

Department of Veterans Affairs
Harry S. Truman Memorial Veterans' Hospital
800 Hospital Drive
Columbia, Missouri

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Issued by: Research

ALLOCATION OF RESEARCH SPACE

1. **PURPOSE:** To provide a mechanism for the optimal allocation and ongoing adjustment of research space within the Harry S. Truman Memorial Veterans' Hospital (HSTMVH). Space is an extremely valuable resource at this Medical Center. This memorandum establishes the Research Space Committee (RSC) and defines responsibilities and functions of the Committee.
2. **POLICY:** All research space assignments at the HSTMVH that are recommended by the RSC will be forwarded to the HSTMVH Space Committee. All minutes will be reviewed and approved by the Medical Center Director. All final space assignments rest with the approval of the Medical Center Director. RSC minutes, letters to investigators, funding ratios, and other relevant correspondence will also be forwarded to the Research and Development Committee.
3. **DEFINITION:** Research space is defined as space used for research activities including wet labs, dry labs, Research Administration, Animal Care Facilities, and offices assigned for research staff. Only one office per Full Time Equivalent (FTE) employee is allowed per station policy. Physicians who are also active funded researchers are entitled to one exclusive office in either their clinical or research setting, depending on where the majority (5/8ths) of their time is spent.
4. **ROLE OF THE RSC:** The primary role of the RSC is to deliberate and recommend space assignments that result in the re-assignment of research space. In particular, a RSC recommendation would be sought when the space reassignment results (or will likely result) in the partial or complete non-voluntary displacement of another investigator. The RSC does not oversee the daily management of research space nor is it involved in all space transactions. Overall management of the research space is overseen by the Associate Chief of Staff, Research and Development through the Office of the Chief of Staff and the Office of the Director.
5. **COMMITTEE MEMBERSHIP:** The Research Space Committee, a sub-committee of the HSTMVH Space Committee, will consist of the following members:

Chair: Associate Chief of Staff for Research & Development (ACOS/R&D)
or designee

Voting Members: Chief of Staff (COS) or designee
Chair, Research & Development (R&D) Committee
Director, Specialty Care Service Line or designee
Director, Primary Care Service Line or designee
Fiscal, Chief Financial Officer
Staff Assistant to the Director

Ex Officio/Non-voting Members:

Administrative Officer, Research and Development

6. **ASSIGNMENT OF SPACE:** Request for research space and/or renovations begins by completing "Space Request Forms" (Attachments 1, 2, and 3).

a. The RSC will recommend space assignment, or reassignment, for Principal Investigators (PIs) based on utilization, funding, appointment, and proximity to investigators with similar areas of research. Requests by PIs for adjustments in space will be made through their respective Service Line Directors, who must agree with and sponsor requests submitted for additional space or space changes. Recommendations regarding space assignments will be made by the RSC and approved by the Chair, HSTMVH Space Committee. The Medical Center Director will approve or disapprove the RSC recommendations.

b. Assignment of space for offices in Research will be based on these guidelines:

(1) Office space for PIs is severely limited in this facility. Offices are reserved for PIs present at the HSTMVH greater than 60% time.

(2) Offices for Fellows (M.D.s and Ph.D.s) will be provided when possible, when appropriate, and only after all PIs are accommodated.

(3) Research technical staff may be provided workspace as available.

c. Recurring Assessment and Re-assignment: The RSC will formally assess research space at least every six (6) months and re-assign space between PIs as needed. The following criteria will be used:

(1) Research space will be allocated only to active investigators, defined as Principal Investigators of active funded Department of Veterans Affairs (VA) or other extramural or intramural research grants that are approved by the VA Research and Development (R&D) Committee.

(2) Research space will be considered only for those programs that are considered priorities for the mission of the Harry S. Truman Memorial Veterans' Hospital.

(3) The amount of assigned space allocated will be based on funded competitive research activity. In assessing research activity, the RCS shall consider the level of direct expenditures (in the manner reported in the Research and Development Information System [RDIS] report) per square foot assigned to the investigator. To provide up-to-date funding values, the funding ratio will be generated based on the most recent budget information received in the ITA (initial target allowance) and other intramural/extramural grant update queries rather than relying on the annually-reported RDIS report values. This level of research support will be compared with a benchmark (mean expenditure dollars per square foot of assigned space) set by the other investigators in the Medical Center. Investigators who are substantially below the benchmark (i.e., whose support is less than two-thirds of the benchmark) may have space re-allocated by the RSC. For allocation purposes, shared space will be *equally* divided among PIs using that space.

- (4) The overall benchmark for investigators will be adjusted as follows:
- (a) A higher level will be set for investigators who are not clinically active (20% greater expectation).
 - (b) A lower level will be set for entry-level (Assistant Professor or less) faculty (20% reduction).
 - (c) A lower level will be set for faculty who have full-time research Fellows in recognized training programs or who provide space for active research faculty, with a time limit of four (4) years for each Fellow (10% reduction for each Fellow or faculty member, up to a 50% reduction).
 - (d) Levels will be adjusted using the Veterans Equitable Resource Allocation (VERA) discount rates (VA sources of funding are calculated at a ratio of 1.0, non-VA federal awards are calculated at a ratio of 0.75, and other awards including foundation and industry awards are calculated at a ratio of 0.25).
- (5) Exceptions to the above criteria include the following:
- (a) Newly recruited faculty members, for whom the Service Line Director, upon recommendation of the Chief of Staff, can request space for up to two (2) years.
 - (b) Established PIs with a record (within the past two years) of high productivity (two or more first or senior authored publications per year) and research support (greater than \$100,000 direct costs per year) who are within a short period (one year or less) of low funding. These PIs would be expected to have a very strong likelihood of significant funding available within one year, and other factors that indicate that reassignment of space would be of net detriment to the research mission of the Medical Center. These investigators must be actively submitting grant proposals for significant funding (directs > \$100,000 per year). For an additional 12-month period, space may be granted with the agreement of the RSC for "bridge" research space. The final decision regarding "bridge" research space remains with the Medical Center Director.

7. INVESTIGATOR NOTIFICATION OF FUNDING RATIOS AND REALLOCATION OF SPACE: Space identified by the RSC during its surveys as underutilized (as defined by the current local funding benchmarks) will result in either notification of the investigator that their space may be considered for reassignment or will be added to the general research space pool available for accommodating space requests and for new recruitments. Space identified by the Chair, RSC, as underutilized will be submitted to the RSC for further consideration. The letter sent to investigators notifying them that the space assignment may be considered for reassignment will use the template in Attachment 4. The letter sent to the investigator notifying them that their space is being reassigned will use the template in Attachment 5. Reassignment letters are co-signed by the COS and Medical Center Director. These letters will be forwarded to the Research and Development Committee.

(a) All changes in research space will be formalized in the RSC minutes. Once all minutes are approved by the Medical Center Director, the following will occur:

(1) The Chair, RSC, will communicate these actions to the affected PI.

(2) A point of contact (POC) will be identified to the Chair, HSTMVH Space Committee, to coordinate move.

(3) The Administrative Officer for Research and Development (AO/R&D) will coordinate a move date with the POC or PI. Disputes are adjudicated by the ACOS/R&D.

(4) The PI will be responsible for removal and disposal of all excess equipment, removal of all chemicals or liquids from equipment prior to relocation, ensuring all chemicals have been marked appropriately, and that all materials and supplies are packaged for safe transport.

(5) The PI's POC will coordinate the move of all equipment, computers, phones, and personal belongings provided all the above have been performed.

(b) PIs whose laboratory and/or office space is to be reallocated will be provided with a **one month notice** by the RSC. **Acute needs may warrant shorter notice.**

(c) Physician researchers who provide patient care and have an office in Research space and no longer perform funded, competitive research, may be asked to relocate their office into Medical Center space. The PI will be notified by the Chair, RSC, or designee. This request will go to the HSTMVH Space Committee.

8. COMMUNICATION: As soon as a proposal is being considered by the RSC for research space reallocation a letter will be generated using the text found in Attachments 4 and 5. The Chair of the RSC, or designee, will notify, as applicable, the Service Line Director, the Department Chairperson, and the Dean's office by carbon copy.

Written notification of the decision signed by the Chair, or the designee, will be issued to the affected PI. The PI will be invited to the next RSC meeting to discuss their space issues and make a brief presentation. After the PI's presentation, there will be a discussion and determination of whether or not additional information is needed. If the RSC determines that further information is not needed, a vote will be taken by the RSC to forward a recommendation to the Medical Center Director. **There is no appeal process.**

9. NEW SPACE REQUESTS: When it meets the role of the RSC as stated above, the RSC may deliberate space requests for faculty recruits and/or their staff or when research space comes available through the departure of an investigator or the conversion of non-research space into research space.

9. RENOVATIONS: The RSC will also prioritize research space renovation requests made to the Medical Center. All requests for renovation will be documented on the appropriate "Request Forms" (Attachments 1, 2, and 3) and submitted to the RSC. Renovations will be executed when funds are deemed available.

10. **FOLLOW-UP RESPONSIBILITY:** ACOS/R&D.

11. **RECISSIONS:** July 24, 2009.

APPROVED:

Sallie Houser-Hanfelder, FACHE

SALLIE HOUSER-HANFELDER, FACHE
Director

Date: 11/8/10

Key Words: Allocation, Research Space, RSC Investigator

Attachment 1

Request for VA Laboratory Research Space

All space requests owned by VA Research, or affecting current VA Research space, shall use this form. In addition, a complete summary of grant information must be included with the request. This request should be submitted directly to the local VA Research and Development Office.

Requesting PI:

Current VA Appointment (FTE in 8^{ths}):

Current Funding Source:

Total Direct Cost of Award:

Start/Stop Dates of Award:

Percent of Project to be conducted in VA Space:

Provide total square feet of all MU research space assigned to PI:

Provide verification of MU Office space for PI:

Confirmation of MU Department Chair: _____

1. **Date Space Needed:** Indicate timeframe for proposed request (if needed by certain date):

2. **Space Request:** Briefly describe the program needs, functional problems or deficiencies, environmental health, and/or safety impacts:

Office Space Request

List number and types of individuals:

<u>Staff Position</u>	<u>Number of Staff Members</u>	<u>% Time on Site</u>
MD Fellows		
Residents		
PhD Post-doctoral Fellows		
Graduate Students		
Undergraduate Students		
Staff		

Research Laboratory Needs

Predominant lab use (chemical synthesis/molecular biology/ pathology, etc.):

Indicate specific laboratory needs as follows:

Chemical Fume Hoods:

Biological Safety Cabinets:

Cold Room Access:

Ultra Low Freezer Access:

Radioactive Material Rooms (List type and amount of activity to be used):

Indicate any large equipment requirements (ultra-centrifuge, cyromicrotomes, etc.):

Indicate any power requirements above typically supplied (110v/15 amp):

Indicate any equipment producing excessive amounts of heat (ultralow freezers/drying ovens, etc):

Animal Research Needs

Indicate the species:

Estimate the total animal usage per year:

Estimate the maximum number of animals on hand at any one time:

Indicate any special housing requirements (barrier facilities/ single housing/ pathogen issues, etc):

Indicate plans to use the VA BIC by instrument type: (MRI/PET/SPECT/CT):

3. Impact on Utilities: Indicate if the proposed space request will impact existing utilities.

- | | |
|--|---|
| <input type="checkbox"/> Normal electrical power changes | <input type="checkbox"/> Computer Changes |
| <input type="checkbox"/> Emergency power needed | <input type="checkbox"/> Phone Changes |
| <input type="checkbox"/> Lighting Changes | <input type="checkbox"/> Water, sewer, etc. |
| <input type="checkbox"/> Heating Ventilation changes | <input type="checkbox"/> Don't know |

Other – please specify:

4. **Furniture & Furnishings:** Indicate whether you will need any changes to furniture or furnishings (i.e., blinds, drapes).

Need furniture; see attached furniture request

No impact on furniture; move existing furniture

No impact on furnishings

5. **Other:** Describe any other impacts or information that may be pertinent to the space request and, if approved, to the space move:

6. **Point of Contact:** Indicate the name, phone number, and pager of the one point of contact for all questions and coordination for all space changes. Name:

Phone Number: Pager:

ACOS/R&D

(All space requests must be signed by the ACOS/R&D)

Attachment 2

Annual VA Laboratory Research Space Utilization Assessment

Please complete the following VA research laboratory space utilization assessment form. Indicate information on all sources funding for currently approved VA R&D research projects. This request should be submitted directly to the local VA Research and Development Office.

PI:

Current VA Appointment (FTE in 8^{ths}):

List all rooms (including office space) currently assigned to your VA research program:

Please provide information about your current funding as follows:

Project #1

Funding Source:

Role in Project:

Total Direct Cost of Award:

Start/Stop Dates of Award:

Percent of Project conducted in VA Space:

Project #2

Funding Source:

Role in Project:

Total Direct Cost of Award:

Start/Stop Dates of Award:

Percent of Project conducted in VA Space:

Project #3

Funding Source:

Role in Project:

Total Direct Cost of Award:

Start/Stop Dates of Award:

Percent of Project conducted in VA Space:

Project #4

Funding Source:

Role in Project:

Total Direct Cost of Award:

Start/Stop Dates of Award:

Percent of Project conducted in VA Space:

(Continue with additional project information as necessary)

Please provide information about your pending funding as follows:

Project #1

Funding Source:
 Role in Project:
 Total Direct Cost of Award:
 Start/Stop Dates of Award:
 Percent of Project Conducted in VA Space:
 Date of Proposal Submission:

Project #2

Funding Source:
 Role in Project:
 Total Direct Cost of Award:
 Start/Stop Dates of Award:
 Percent of Project Conducted in VA Space:
 Date of Proposal Submission:

Project #3

Funding Source:
 Role in Project:
 Total Direct Cost of Award:
 Start/Stop Dates of Award:
 Percent of Project Conducted in VA Space:
 Date of Proposal Submission:

Provide total square feet of all MU research space currently assigned to PI:

Provide verification of MU Office space for PI:

Confirmation of MU Department Chair: _____

Current Research Program Staff

List number and types of individuals currently performing research at the VA either as VA employees or WOC's

<u>Staff Position</u>	<u>Number of Staff Members</u>	<u>% Time on Site</u>
MD Fellows		
Residents		
PhD Post-doctoral Fellows		
Graduate Students		
Undergraduate Students		
Technical Staff		

Planned Animal Research Needs

Indicate the species:

Estimate the total animal usage per year:

Estimate the maximum number of animals on hand at any one time:

Indicate any special housing requirements (barrier facilities/ single housing/ pathogen issues, etc):

ACOS/R&D

(All space assessments must be signed by the ACOS/R&D)

Total lab space assigned:

Total office space assigned:

Annual direct costs in funding:

Attachment 3

Request for VA Clinical Research Space

All space requests owned by VA Research, or affecting current VA Research space, shall use this form. In addition, a complete summary of grant information must be included with the request. This request should be submitted directly to the local VA Research and Development Office.

Requesting PI:

Current VA Appointment (FTE in 8^{ths}):

Current Funding Source:

Total Direct Cost of Award:

Start/Stop Dates of Award:

Percent of Project to be conducted in VA Space:

Provide total square feet of all MU research space assigned to PI:
(Include laboratory and office space)

Provide verification of MU Office space for PI:

Confirmation of MU Department Chair: _____

3. **Date Space Needed:** Indicate timeframe for proposed request (if needed by certain date):

4. **Space Request:** Briefly describe the program needs, functional problems or deficiencies, environmental health, and/or safety impacts:

Office Space Request

List number and types of individuals that will require office space if available:

<u>Staff Position</u>	<u>Number of Staff Members</u>	<u>% Time on Site</u>
MD Fellows		
Residents		
PhD Post-doctoral Fellows		
Graduate Students		
Nursing Staff		
Technical Staff		

Clinical Research

Indicate staffing needs (Nursing/technical support/ etc.):

Identify amount of time personnel will be on site:

Indicate Clinic Space needs (Clinic and room number):

Indicate essential Office Space Needs (Nurse Coordinator, etc):

Estimate hours utilized per week:

Approval by Service Line Director: _____ -

7. **Impact on Utilities:** Indicate if the proposed space request will impact existing utilities.

- | | |
|--|---|
| <input type="checkbox"/> Normal electrical power changes | <input type="checkbox"/> Computer Changes |
| <input type="checkbox"/> Emergency power needed | <input type="checkbox"/> Phone Changes |
| <input type="checkbox"/> Lighting Changes | <input type="checkbox"/> Water, sewer, etc. |
| <input type="checkbox"/> Heating Ventilation changes | <input type="checkbox"/> Don't know |
| <input type="checkbox"/> Other – please specify: | |

8. **Furniture & Furnishings:** Indicate whether you will need any changes to furniture or furnishings (i.e., blinds, drapes).

- Need furniture; see attached furniture request
- No impact on furniture; move existing furniture
- No impact on furnishings

9. **Other:** Describe any other impacts or information that may be pertinent to the space request and, if approved, to the space move:

10. **Point of Contact:** Indicate the name, phone number, and pager of the one point of contact for all questions and coordination for all space changes. Name:

Phone Number: Pager:

ACOS/R&D

(All space requests must be signed by the ACOS/R&D)

Attachment 4

Per the HSTMVH Research Space Policy, the HSTMVH Research Space Committee is charged with a semi-annual review of the space assigned to Principal Investigators. The HSTMVH Research Space Committee reports to the HSTMVH Space Committee who then reports to the Medical Center Director. Final decisions regarding space at the HSTMVH are the purview of the Medical Center Director.

The primary metric used by the Research Space Committee is the ratio of research awards per square feet of assigned space. Your current award to space allocation ratio is \$[] / sq. ft. If you believe this ratio is in error, please contact the ACOS or AO, Research and Development.

Because of this funding ratio, space currently assigned to you may be considered for reassignment by the HSTMVH Space Committee when deliberating space requests.

The HSTMVH Research Space Committee and the Research and Development Committee would welcome a synopsis of your research plan that includes elements such as:

- grants submitted or in preparation,
- pending funding,
- any other funding issues or considerations that are relevant.

Please contact me if you have any questions.

JOHN D. WHITED, MD, MHS
Chair, HSTMVH Research Space Committee

Enclosure: HSTMVH Research Space Policy

Cc: Service Line Director, Department Chairperson, Associate Dean for Research

Attachment 5

The HSTMVH Research Space Committee has voted to reassign space allocated to you to another investigator. The space that will be re-allocated includes:

[ROOM NUMBER]
[AREA WITHIN THE ROOM]
[EFFECTED EQUIPMENT]

The effective date of this re-allocation is [DATE].

Please coordinate the removal of any equipment, disposal of supplies, and other features of the move with the AO, Research and Development.

The primary metric used by the Research Space Committee in these re-allocation decisions is the ratio of research awards per square feet of assigned space. Your award to space allocation ratio is [\$/SQ FT].

Please contact me if you have any questions.

JOHN D. WHITED, MD, MHS
Chair, HSTMVH Research Space Committee

CONCUR/DO NOT CONUR

CONCUR/DO NOT CONCUR

LANA ZERRER, MD
FACHE
Chief of Staff

SALLIE HOUSER-HANFELDER,
Director

Cc: Service Line Director, Department Chairperson, Associate Dean for Research