

Space Policy for Department of Allied Health Sciences

Space assigned to the DAHS represents a limited and precious resource that must be used effectively to further the department's three-fold mission of education, research, and clinical service. While all of these missions are equally valued, the space needs and considerations for each are quite different. The principles and procedures outlined in this policy statement will guide the assignment of space within the Department's facilities in the School of Medicine or other buildings. The DAHS Space Request form is found on the shared drive: AHS SHARED/SPACE/3. Policy. If the space request is related to a grant proposal, please fill out the Grant Pre-Submission Notification System (GPS) (link: <http://www.med.unc.edu/ahs/research/gps>), which automatically triggers the space request for the proposed project. Please read the remainder of this policy before submitting a space request.

Space Assignment Authority: All space occupied by the DAHS has been assigned by the University and the Dean of Medicine. As such, we are accountable for the productive use of that space. In turn, the Dean has delegated authority for the assignment of DAHS space to the Chair (Associate Dean) for Allied Health Sciences, who will consider space requests together with the DAHS Space Advisory Committee (SAC). If it becomes evident that any space (e.g., office, classroom, research lab, or clinic) is not being used productively, or needs to be reallocated for another departmental and or division priority, then the Chair/SAC, may re-assign that space as needed. If a space has been reassigned, personnel leaving that space will need to work directly with their assigned Business Officer to move any data files, computers and other items to vacate the offices in a timely manner for its new occupants. The vacating party will be responsible for removing all personal property, disposing of trash and recyclables, and readying the space for basic cleaning prior to end date.

Space Advisory Committee: The Chair/ Associate Dean for Allied Health will appoint a standing Space Advisory Committee (SAC), composed of:

- The Associate Dean and Chair
- Executive Assistant
- The Associate Chair for Administration
- The Associate Chair for Research/
Representative
- The Associate Chair for Student Services
- Three/four faculty representatives*

*Faculty representatives can include individuals with teaching, research, and clinical responsibilities. Faculty representatives will be selected to represent the perspectives of faculty from different allied health disciplines. These representatives will serve a 3 year term. Additional faculty will be invited to participate on this committee as needed (eg. annually in June for PhD student office assignments).

Teaching Space: Each Division with unique teaching space needs has been assigned appropriate dedicated teaching lab/classroom space. Classroom requests will be submitted to the Office of Information Systems' Classroom Services by each division's Student Services Representative. All attempts will be made to accommodate specific requests, but Classroom Services determines final classroom assignments. The DAHS Academic Affairs Committee, in conjunction with the Space Committee as needed, will resolve conflicting requests for classroom space.

Research Space: Laboratory/office space will be provided for funded projects as well as for new faculty per specifications in their start-up packages. Faculty submitting new grant proposals are required to submit their space requests directly through the Grant Pre-Submission Notification System (GPS) at <http://www.med.unc.edu/ahs/research/gps>, at least 30 days prior to the agency's submission due date. The GPS requires specifications (e.g., size, number of full or part-time staff, location) for all needed space for the proposed project including the continued use of existing research laboratories/staff offices that may have been previously assigned to a related project or to the same Principal Investigator/research team. The space request will be reviewed by the SAC/DAHS Chair. If the space requested surpasses the maximum allocations available within DAHS, or off-campus space is required specific to the project, the department can indicate the need for additional space on the University's "Internal Processing Form" (IPF) prior to the grant submission. If off-campus space is needed, the department will determine whether to include costs of leasing space (rent) in the grant budget's direct costs (if allowable), or negotiating other arrangements with the university at the discretion of the Chair/SAC. This policy applies to all research space, including space in the faculty's own division and/or space already occupied by one of the faculty's current grants. If a proposed grant will be submitted through another UNC department, center or third party (or if another department, center or third party will have DAHS faculty or staff on the project), the percentage of F&A costs (indirects) allocated to each should be negotiated before the grant proposal is submitted to OSR/the funding agency. The DAHS grants administrator can check the distribution of indirects in RAMSES, and if needed the Chair can negotiate on the faculty's behalf before signing off in the system. Note that if indirects will go to the outside department administering the grant then they are typically responsible for all costs related to space for that project. Given the increasing number of Multiple PI and Co-PI grant submissions, the university recognizes the need to share indirects across departments and provides some guidelines in the RAMSES system.

Once a research project is established in an appropriate space, every effort will be made to protect that program from disruptions associated with space re-assignment in the event there is a temporary lapse in funding. The project PI/faculty has the responsibility to keep the department apprised of such situations and should use the space request form accordingly.

If the details (e.g., amount/location of space, or start-end dates, official no-cost extension beyond the original project termination date) of any GPS space request change after the grant is funded, submission of a new space request is required (online form located here: <http://www.med.unc.edu/ahs/files/dahs-space-request-form-revised>). All revised space requests will be reviewed by the SAC/DAHS Chair.

Clinical Space: Bondurant Hall is not designed for patient service and it is expected that all faculty clinical practice will be conducted in appropriate clinics or health care settings. Programs interested in offering new clinical services or expanding existing services should discuss their plan with the Associate Chair for Clinical Service (and develop an appropriate business plan for the service, including plans for leasing or otherwise securing appropriate clinical space), and a space request form should be submitted to the Space Committee.

The SAC will review each space request, and make a recommendation to the Chair regarding specific assignments. In addition, the SAC will work with the Chair's office in conducting an annual review of all DAHS space. The purpose of this annual space review will be to identify unmet space needs and to recommend possible reassignments of DAHS space to address these needs.

Space Designation: Office space for faculty for faculty is designated by Division Directors office space for staff is designated by Associate Chairs in conjunction with the Department Chair and Associate Chair for Administration.

Factors for determining office space and location are related to:

% FTE, Type of work (clinical, research, education, administrative), Where the majority work is conducted (outpatient, lab, etc.); consideration of collaboration for groups/disciplines; and in some cases for divisions faculty office locations seniority also is a factor.