

POLICY TITLE: RESEARCH SPACE ALLOCATION POLICY**POLICY OWNER:** DIVISION OF RESEARCH & ECONOMIC DEVELOPMENT

FUNCTION: Other Related NSU Policies and Procedures	POLICY CODE NO:
EFFECTIVE DATE: 12-4-2019	REVIEW PERIOD: Annually
REVISION DATE: 11/1/2025	

I. DEFINITIONS:

Research Space: as used in this policy, refers collectively to wet lab or dry lab space that is assigned to NSU faculty members and researchers to support their research activities.

Wet Lab Space: refers to those areas normally equipped with sinks, benches, fume hoods and/or biosafety cabinets frequently used for the preparation and processing of biological materials and/or chemical agents.

Dry Lab Space: refers to those areas housing computer equipment, electronic instruments, or other materials that do not require specialized pipe utilities.

Office Space: is assigned to Principal Investigators (PI's) who are allocated research lab space based on the criteria established in this policy.

Sponsored Funding Expenditures: are made up of a variety of direct and indirect funds from external sponsors spent to conduct research. The total research and development expenditures metric is a peer-comparison metric commonly used by other universities and is measured and reported by the NSF Higher Education Research and Development Survey (NSF HERD) report.

Research Space Request Portal: refers to a website that includes an online research space request form for PIs, institute directors, and deans to submit to request for research space. All submitted requests are immediately shared with the institute director (if applicable) and dean.

SVPR: is the NSU Senior Vice President for Research and Economic Development, and the responsible party for implementing this policy.

II. POLICY

A. Purpose

It is recognized that quality research space is necessary to recruit, retain, and develop NSU's faculty, staff and students to their fullest potential and ensure NSU's research success. Inefficient use of finite research space limits our ability to invest financial resources in research. As part of the broader research environment at NSU it should be emphasized that the university cannot provide space to research scientists who do not regularly bring in indirect costs to support their research. To optimize the use of valuable research space within the University, and to ensure that there are transparent, equitable and uniform agreed-upon principles underlying the organization and allocation of research space, we have established the policy described herein.

The purpose of the current policy is to:

- establish the role and responsibilities of stakeholders.
- establish the principles regarding research space allocation;
- describe the process of assigning and allocating research space;
- establish the fundamental terms of use of allocated space.

B. Policy Statement

All research space, including wet and dry laboratories, researchers' offices, core facilities, platforms, animal facilities (Vivarium) and research administration areas are the property of, and administered by, Nova Southeastern University, as managed by the SVPR. Each research facility will have guidelines that include a defined space formula and other considerations for use of space in the research facility as well as additional criteria that can be considered for space assignment. Active faculty, institute directors, and research scientists who meet the space formula for a research facility will be assigned research space in that research facility. These space assignments will be reviewed periodically by the SVPR through the process described in this policy.

III. SCOPE

This Policy applies to all University employees.

IV. PROCEDURES

A. Research Space Mandate

The mandate of the SVPR is to maintain an overall inventory of all research space at NSU, review new research space allocation requests and oversee the review of existing research space allocation and utilization in keeping with the allocation mechanisms and guidelines described herein. The SVPR will coordinate all research space assignments and reassessments with the appropriate deans.

The SVPR is also responsible for reviewing space requirements associated with recruitment of new researchers. To accomplish this, the SVPR must be included in the recruitment phase for new researchers. The SVPR or his designee will interview candidates, along with representative from the building/facility, to learn space, equipment and special research needs to make assessment of how NSU can accommodate the new researcher. The SVPR will make recommendations to hiring dean.

B. Research Space Eligibility

NSU institute directors, active faculty members, and research scientists whose research is (primarily) conducted on campus are eligible for research space assignment. Research space assignment requires that the research is (primarily) done in the location requested. Per the research facility specific guidelines, research space may also be allocated to a college or institute.

An institute director meets all of the following criteria:

- holds the title of director of one of the NSU's research institutes or centers.
- has sponsored funding expenditures as PI that meets the criteria for the space requested. In cases where this criteria is not met, annual spendable income from philanthropy can be considered at 50% of total annual spendable income from philanthropy.

An active faculty member meets the following criteria:

- holds rank at the level of Assistant, Associate or (full) Professor
- has sponsored funding expenditures as PI that meets the criteria for the space requested. In cases where this criteria is not met, annual spendable income from philanthropy can be considered at 50% of total annual spendable income from philanthropy.
- has published within the last three years;
- supervises Honors College thesis undergraduate students, graduate students, doctoral students, or postdoctoral trainees.

Visiting or adjunct faculty are not eligible to receive research space assignments; nor are faculty members whose primary research activities are based at locations other than their base campus.

A research scientist meets the following criteria:

- has sponsored funding expenditures as PI that meets the criteria for the space requested. In cases where this criteria is not met, annual spendable income from philanthropy can be considered at 50% of total annual spendable income from philanthropy.
- has published within the last three years;
- supervises Honors College thesis undergraduate students, graduate students, doctoral students, or postdoctoral trainees.

C. Research Space Request

The procedure for all research space requests is to submit a request through the research space request portal. This online request form routes to SVPR, who will assess the request via the process described in this document.

D. Research Space Review Process

1. There are two ways to initiate the process:
 - A research space request is submitted as a result of needs like newly awarded funding, faculty recruits with funding, impending grant submission, etc.
 - A periodic audit where the SVPR assesses the allocation and utilization of all research space.
2. The space formula and other considerations, as defined in the research facility-specific guidelines, are applied to the request by the SVPR.
3. Input from appropriate institute directors, deans, or other stakeholders specified in the research facility guidelines is solicited by SVPR.
4. Space assignment and reassignment is made by SVPR.
5. SVPR coordinates sign off on all research space decisions.

E. Research Space Formula

The research facility-specific space formulas used to determine (along with other considerations as appropriate) research space allocation is based on a PI's annual sponsored funding expenditures from eligible external funding sources. Note that "eligible funding sources" as used for space allocation purposes only include funding that is administered at NSU. The portion of funding spent at other research centers may be excluded for space allocation purposes. Although quantitative measures used in the research space formula may not be the final determinant of space allocations, they provide an important step in the evaluation process. Idiosyncrasies associated with particular lab configurations and requirements will be addressed as needed.

F. Terms of Use for Research Space

- a. Allocated research space is based on availability and is assigned to a PI, institute, college, Core Facility, or Shared Infrastructure and its use is subject to periodic standard performance and utilization review of users.
- b. Research space assignments will be made with a priority given to maximizing efficiency for shared resources, research productivity, and the opportunity for collaboration.
- c. Research space assignments will be made with consideration given to equipment placement and health, fire, environmental, and life safety and compliance.
- d. A PI, institute director (if applicable) and their dean will be notified if there will be an increase or decrease in the amount of allocated space, based on the criteria set out in this document. Any increase in allocated space is subject to availability and necessity.
- e. One-time and recurring costs associated with changes to research space assignments are the responsibility of the PI and their college or institute.
- f. Research space, office space and/or workstations cannot be reassigned by one PI, institute director, or college to another PI, institute director, or college.
- g. A PI, institute director, or college is responsible for providing space within their allocated space for members of their research team.
- h. The PI, institute director, or college will be responsible for providing space to any visiting research scholars they are hosting from their already allocated research space as no additional space will be provided.
- i. When a PI leaves the University or vacates research space for other reasons, the research space assigned to the PI will revert to the SVPR for reassignment (subject to the mechanisms herein).
- j. A PI on an approved leave retains the use of his/her allocated research space, including office space, depending on the duration and nature of the leave.
- k. A PI who is allocated research space must abide by terms and conditions set out by the University pertaining to the use, operation, academic, and financial obligations of research space. Research space allocation may be terminated for any PI who has been found to be in violation of this policy. In the case of space termination, the SVPR has the sole right to re-assign the research space.

G. Additional Considerations

1. PI Offices

A PI, institute director, or college who has been allocated research lab space may be eligible for one office per PI, ideally in proximity to their research lab. This depends on the research facility guidelines and office availability and if needed office space can be assigned on other parts of campus. PIs may have only one assigned office at NSU. PIs and institute directors with research space assignments of multiple lab bays may be granted additional office spaces for their team, depending on office availability.

PIs who do not qualify for a private office may be considered for a shared office space, contingent on availability and their research facility guidelines. Any office reconfiguration costs will be the responsibility of the PIs college and/or institute.

2. Research Personnel Laboratory Workstations

PIs, institute directors, or deans are responsible for assigning workstations within their laboratory research space to their lab personnel, postdocs, research associates, assistants and technicians.

3. Research Space Allocation Appeals

In the event that a PI, institute director, or college disputes their space allocation the following procedure will apply:

1. A PI, institute director (if applicable), and their dean may submit an appeal by email to the SVPR at RSA@groups.nova.edu to supply any new information for consideration.
2. The request must be submitted within 15 working days of research space allocation notification of space decision.
3. The SVPR will respond within 15 working days.
4. If warranted, the research space allocation will be adjusted, subject to availability.

V. REFERENCES

Individual Facility Research Space Guidelines:

- [Center for Collaborative Research \(CCR\)](#)
- [Guy Harvey Oceanographic Research Center & Parker Building](#)
- [Health Professions Division \(HPD\)](#)
- [Tampa Bay Regional Campus](#)
- [Puerto Rico Regional Campus](#)

VI. COMPLIANCE CONTACT

If you would like further information on this NSU Policy, or have additional questions, please contact RSA@groups.nova.edu.

VII. ENFORCEMENT

All employees having roles or responsibilities covered under this policy are expected to be thoroughly familiar with the policy and its procedures and obligations as they pertain to the employee's role. Failure to comply with this policy may result in disciplinary action pursuant to all applicable university policies and procedures.