



UNIVERSITY of MARYLAND SCHOOL OF NURSING

Policy on Allocation of Seventh-Floor Research Lab Space

Responsible Administrator: Chair, Department of Pain and Translational Symptom Science

Sponsoring Unit: Dean

Effective Date: 04/15/2014

Last Reviewed: 07/19/2022

Next Scheduled Review: 04/2025

POLICY STATEMENT

The University of Maryland School of Nursing (UMSON) has limited wet bench, basic, preclinical and clinical/behavioral laboratory space and infrastructure. Therefore, space must be utilized efficiently by UMSON faculty investigators. This includes all laboratory space within the UMSON seventh floor. The space is owned by the University of Maryland, Baltimore (UMB) and is not the property of individual investigators.

RATIONALE

The purpose of this policy is to set guidelines on the allocation of UMSON research lab space on the UMSON seventh floor. Research space, including individual bench lab space, is allocated and provided to UMSON faculty investigators under the purview of the chair of the Department of Pain and Translational Symptom Science (PTSS), as designated by the dean. Space that is available to investigators from all other UMSON departments is allocated by the chair of PTSS in consultation with the associate dean for research (ADR) and the investigator's department chair, if applicable.

SCOPE

This policy applies to all faculty investigators within UMSON.

RELATED POLICIES, PROCEDURES, STATUTES, AND REGULATIONS

N/A

CONTACTS

Questions regarding this policy should be directed to the Responsible Administrator.

DEFINITIONS

UMSON Faculty Investigator - any investigator holding a faculty rank of assistant professor or higher

Indirect Cost Dollars - indirect dollars generated by individual faculty members that are provided to the University and to UMSON by the funding agency to support infrastructure costs associated with research

Net Assignable Square Feet (NASF) - the square footage of research lab space assigned to a sole faculty member

Bench Lab Space NASF to a Single Faculty Member – includes Lab 780, Lab 760, Lab 756, Room 748, Room 752, and Room 762

Departmental Shared Bench Lab Space – includes Room 754 (cell culture), Room 764 (autoclave, dishwasher, diH₂O, etc.), Room 772E (cold room), Room 758 (freezer room), rodent behavioral testing Rooms 744 and 746, and storage room at the end of the hall.

Vivarium Space – includes 750A, 750B, and anteroom; not included in NASF calculation; cage use and cage numbers will be monitored by the vivarium facility manager, PTSS, in collaboration with Veterinary Resources

Clinical/Behavioral Space – includes rooms 730; 740 A, B, C, D; 742; 744; and 746

Assignable Space - includes bench or clinical/behavioral lab space with NASF to individual faculty members

The metric used to evaluate research laboratory space assignments will be the indirect dollars generated by each faculty member per square foot of assigned space.

Space will be assigned annually by examining the indirect dollars generated by each faculty member during the prior fiscal year (one-year indirect dollars recovered to UMB) and also by examining the prior five-year average indirect-dollar productivity. All space will be assigned within the parameters of the total funding pattern for all UMSON investigators such that if there are additional needs, they can be accommodated. If an awarded grant leveraged associated UMSON cost-share, this will be taken into consideration for the five-year average.

The threshold value of indirect dollars per net assignable square foot should be no less than \$200/NASF on an annual basis. Reallocation of space could occur if a faculty member's threshold value falls below \$200/NASF.

Space for graduate students must be subsumed within the faculty mentor's space. Although space may or may not be explicitly assigned to post-doctoral fellows, it is expected that space will be made available within the mentor's space unless the postdoctoral trainee has assigned space from the PTSS chair.

RESPONSIBILITIES

Chair of PTSS

- Meets annually with the PTSS department administrator to receive the current indirect cost dollar amount for each researcher with bench/clinical/behavioral lab NASF.
- Calculates the bench/clinical/behavioral lab NASF for each researcher based on current indirect cost dollars and five-year average.
- Reallocates the bench/clinical/behavioral lab NASF for each researcher as needed based on the NASF calculation for the current year.

Associate Dean for Research and Chair of non-PTSS Department

- Discusses space needs of UMSO research faculty in departments other than PTSS with the chair of PTSS to determine allocation of bench/clinical/behavioral lab NASF that may be needed.

UMSON Research Investigator

- Notifies the chair of PTSS of changes in funding levels that will impact the amount of bench/clinical/behavioral lab NASF that is allocated to the investigator.
- Meets annually with the chair of PTSS to discuss current funding and bench/clinical/behavioral lab space utilization and any anticipated changes in space needs.
- Discusses space needs for all grant submissions with the chair of PTSS prior to submitting the grant application.

PROCEDURES

All space requests must be typed and should be no longer than one to two pages. Space requests can be made at any time, but each new or revised grant submission must include a request for additional bench/clinical/behavioral lab space as outlined below. A prompt will be provided in the pre-award approval form. Space requests for the seventh floor should be submitted to the chair of PTSS for review. When the investigator is not in PTSS, the PTSS chair will consult with the investigator's chair and the ADR. Every attempt will be made to respond to the request within 10 business days.

1. Provide a detailed explanation of the space request, including any special requirements for personnel or equipment. Include the square footage required, its intended use, whether it is to be shared or not, and why it is needed.
2. List existing or to-be-hired personnel that will be using the space, including:
 - a. Name
 - b. Title
 - c. Job function
 - d. FTE
 - e. Date of hire (or anticipated date of hire)
3. If you wish to request specific space, please identify the room number and location. If you are requesting use of your current NASF bench lab space for a grant submission, you must provide written confirmation that all personnel listed above, equipment, supplies, files, materials, and other related items will be maintained within your current allotment of space. If use of your currently assigned space would require additional storage space or office space, state this explicitly. This will be taken into consideration for grant submissions going forward.

4. List the dates that the space is needed (from-to).
5. If renovations are required, including additional furniture and/or equipment, list them and provide a funding source.
6. Provide a brief synopsis (a few sentences) regarding how UMSON and UMB will benefit from your space request.
7. A minimum of 10% of the seventh-floor research lab space will be available to research investigators from other UMSON departments.

It is expected that any grant submitted will accurately reflect the approved space as described in the allocation provided or in the request (see above).

Current bench/clinical/behavioral lab space allocations will be reviewed in light of the threshold value calculations as well as the past five-year average productivity. Space allocations may be adjusted on or before July 1 annually, when space requirements will be re-reviewed.

All bench/clinical/behavioral lab space assignments will be reviewed annually in July by the chair of PTSS and may be changed according to funding levels. No changes or reallocation of space will occur without advance notice to the faculty investigator affected.

Prioritization of Space

The allocation of space will be prioritized by the indirect dollars generated per NASF. In addition, the following criteria will be considered:

1. faculty member holding one or more of the grant types listed below that are used in the calculation of indirect dollars and thus, space allocations
2. unfunded new faculty recruits with start-up packages for a period of three years; in general, NASF will be consistent with the size of the start-up package
3. faculty members with a lapse in funding who have been provided with bridge space
4. existing faculty who switch to research-intensive tenure track or research intensive and will be supported with space for a period of no longer than three years

The following principal investigator (PI) grant types will be used in the calculation of indirect dollars:

1. NIH R-series grants with full indirect cost dollars
2. NIH R equivalent grants with comparable indirect cost dollars
3. Program projects and other large grants – if individual project budgets are identified, each project leader will be credited with their indirect cost dollars, not the PI of the parent grant mechanism

4. MPI grants – indirect cost dollars will be assigned to each faculty investigator, assuming that if one MPI is not within UMSON, a subcontract or child account is in place for the UMSON component
5. center grants, including P20, P30, and P50 grants – will be credited to the PI of the center for core infrastructure space and to the PI of the individual projects for the project period only, based on the budget of the project
6. industry contracts associated with full indirect cost dollars, as dictated by campus policy

The determination of whether the following types of grants will be included in the calculation of indirect dollars will be made by the chair of PTSS in consultation with the ADR:

1. training grants, including institutional T32 (may be assigned administrative staff space)
2. foundation grants without full indirect cost dollars comparable to NIH R-series grants
3. industry-sponsored contracts with indirect cost dollars less than the set campus rate

The chair of PTSS will convene a space committee comprised of faculty members in the department with NIH R or R-equivalent funding annually to discuss current space and future space needs. This group will be convened on a more regular basis, as needed.

DATE AND SIGNATURE

Date: July 19, 2022

Approved by the Dean: 