

SEATTLE CHILDREN'S HOSPITAL RESEARCH INSTITUTE
Seattle, Washington

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Research Institute Administration
POLICY NUMBER: RIA-08
REPLACES: OVPR-08
EFFECTIVE DATE: March 15, 2004
REVISION DATE: August 32, 2007

POLICY TITLE: Research Space Allocation

POLICY:

Allocation of laboratory and office space at the Seattle Children's Hospital Research Institute shall conform to the procedures outlined below. An open and widely understood policy, based on reasonable standards and objective criteria, provides the Research Institute a tool for equitably managing a finite resource that is essential for the advancement of its research mission.

PROCEDURE:

- 08-1. Space shall be broadly defined as follows:
- 08-1a Unassignable. Unassignable space represents space allocated by the Research Institute for specific administrative and support functions; this space is not available for allocation.
 - 08-1b Assignable. Assignable space represents lab and/or office space to be assigned to Research Center's for allocation at the discretion of the Center Director.
- 08-2. Each Research Center shall be assigned administrative space sufficient to carry out the business of the Center.
- 08-3. Each Research Center shall be assigned office space sufficient to support the research activities of the Center.
- 08-4. Each Research Center shall be assigned support space to be shared by its members.
- 08-5. Each Research Center shall be assigned research space based primarily on the funded research activities of its members. The driver of this assignment shall be the metrics outlined in the Research Strategic Financial Plan, which shall also be

used as the primary criterion for evaluation of productivity of research space as a capital asset.

- 08-6. Space assigned to each Research Center shall be allocated at the discretion of the Center Director. In exercising this responsibility, Center directors are expected to:
- 08.6a. Allocate space based on objective measures of activity.
 - 08.6b. Recognize legitimate differences in the need for dedicated research space for different categories of research activity.
 - 08.6c. Create an incentive for conducting externally funded programmatic research.
 - 08.6d. Encourage collaborative efforts and, when appropriate, the use of shared facilities/resources.
 - 08.6e. Afford junior investigator's the basic resources to launch successful investigative careers and provide flexibility for established investigators to reinvigorate their research programs.
 - 08.6f. Reallocate space not being used productively and protecting productive programs from disruption due to temporary lulls in funding.
 - 08.7g. Provide flexibility for growth both for productive existing programs and new program initiatives.
 - 08.7h. Seek approval from the President and CAO for space allocations associated with a recruitment offer.
- 08-7. Allocations of space are never permanent and may be adjusted (up or down) by the Center Director depending on changes in overall research activity.
- 08-8. The performance of Research centers will be assessed by Research Executive Committee on an annual basis. A critical measure of success will be grant productivity per assigned unit of space (Target productivity for bench space is 1.5 R01 equivalents per unit.)

Submitting Office: Research Institute Administration

Approved by:



President

10/23/07

Date



Chief Academic Officer

10/23/07

Date