



Puerto Rico Campus

Research Space Allocation Guidelines

11-1-2025

**Puerto Rico Campus
Research Space Allocation Guidelines**

Contents

- I. Purpose 3
- II. Definitions 3
- III. Principles 4
 - Ownership of Research Space..... 4
 - Eligibility Criteria 4
- IV. Space Allocation Formulas and Other Considerations 4
 - Space Formulas 5
 - Other Considerations 5
- V. Research Space Request Procedure 5
- VI. Implementation 6
- VII. Dispute Mechanism 6
- VIII. Guidelines Maintenance and Version Revision History 6
 - Guidelines Maintenance 6
 - Version/Revisions..... 6
- Appendix 7

Puerto Rico Campus Research Space Allocation Guidelines

I. Purpose

To optimize the use of valuable research space at NSU's Puerto Rico Campus 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 guidelines described herein.

The purpose of the current guidelines is to:

- ♣ Establish the principles regarding research space allocation at the Tampa Bay Regional Campus;
- ♣ to define unique space allocation considerations specific to these spaces;
- ♣ facilitate access to research space for new/early/internally funded/unfunded investigators;
- ♣ describe the research space allocation formulas.

The key factors considered in the assignment of research space include type and scope of research, the building and space requested (if applicable), and the application of space formulas. Other considerations are described in detail in section IV, and include gifts and development funds, endowments, internal grant funding or pilot project funding. All research space requests are evaluated in the context of the career stage and past performance of each researcher and contractual obligations of the researcher. Finally, Flex Laboratory Space has been created to support researchers who are new/early/internally funded/unfunded investigators who may not qualify for research space assignments based on their sponsored funding expenditures.

II. Definitions

Research Space as used in this policy, refers collectively to wet lab or dry lab space at the Puerto Rico Regional Campus that are assigned to NSU faculty members and researchers to support their research activities. These spaces are not the same as instructional research labs where the primary purpose is teaching. Although the research designation is applied to spaces that routinely include student researchers, research labs are designated as such due to the funded research activity taking place in the lab.

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. Dry laboratories may include office space.

Flex Laboratory Space is lab space available to new/early/internally funded/unfunded investigators that is assigned temporarily, and access can be requested through the NSU Research Space Request Portal. These labs may be shared among multiple researchers. Shared spaces or equipment within these labs will have clearly delineated schedules to avoid conflict of research activities.

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.

Puerto Rico Campus Research Space Allocation Guidelines

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.

Useable Space at the Puerto Rico Campus is defined as wet and dry labs. Spaces that are unfinished and available for future build-out are not included as usable space. Spaces not counted as usable space include corridors and facility support spaces. The calculation of useable space will be reviewed annually during the annual audit process.

SVPR is the Senior Vice President of NSU's Division of Research and Economic Development, and the responsible party for implementing these guidelines.

III. Principles

Ownership of Research Space

All research space is the property of and administered by Nova Southeastern University, as managed by the SVPR.

Eligibility Criteria

Only institute directors, active faculty members, and research scientists whose research is (primarily) conducted on campus will be eligible for research space assignment.

Meeting the requirements of the Puerto Rico Campus space formula determines if someone is eligible for space in these locations. If the requirements of the space formula are not met, then other considerations (as defined below) may be used.

IV. Space Allocation Formulas and Other Considerations

Research spaces vary considerably relative to their age, resources and infrastructure. For this reason, Puerto Rico Campus research spaces have separate space formulas suited to the facility's characteristics. Space formulas and items listed under "Other Considerations" are used to determine research space assignments:

- A. Spaces include research wet labs, research dry labs, and either of these types of spaces can function as Flex Lab Spaces.
- B. For research wet labs and research dry labs, space formula is annual sponsored funding expenditures of \$75 per sq.ft.
- C. Flex Lab Spaces are available to new/early/internally funded/unfunded investigators, and these requests are assessed on a case-by-case basis. Each assigned user will have a specific assignment of space (bench space, cabinets, hoods, etc.) that is displayed within the lab (floor plan or comparable). Shared spaces or equipment within these labs have clearly delineated schedules to avoid conflict of research activities.

Puerto Rico Campus Research Space Allocation Guidelines

Space Formulas

Annual sponsored funding expenditures: Puerto Rico Campus Spaces \$75 per sq. ft. or Flex Lab Space.

These calculations are derived from the annual sponsored funding expenditures target for each research facility, divided by actual square feet of usable space. For a definition of usable space, see “Definitions.”

Other Considerations

If the space requestor does not have sufficient external sponsored funding expenditures to qualify for the requested research space, the criteria listed below will be considered in making research space assignments. All assignments made to those who do not have sufficient sponsored funding expenditures to qualify for the space (per the space formula) will be temporary and subject to reassignment. The other considerations taken into account for those who do not meet the space formula are as follows.

- Research productivity metrics
 - Peer-reviewed publications in non-predatory journals within the last 3 years, and their impact factor
 - Professional presentations
 - Patents
 - Organization of international conferences
- Annual spendable income from philanthropy (weighted at 50%)
- Thesis doctoral or graduate students
- Undergraduate and Honors College thesis students working in the lab and making a significant contribution to the research
- Research supporting the approved research themes of the facility
- Demonstration of continued and earnest research effort by evidence of external grant applications, acquisition of PRDGs, publications submitted for journal review, active mentoring of undergraduate, thesis/dissertation graduate students and/or postdocs.
- Demonstration of significant levels of active research that has the potential for successful grant acquisition and peer-reviewed academic journal productivity.
- All considerations above should be evaluated in the context of the career stage of each researcher and contractual obligations (including, but not limited to, contractual time allocated to performing research, contractual obligations/requirements for research) of the researcher.
- Compatibility with research vision of the requestor’s College/Department and/or the University.
- Special purpose labs, or special space and equipment requirements.

V. Research Space Request Procedure

The procedure for all research space requests is to submit a request through the research space request portal. This includes requests for new or additional research space, research space that will be needed for a grant submission, or requests for Flex research space. The SVPR will assess the request via the process described in the [Research Allocation Process Chart](#) (see Appendix). All

Puerto Rico Campus Research Space Allocation Guidelines

requests for research space are shared with the requestor's College/Department administration and final decisions are made with their input and guidance. If changes are indicated, sufficient grace period and notice will be provided.

VI. Implementation

Please see NSU Research Space Allocation website at <https://research.nova.edu/dor/research-space/index.html>.

VII. Dispute Mechanism

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 RSA@groups.nova.edu to supply any new information for consideration. Please note that all appeal emails concerning the Puerto Rico Campus must include a cc: to the requestor's College/Department.
2. The request must be submitted within 15 working days of research space allocation notification of space decision.
3. The Division of Research will respond within 15 working days.
4. If warranted, the research space allocation will be adjusted, subject to availability.

VIII. Guidelines Maintenance and Version Revision History

Guidelines Maintenance

This document will be periodically reviewed by the SVPR and updated as needed to assure that research resource allocations are properly aligned with the strategic goals of NSU.

Version/Revisions

The table below documents the version/revision history for this guideline. A cumulative version/revision history for this document is maintained for seven years.

Date	Version	Summary

**Puerto Rico Campus
Research Space Allocation Guidelines**

Appendix

NSU Research Space Allocation Process Flow Chart

