

## Department of Pediatrics

<b>Section:</b> Administration	<b>Effective Date:</b> 6/18/10
<b>Process:</b> Space Use in the Department of Pediatrics	<b>Revision number:</b> 1.3

### I. Purpose:

The purpose of this document is to establish the process by which space will be assigned and utilized within the Department of Pediatrics (DOP) at Emory University.

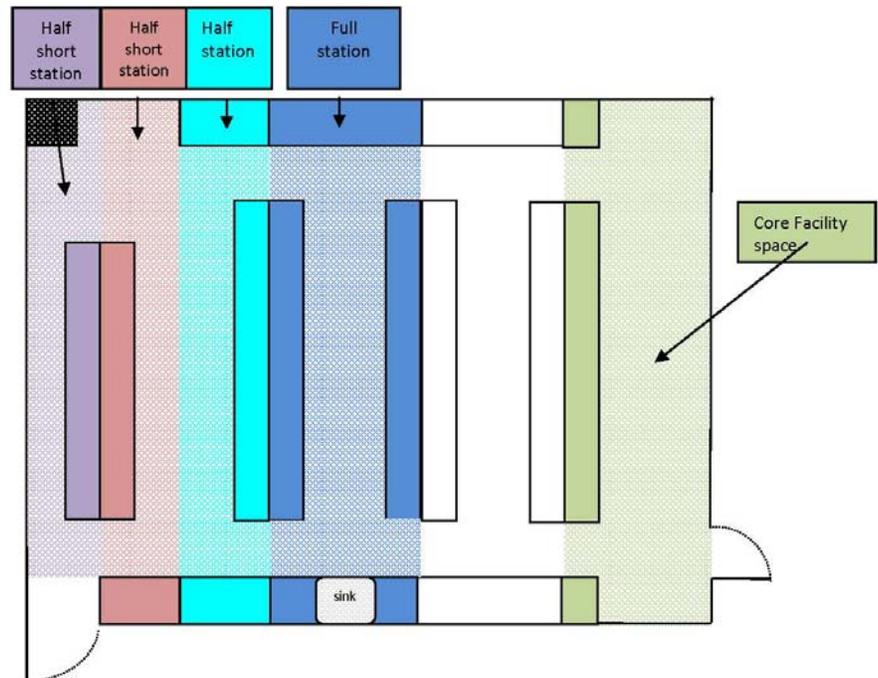
### II. Revision History:

Date	Revision number	Modification
10/1/09	1.0	New business process
2/1/10	1.1	Clarification on submitting a request for additional space or change in use of space; typographical corrections; Item IV.A.3 - addition of phrase "and subsequent changes to space assignment may be recommended to the Chair"
4/1/10	1.2	Addition of new definitions in Section III. Clarification on metrics for evaluating space assignment for faculty in start-up phase in Section VI.A.2. Treatment of F&A generated by clinical or dry research and by subcontracts for wet lab space in Section VI.A.2.
6/18/10	1.3	Item VII.1.a and b: Change in procedure to request space to include submission of a standard Space Request form. Exhibit A: Space Request form. Item V. B: Criteria for use of desk space within the lab rooms

### III. Definitions:

**DOP space:** Any component of the building structure including walls, floors, windows, doors, utilities, locks, elevators, including any space leased by Emory Children's Center Physician Practice or another entity within the building.

**DOP-owned large equipment:** Equipment item that was installed by the DOP for common or shared use, or are purchased for DOP common or shared use using DOP start-up, or discretionary funds, or revert to DOP management after departure of a faculty member. This includes autoclaves, dishwashers, ice machines, cold rooms, break room appliances, general clinic equipment, and lab equipment purchased in this manner.



**Definition of station and core space within main lab rooms in Emory Children's Center building**

**Investigator:** DOP faculty member undertaking laboratory research in wet or dry research space

**Lab Stations:** A “**station**” will include the full length of benches that face each other, extended from wall to wall (see adjacent figure). The station will include whatever type of space is included in that area (sink, bench, desk, counter, shelving) with the understanding that sinks would be available for common use. The square footage associated with a station in each lab will be assigned to one or more faculty members, depending on need. A “**half-station**” includes only that area shown in adjacent figure. A “**full station**” is a station with 15 ft. benches. A “**short station**” is a station with 12 ft benches.

**Common Space:** Includes space shared by more than two faculty members. Common space can include a fraction or whole of a station, equipment space, fume hood rooms, cold rooms.

**Core Space:** Includes space occupied by a formally designated core facility, which will include flow cytometry core, immunology core, imaging core, biomarker core, endothelial cell biology core, microsurgery core, and common equipment core in FY10. Cores will usually be located closest to the center of the building.

#### **IV. Persons Affected:**

All occupants of space that is under the control of the Chair of the DOP

#### **V. Policy and Principles:**

##### **A) Policy:**

It is the policy of the School of Medicine and DOP that all use of DOP space is at the discretion of the Dean of the School of Medicine who delegates this authority to the Chair. The Chair has the authority to assign space and to re-allocate space.

##### **B) General Principles of Space Use in DOP**

###### **Assignment of space:**

All space in the DOP/ECC building (2015 Uppergate Drive) will be assigned on an individual basis or will be designated as shared space for one or more divisions or research centers. Space assignments are not permanent and may change based on DOP priorities and assessment of productive and efficient use of space. Research space will be assigned using the process and criteria described below in Section VI. A.

###### **Occupancy of space:**

No area of DOP space may be occupied by an individual or a division without prior written approval of the Chair (or designee). Any space that becomes vacant may not be occupied by an individual or a Division without prior written approval of the Chair (or designee).

###### **Use of Laboratory Space:**

Laboratory space will be used for research and research training purposes only. Desk space within the laboratories will not be used by personnel not involved in one of these activities.

###### **Lease of DOP space:**

Leasing of space to faculty or Divisions that are not in the DOP is at the discretion of the Chair of the DOP. No area of DOP space may be leased by an individual or a division without prior written approval of the Chair. All leased space will be administered and maintained per the terms of the lease agreement. Lease renewal is not promised but is dependent on space needs of the DOP at the end of the lease period. No sub-leasing is permitted.

###### **Renovation or improvements of space:**

DOP space may only be improved upon or renovated with prior written approval of the Chair (or designee) and a written funding plan. Cost may be borne by the Division or Research Center seeking the improvement, as stipulated in the written agreement.

###### **Netcom/Utility installation:**

All Netcom orders for new services or Emory Facilities orders for new utility services (plumbing, electrical, gas, vacuum) must be approved by the Chair (or designee) prior to placing order. Any such order that involves departmental or ECC funds may only be placed by the DOP Office of Business and Finance.

**Repairs and maintenance of DOP/ECC space:**

All orders for repairs and maintenance of DOP space and related utilities shall be placed by DOP Business and Finance.

**Repairs and maintenance of DOP-owned large equipment:**

All orders for repairs and maintenance of DOP large equipment shall be placed by DOP Business and Finance and paid for using DOP funds.

**VI. Process:**

**A) Research Space**

**1) DOP Space Allocation Review Committee**

The DOP Vice Chair for Research will oversee research space management and lead a DOP Space Allocation Review Committee comprised of members from DOP Divisions and Centers active in research in the ECC building. This committee will work to optimize utilization of research space and evaluate requests for space allocation changes and major renovation requests. The Vice Chair for Research will forward recommendations from the committee to the Chair including recommendations for space allocation, changes in use, and any proposed renovations. The Chair will make all final decisions relating to space.

A formal review of the space assignments will be carried out every two years, barring a substantial change in extramural grant support of a PI. The two-yearly progress reports will be used along with information in the PI's Research Metric Scorecard for evaluation, and the review criteria described below also will be utilized in this evaluation.

Spaces for cores and requests for core space will also come to the DOP Space Allocation Review Committee for review.

**2) Review Criteria for Allocation of Research Space**

Space Assignments and allocation are not permanent and the following criteria will be used in the review of DOP investigators:

**2a) Extramural Research Support**

Although a direct relationship cannot always be established between scientific quality of research and the level of extramural grant support of that research, grant support has become of major importance in assessing priorities for space allocation at Emory DOP, Children's and other research institutions. The total extramural research support of the investigator's laboratory will be assessed in relation to other laboratories with similar space allocations at Emory and at other leading US biomedical research institutions. Extra emphasis will be placed on NIH funds. A target of 1 NIH R01 grant and 1 NIH R21 grant per investigator and \$115 indirect cost recovery per net usable square foot will be used. This target may change over time.

**2a.i) Difference in treatment between F&A associated with clinical research and subcontracts and that associated with wet-lab research occurring in ECC laboratory space.**

When considering funding that includes both dry clinical research and wet lab work, it inflates the F&A recovery for the wet lab space to include the F&A recovery associated with the non-wet lab work. This would also be the case with funding that includes subcontracts. Therefore, the F&A recovered on the first \$25K of each subcontract will be counted towards the PI's recovery, none of the subcontracted direct costs will count towards DC recovery, and, only the F&A recovered on funding directly associated with wet lab work will be counted for local metric purposes to evaluate assignment of space.

**2b) Expectations During Start-up period for Faculty**

For junior faculty in their start-up phase, no indirect cost recovery is expected for the first 3 years of appointment, and full recovery would be expected by the end of year 5 of their appointment. For senior faculty in their start-up phase, full recovery of \$115/sq ft is expected by the end of their first 3 years of appointment.

### **2c) Scientific Productivity**

The DOP Space Allocation Review Committee will consider the number of peer-reviewed primary research publications in leading scientific journals, field-relevant specialty journals, and book chapters. The number and quality of peer-reviewed research publications where the PI is the principal author – first or last author - will be noted. Any laboratory partially or fully supported by Children’s Vision Endowment Funds must include “Children’s Healthcare of Atlanta” in addition to “Emory Department of Pediatrics” in the Institutions portion of the citation (appearing under the author line of the article) in order for the publication to be counted.

### **2d) Likelihood of Future Productivity**

This criterion will be used primarily for junior faculty. It will also be used for more established investigators whose programs, in comparison to other more productive programs, might warrant a reduction in size.

### **3) Impact of Increase or Decrease of Extramural Funding on Space Allocation**

As noted above, formal review of the space allocation to each investigator will be carried out every two years. However, if an investigator’s level of extramural research support undergoes a substantive change during the interim period between reviews, then the DOP Director of Business and Finance will notify the DOP Space Allocation Review Committee of the funding change. The investigator will be responsible for providing a detailed description of the steps that will be undertaken to rectify the situation if it is a loss of funds. Within 6 months of substantial gain or loss of funding, a formal review using the review criteria outlined above will be carried out by the DOP Space Allocation Review Committee and subsequent changes to space assignment may be recommended to the Chair.

### **4) Decisions of the DOP Space Allocation Review Committee**

The DOP Space Allocation Review Committee will use the review criteria outlined above for both the two-yearly and interim reviews. For each review, one of the following three decisions will be reached by the committee: renewal of present space allocation without change, recommendation for increase in research space allocated, or recommendation for decrease in research space allocated. The decision will be forwarded to the Chair for final review. The Chair will forward the final decision in writing to the investigator and the respective Division chief.

Renewal will be for a two-year period, barring a substantial change in extramural grant support. As noted above, if such a change in funding occurs, the steps described above will be undertaken by the DOP Director of Business and Finance, the investigator and the DOP Space Allocation Review Committee. At the time of renewal, the committee may recommend a change in specific laboratory space allocated. In such cases, the investigator will have one month to address the committee’s and/or Chair’s critique and to appeal to the recommendations made by the committee and/or Chair.

## **B) Clinical Space**

Clinic space used by the ECC physician practice is under a lease arrangement. Any proposed change to the amount of space included in the agreement must be reviewed by the ECC Executive Director, the ECC Medical Director, the ECC Director of Clinical Operations, and the Department Administrator, and be approved by the Chair.

## **C) Office Space**

Assignment of all office space is at the discretion of the Chair. No changes in office assignment may be made without written approval from the Chair. Office space used by the ECC physician practice is under a lease arrangement. Any proposed change to the amount of space included in the agreement must be reviewed by the ECC Executive Director, the ECC Medical Director, the ECC Director of Clinical Operations, and the Department Administrator, and be approved by the Chair.

## **VII. Responsibility:**

Compliance enforcement is under the authority of the Department Chair or his/her designee.

## **VIII. Procedures:**

- 1) Requests for use of space, change in use of space, improvement or renovation of space, installation of new Netcom or utility services, repair or maintenance of DOP space or DOP-owned large equipment will be submitted by email to the DOP Director of Business and Finance.
  - a. Requests for use of space or change in use of space will be submitted on the "Space Request" form in Exhibit A of this process document.
  - b. Requests for improvement or renovation of space, installation of Netcomm or utility services will include the following components within an email to the DOP Director of Business and Finance:
    - i. Requestor's name
    - ii. Identification of room number and location within room
    - iii. Description of the proposed renovation, improvement or installation of services
    - iv. Justification as to why it is needed
  - c. Identification of funding sources available to cover the cost.
  - d. Requests for repair or maintenance of DOP space or DOP-owned large equipment will include the following components within an email sent to the DOP Director of Business and Finance:
    - i. Requestor's name
    - ii. Identification of room number and location within room
    - iii. Description of problem
    - iv. Indication of level of urgency
- 2) The DOP Director of Business and Finance will discuss the request as needed with the Department Administrator, the Chair of the DOP Space Allocation Review Committee, and ECC leaders as appropriate.
- 3) Any requests for lease of DOP/ECC space will be submitted to the Chair of the DOP Space Allocation Review Committee, the Department Administrator, and ECC leaders as appropriate.
- 4) The Office of the DOP Director of Business and Finance will coordinate any improvements, installations, renovations, repairs, or maintenance of DOP space.
- 5) The DOP Space Allocation Review Committee will meet quarterly, unless an urgent request or change in extramural funding prompts an interim meeting.

\*\* As of 6/18/10, the DOP divisions active in research taking place in the ECC building include:

HemOnc	basic, clinical
CRC	basic
Neonatology	basic, clinical
Rheumatology	translational, clinical
Endocrinology	basic, clinical
Gastroenterology/Hepatology	basic, clinical
Neurology	clinical
Nephrology	clinical
Pulmonary, Allery/Immuno, CF, Sleep	basic, clinical, translational
Infectious Diseases	basic, clinical
Critical Care Medicine	translational, clinical