments/operating units include those such as:

- Campus Planning and Construction
- Institutional Safety
- Plant Operations
- Security
- Space and Facilities Planning (Medical Center)

(32) Sponsored Projects Administration (SPA): is space used by central offices established primarily to administer sponsored projects. Examples include the Sponsored Research Office in the Medical Center and the Division of Sponsored Research in University Central. IT DOES NOT INCLUDE ANY ACADEMIC DEPARTMENT SPACE.

Departments with Sponsored Project Administration are limited to those listed below:

- Contract and Grant Accounting (Medical Center Financial Management)
- Contracts Administration (Medical Center)
- Division of Sponsored Research (University Central)
- Office of Contract and Grant Accounting (University Central)
- Sponsored Research (Medical Center)

(22) Student Services (STU SVC): is for space used in conducting student administration activities.

Departments/operating units include:

- Associate Dean for Student Affairs (Medical School)
- Associate Provost for Student Affairs
- Campus Student Services
- Office of the University Registrar
- Student Financial Aid (University Central)
- Student Health Service
- Undergraduate Admissions

(23) General Administration (GEN ADM): is for space used in conducting the general administration activities of the University as a whole. Academic college and school offices are NOT included in this category, as they are classified under Department Administration. University-wide financial management, business services, budget and planning, administrative computing, payroll and personnel management, and legal affairs departments/operating units include:

- Administrative Systems
- Chancellor's Office
- General Accounting
- General Counsel
- Human Resource Services
- Internal Audit
- Opportunity Development Center
- Provost's Office
- Purchasing
- Treasurer
- Vice Chancellor for Health Affairs

(33) Other Institutional Activities (OIA): is for space used in conducting activities which do not correspond to any of the other listed definitions. Examples include:

- Athletic Facilities
- Dormitories
- Fraternities & Sororities
- Dining Halls
- Bookstores
- Alumni and Development
- Auxiliary Enterprises
- University Press

(93) Vacant (VAC): is for space that is not in useable condition, generally under construction or renovation. Unused or underutilized space that is excess to the organization's current needs should be classified as OIA, UNLESS the idle facility was necessary to meet fluctuations in workload and the facilities were necessary when acquired and are now idle because of programmatic requirements (e.g. efforts to achieve more economical operations, reorganizations, terminations or other causes which could not have been reasonably foreseen). If this exception applies, then the space function of the activity planned for the room should be used. A facility should remain idle only for a reasonable period of time, ordinarily not to exceed one year, depending upon the initiative taken to use, lease, or dispose of such facilities.

(95) Office/Conference Room (OFFICE/CONF ROOM): Rooms that have a room type of Offices (310), Office Svc (315), Conference Room (350), and Conference Rm Svc (355) should be coded 100% to this function.

(96) Research Lab Service (RES LAB SVC): Rooms that have a room type Research/Non-class Lab Service Rooms (255) should be coded 100% to this function. These are spaces that directly serve a research/non-class laboratory.

TABLE I:

EXAMPLES OF CLASSIFYING RESEARCH SPACE

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RESEARCH is segmented into three categories:

1. **SPONSORED RESEARCH** (including activity supported by cost sharing on sponsored research and excluding clinical trials/drug studies)
2. **UNIVERSITY FUNDED RESEARCH**
3. **DEPARTMENTAL RESEARCH**

The room type normally associated with RESEARCH activity is RESEARCH LABORATORY. However, research activity may exist (in varying degrees) in other room types, such as TEACHING LABORATORY AND INSTRUMENT ROOM. Conversely, activity other than research may be taking place in a room classified as a RESEARCH LABORATORY. Except for the five room types associated with function 95 (OFFICE/CONF ROOM) and function 96 (RES LAB SVC), it is the use of the space, not the room type, that determines the functional assignment given for a particular room.

THE ASSIGNMENT OF SPACE TO THE VARIOUS RESEARCH FUNCTIONS AND TO INSTRUCTION, TRAINING, AND OTHER SPONSORED PROJECTS SHOULD BE BASED ON INTERVIEWS WITH THE PERSON(S) WHO USE THE SPACE.

Example 1: Distinguishing Between Sponsored Research and Departmental Research

1. Identify activity taking place in the room.
Professor Smith is assigned to a research lab. The primary research activity taking place in the lab is supported by a grant from the National Institutes of Health (NIH). Professor Smith is also performing experimental studies not funded by a particular sponsor, but supported by departmental gift funds.
2. Identify the function of dollars used to support the activity.
Department administrator Jones determines the center numbers used to fund Professor Smith's research. Jones then reviews the Cost Center Reports to identify the function of the center numbers used to support Professor Smith. It is determined that the NIH grant is classified as SPONSORED RESEARCH and the departmental gift funds center is classified as INSTRUCTION. Since these gift funds are supporting non-sponsored, experimental studies in the lab, the activity would be considered DEPARTMENTAL RESEARCH.
3. Determine the Proportionate use of Activity within the room.
Department administrator Jones consults with Professor Smith to determine a reasonable estimate of the activity between SPONSORED RESEARCH and DEPARTMENTAL RESEARCH. Professor Smith indicates that the room is used approximately 80% for the NIH supported research and 20% for research supported by the gift funds. Jones functionalizes the rooms as:
 - 80% SPONSORED RESEARCH
 - 20% DEPARTMENTAL RESEARCH (non-sponsored)
4. Verify the reasonableness of the proportionate use.
Verify that the function(s) assigned to the room reflect the function code(s) of the center(s) used to fund the activities taking place in the room. For example, if a research assistant is working in a lab, then the space function(s) assigned to the lab should reflect the function(s) of the center(s) used to fund the salary.

Example 2: Identifying University Research

1. Identify activity taking place in the room.
In addition to the activities identified in Example 1, Professor Doe also has an University Research Council grant funded by Vanderbilt.
2. Identify the function of dollars used to support the activity.
Department administrator Jones identifies the center number on the Cost Center Report used for Professor Doe's URC grant and determines that the function of the URC grant is UNIVERSITY RESEARCH.
3. Determine the proportionate use of activity within the room.
Department administrator Jones consults with Professor Doe to determine a reasonable estimate of the activity between SPONSORED RESEARCH, DEPARTMENTAL RESEARCH, and UNIVERSITY RESEARCH. Professor Doe indicates that the room is used approximately 75% for the NIH supported research, 15% for research supported by the gift funds, and 10% for research supported by the University Research Council grant. Jones completes the space inventory for this room as:
 - 75% SPONSORED RESEARCH
 - 15% DEPARTMENTAL RESEARCH
 - 10% UNIVERSITY RESEARCH
4. Verify the reasonableness of the proportionate use.
Verify that the function(s) assigned to the room reflect the function code(s) of the center(s) used to fund the activities taking place in the room. For example, if a research assistant is working in a lab, then the space function(s) assigned to the lab should reflect the function(s) of the center(s) used to fund the salary.

Example 3: Treatment of Cost Sharing

If Professor Doe's NIH grant was cut and the department provided cost share dollars to supplement the NIH research, then the space used for that activity would be coded in the same manner as the NIH research grant supported activities, or SPONSORED RESEARCH.

Example 4: Treatment of Space Used by Trainees*

If Professor Doe's research labs were used by trainees, an appropriate percentage of functional activity must be assigned to SPONSORED TRAINING and/or INSTRUCTION. The appropriate function for trainee use is determined by the funding source for the trainee as follows:

<u>Trainee Source of Funding</u>	<u>Function</u>
Department Funds	Instruction
Sponsored Training Grant	Sponsored Training

*Trainees (both pre- and post- doctoral) are supported by stipends.

Example 5: Treatment of Space (Lab) with multiple assignees and recharge

If Professor Doe's lab is shared with another investigator, then there will be 2 assignees in the lab, both with their own set of space functions. Also, there is recharge activity taking place in this space, which results in a 3rd set of space functions. It is estimated that Doe uses 40% of the lab, Hancock uses 30%, and the remaining 30% is used for recharge. Cost centers, occupants, and space functions will have to be loaded for each of the 2 assignees. The recharge operating center will need to be added to identify the recharge center. No other cost centers or occupants need to be loaded for the recharge portion. Space functions for the recharge portion of the room must be obtained from OCGA or Finance and are based on recharge billings. The aggregate function of the room will be calculated by the space survey tool and is based on the 3 sets of functions entered for each assignee and the recharge activity.

TABLE II:
CONTACT PERSONS

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If you have questions regarding space function definitions and their assignment, please contact the persons listed below.

Contract and Grant Accounting (for University Central Departments):

- Clint Kimmel ext 3-2929
- Thuy Vu, ext 21175
- Gary Culpepper, ext. 36638

Department of Finance (for Medical Center Departments):

- Andy Koepke, ext. 32742
- Nina Barwick, ext. 38147

All other questions regarding use of the survey tool, spaces that belong to your department, or other space and occupancy related issues, please [e-mail the space survey team](mailto:mcspace.survey@vanderbilt.edu) with your issue at mcspace.survey@vanderbilt.edu.