

SEATTLE CHILDREN'S HOSPITAL RESEARCH INSTITUTE  
Seattle, Washington

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Research Institute Administration  
POLICY NUMBER: RIA-575  
REPLACES: \_\_\_\_\_  
EFFECTIVE DATE: 10/1/07  
REVISION DATE: \_\_\_\_\_

POLICY TITLE: Center Earned Space Analysis and Allocation at Building 1

**POLICY: Bench Lab Space at Building 1 is assigned to individual investigators by Center Directors; Center Directors manage the space allocated to their Center. The Research Institute allocates Bench space to Centers based on funding metrics. Allocation to Centers is assessed yearly, after FY close, to confirm that Center Allocations are within the provisions of this Policy. Center Space Allocation is necessarily constrained by available space and natural barriers; the Earned Space Calculation constitutes a guideline for Allocation, not an entitlement.**

**PROCEDURE:**

575.1. Bench Lab Space is assigned in Bench Space Units

575.2. At Building 1, a Bench Space Unit is defined as

575.2.1. the bench space of one lab bay (containing approximately 32 linear feet of work space, constituted of bench space, hood inserts, and similar),

575.2.2. a proportionate amount of tech desk space, whether at the north and south ends of the lab space (floors 7-9 and future floors) or integrated into the bench space (future floors design option).

575.2.3. and associated space in the adjacent Equipment Zone.

575.2.3.1. In some instances, Equipment Zone areas may be occupied by small specialty functions, such as hot lab, dark room, chem prep areas, etc.) No adjustment to the overall Center Space Allocation shall be made for the existence of such functions.

575.3. The Financial Metric is based on R01 Equivalents. For purposes of this policy an R01 Equivalent is defined as \$250,000 MTDC expenditure in one year, where that expenditure delivers Full F&A Recovery.

575.4. Full F&A Recovery is defined at F&A Recovery at the full applicable rate that was in effect when the award was accepted by Children's.

575.4.1. For example, a new award accepted at the currently effective rate of 82% would be considered delivering Full F&A Recovery. Equally, an award that is still in its competitive cycle and carries an F&A rate of 55% that was in effect at the beginning of

the competitive cycle (i.e., when the award was accepted) is also considered delivering Full F&A Recovery.

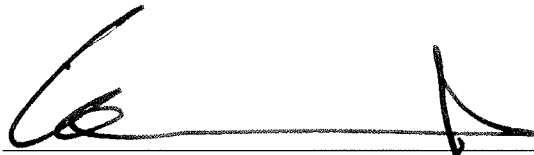
- 575.5. NIH career development funding mechanisms that carry F&A caps at 8%, such K-, T-, and F-Awards are not considered delivering Full F&A Recovery.
- 575.6. To qualify, Activities must be classified as “Bench” projects in the F&A Pool classification. This classification is apparent on Lawson reports, such as the GM-400 report. Activities must also be classified with a performance site of Building 1 to qualify. Center Business manager can assist in confirming appropriate classifications.
- 575.7. After Fiscal Year Close (generally, late October), Research Finance will prepare a “Center Research Bench Space Allocation Calculation” (Calculation)
- 575.7.1. Metric: Every 1.5 R01 equivalent qualifies the Research Center for two Space Units.
- 575.7.2. For example, if a Center has a combined funding level of 2.25 million MTDC, which is equivalent to 9 R01 equivalents, the Center has earned a space allocation of 12 Space Units.  $((9 \text{ R01 equivalents}) / (1.5 \text{ R01 equivalents per 2 Space Units}) * (2 \text{ Space Units}))$ .
- 575.8. Once the Calculation has been completed, Research Institute President will review the Calculation with Center Director Advisory Committee (CDAC).
- 575.9. If an expansion or contraction of Center-used space is indicated, Center Director will work with Research Facilities Director to affect a transition. It is generally expected that this adjustment will be completed within no more than two months of CDAC presentation.
- 575.9.1. Every effort will be made to allocate Bench Space to Centers in excess of the Earned Space Calculation metrics. Generally, effort will be made to allocate to “natural barriers” such as fire doors, floors, rounding up to full bays, or the like. The over-allocation of space is intended to provide the Center Director with space management discretion, in order to accommodate special needs, including recruitments.
- 575.9.2. Center-Allocated Space is managed at the discretion of the Center Director.
- 575.9.3. If Calculation or Recruitment suggests that one Center’s allocation should encroach on another Center’s allocation, the Center Directors shall meet to best accommodate each Center’s needs. The meeting shall be jointly facilitated by Research Facilities and Vice President, Research Operations and Logistics. If the Directors cannot arrive at a mutually acceptable accommodation, the issue shall be decided by the Institute’s President and the Chief Academic Officer.
- 575.10. Core Space Considerations
- 575.10.1. Core Space is programmed generically, allowing for utilization of the space by a variety of interchangeable functions.
- 575.10.2. Core space programming is led by Research Facilities and arrived at in conjunction with the Center Director (or his/her designee) and any individuals the Institute President may appoint for the programming efforts. If the programming group does not arrive at a consensus decision, discordant issues shall be decided by the Institute’s President and the Chief Academic Officer.


575.10.3. Core Space is not assignable to individual investigators. However, Center Directors may determine that individual investigators have certain levels of priority usage and access to Core Space functions, as the Center Director deems appropriate. With the concurrence of the Institute's President, the Center Director may dedicate a portion of the Core Space to Core Lab Functions.

575.11. Questions regarding this policy should be directed to the Director, Research Facilities or Vice President, Research Operations and Logistics.

Submitting Office: Research Institute Administration

Approved by:

 11/8/07  
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Erik Lausund, Vice President, Research Operations and Logistics      Date

 11/10/07  
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James B. Hendricks, PhD, President, Research Institute      Date