Title: **RESEARCH SPACE FOR FUNDED PROJECTS**
Index #: 40-02
Division: Research Policies
Section: Space
Effective Date: 9/01/02

Policy Statement:

Decisions to provide space in the SON for funded faculty research projects are negotiated between the Associate Dean for Research, the Assistant Dean for Administration, the PI, and the PI's chair or supervisor.

Procedures:

Space Assignments

In making space assignments, needs of each project related to personnel (number, type, and FTE), storage, security, special equipment, and other individual characteristics will be considered along with the following factors:

A. Extent to which full indirect cost rate is recovered, so that requirements for institutional recovery of research facilities and administrative expenditures can be met. Investigators are strongly encouraged to obtain the maximum indirect cost rate on funded projects;
B. Size of the award;
C. Period of the grant award.

Other Space Issues

$ The Associate Dean for Research will review research space assignments periodically to determine the extent to which space is being used optimally. Once space has been assigned to a project, generally the project will not be expected to move until the completion of the project. Occasionally, however, needs of incoming projects may make it desirable to change space assignments, and the Associate Dean for Research will negotiate this with responsible parties.

$ PIs will be expected to vacate assigned research space within 60 days after the specified project end date. If another funded project is waiting for the space, PIs will be expected to vacate as quickly as possible after the end date. During unfunded extensions, PIs may keep their projects in place unless a funded project needs the space, but must vacate at the end date of the extension.

Storage of Research Data

- For three years after the end date of a project, PIs may store boxed research data and project materials in the School. At the end of the three-year time period, materials will be returned to the PI for disposition or appropriate destruction.

Reviewed By: Administrative Council, 8/20/02

Policy approval: Dean's signature Date