ASSIGNMENT OF RESEARCH SPACE

Effective Date: January 1, 2007

Research space at The University of Tennessee Health Science Center (UTHSC) is a limited and valuable resource. It will be assigned to faculty members on the basis of their ability to generate the indirect costs (F&A’s) necessary to support it. The following guidelines will be used in that assignment.

1. The assignment of research space is the ultimate responsibility of the Chancellor.

2. Research space will be assigned to the various colleges and institutes in a formulaic manner by a committee empanelled by the Chancellor composed of the Deans of the respective schools, the VC’s of Research and Finance and at large members. Space will be retained by the colleges and institutes after an initial start up period based on a formulaic method. This formulaic space allotment will be monitored by the Vice Chancellor for Research.

3. It is the responsibility of the Deans of the Colleges or Institute Directors to assign research space to departments when appropriate.

4. Research space will be assigned to individual faculty members either by Department Chairpersons, Deans or Institute Directors depending on the circumstance. Space should be committed to individual faculty members using the following guide lines.

   a. Research space should remain assigned to new research faculty members for a period of three (3) years. The faculty member is expected to be actively submitting grant applications during this period of time.

   b. Should funding for a tenured faculty member be discontinued, three (3) years should be allowed for that faculty member to re-establish funding before his/her space is reassigned. The faculty member is expected to be actively submitting grant applications during that time.

   c. After the start up period, research space will be assigned on the basis of the indirect costs generated. Thus, grants which pay the full federal F&A rate take priority over those paying lesser rates even if the direct costs are equal.
d. It is understood that some types of research (e.g. that employing larger animals) may require more space than others. However, a normal sized laboratory of 400 to 600 square feet is expected to generate indirect costs or F&A’s of $90 – $100K or about $200 per square foot. Common use areas, offices, conference rooms and other areas that are not primary laboratory space are excluded from the formula.

e. Additional laboratory space will be assigned to an investigator as the amount of indirect costs he/she generates increase.

f. Investigators who are co-investigators on grants will receive credit for indirect costs in proportion to their time commitment on the grant, if they are playing an active investigational role on the grant, and the principal investigator agrees to relinquish that percentage of F&A’s.

5. The office of the Vice Chancellor for Research will periodically review space assignments for compliance with these guidelines.