

HHS Research Space Allocation Policy

8/20/2020

Background

Research is a dynamic process and research space needs expand and contract over time; HHS must meet the changing needs and emerging opportunities of its scientists as research is a critical mission component of the school. Therefore, each year, the HHS Office of Research (OOR) will re-inventory the space(s) and schedule cleaning and other needed maintenance. Additionally, researchers will be asked to re-establish their application for use of the space.

The allocation of HHS Research Space and advocacy for additional space, as needed, should foster the HHS and the UNC Greensboro research enterprise, and we hope that this will allow faculty to further their scientific achievements.

OOR is charged with managing/maintaining select research space in the Stone Building and, eventually, in the Nursing and Instructional and in the new building in the Health and Wellness District on the Millennial Campus along Gate City Blvd. Space is at a premium campus-wide given continued growth in academic and research programs. Thus, good planning and clear priorities to guide decisions about space allocation are needed. The purpose of this document is to: (1) clarify which research spaces are managed by HHS OOR; (2) to lay out a process for requesting research space; and (3) to clarify the priorities and considerations that will be used in making decisions regarding research space allocation.

Appendix A includes an overview of research space managed by the HHS OOR, to which this policy refers.

In addition, most departments manage/maintain research space. In fact, the vast majority of research space in HHS is managed at the department-level. The manner in which this is done varies by department with some departments using a shared space model (multiple faculty share space and equipment), some a dedicated space model (specific faculty or projects are assigned a space), and some a blend. Departments should make efforts to maximize existing research space to its fullest potential and are encouraged to develop their own priorities/guiding principles for research space allocation with faculty input. OOR is happy to assist with this process.

The Allocation of HHS Research Space

The Associate Dean for Research will make decisions regarding the allocation of HHS Research Space. These decisions will be informed by the factors noted below (provided information, priorities, and guiding principles) which were reviewed and approved by the HHS RAC, HHS Chairs Council, and HHS Dean. In instances in which the current HHS Associate Dean for Research requests space, decision making authority will fall to the Dean of HHS to avoid real and/or perceived conflicts of interest.

Requesting HHS Research Space:

1. Faculty should first request departmental research space.
2. If departmental space is unavailable or unsuitable given the nature/scope of work, faculty may request HHS Research Space in writing via email to the Associate Dean for Research and Assistant Dean for Research; currently Esther Leerkes (emleerke@uncg.edu) and Lisa Walker, (lbwalke2@uncg.edu). The relevant department chair(s) should be copied on the message, and the lack of suitable department space should be noted. The request should specify the type of work, needed space, and likely time frame; please see Appendix B for request form to be submitted with the email. In addition, requests for HHS Research Space must be noted in RAMSeS during the proposal development phase, if this will be funded research. Space needs will be revisited at the time of award. HHS Research Space is allocated on an annual basis via an emailed Memorandum of Understanding with the requesting faculty member(s).
3. If HHS Research Space is unavailable or unsuitable given the nature/scope of work, the Associate Dean for Research and/or Department Chair will communicate this need to the Vice Chancellor for Research and the Office of Space Management. The faculty member may be asked to provide additional information/justification.

HHS Research Space Priorities:

In allocating research space, the following priorities will be considered:

1. The absence of suitable departmental research space has been documented (i.e., noted in written request with further inquiries from the Associate Dean for Research addressed in writing or conversation).
2. The research is externally funded.
3. If for non-externally funded research, the research is highly likely to lead to competitive applications for external funding.
4. The planned research activities align well with the HHS/UNCG strategic plan and/or related initiatives.
5. For the new building in the Health and Wellness District, interdisciplinary research (i.e., involving multiple departments) is also a priority.

Guiding Principles in HHS Research Space Allocation:

1. Research space is to be used for research purposes.
2. Efforts will be made to honor existing agreements, but history alone is insufficient to justify ongoing use. A strong case must be made that the research maps onto the above research space priorities and these guiding principles.
3. Highly specialized research space (e.g., rooms designed to collect observational data or biological specimens) should be used for the intended purpose unless that need is not present at the time and unlikely to exist in the near future.
4. Whenever possible, projects will not be asked to exit space at a time that will undermine ongoing work. Exceptions may be made if non-externally funded research projects are housed in space that becomes needed for externally funded research, or if highly specialized space, currently being used for a different purpose, is needed for externally funded research or research highly likely to lead to external funding.

5. Research space must be maximized. For example, dedicated office space may not be justified if work can occur offsite. Multiple part-time staff may be asked to share office space; space may be re-designed via cubicles/partitions to increase the number of work areas in offices resulting in more but smaller spaces for individuals.
6. Whenever feasible (i.e., no IRB concerns, will not undermine work), the possibility of multiple projects sharing space should be explored.
7. When office space is needed for research teams, the following will be considered:
 - a. What is the primary location for data collection or contracted work? Ideally, teams should be near the primary site.
 - b. Does the team require frequent supervision by teaching faculty? Are key personnel enrolled in courses, and if so, how many, and are they part-time or full-time students (e.g., graduate and undergraduate students)? Priority for on-campus vs. off-site locations will be given to projects in which multiple members of a team have pressing/frequent on-campus responsibilities.
 - c. Efforts should be made to keep teams intact/near one another to promote efficiency and appropriate supervision.

APPENDIX A: HHS Research Space Managed by OOR

In the Stone Building:

The Behavioral Research Facility:

168: Small office for 2 to 3 research team members/postdocs.



181 Telemarketing room; cubicle space for 5 to 6 research team members, moveable cubicle walls, built-in counter & cabinets, large white board.



Above left, view of small conference table at front of room; above middle, view of built-in counter & cabinets and white board; and above right, sample cubicle for research team member.

189/190 Behavioral observation suite with video room 1/control room; built-in cabinets in each room, large floor-to-ceiling observational window between rooms. Below left, observational room; below right, control room with built-in counter & cabinets.



191/192 Large research office suite; 191 can hold 2 research staff; 192 can house 5 to 7 research staff. These rooms have the capacity to be used for observational research—but, are not ideally configured for this; hence they were converted to office space in 2018 given documented shortage of space for grant-funded research teams. The space could be re-converted to observational space if needed.



Above left, 191 individual office/control room; observational window looks into large room next door. Above right, 192 with modular/mobile office furniture. Each room has some built-in cabinets/counter space.

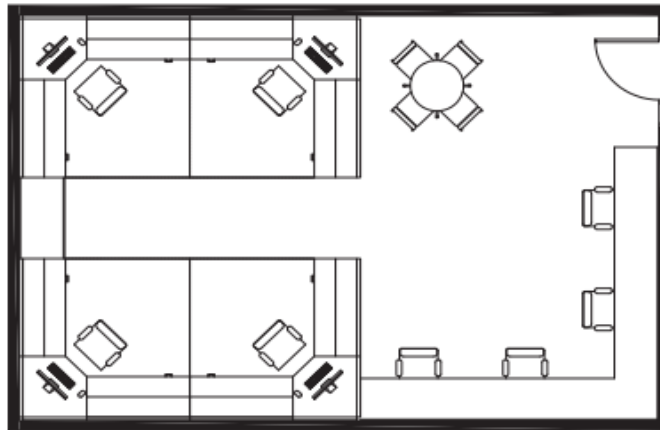
193/193A Behavioral observation suite with video room 2/control room-designed; built-in counter/cabinets, medium floor-to-ceiling observational window, small sofa, chair, side table. Ideal for conducting qualitative interviews from individuals or dyads.



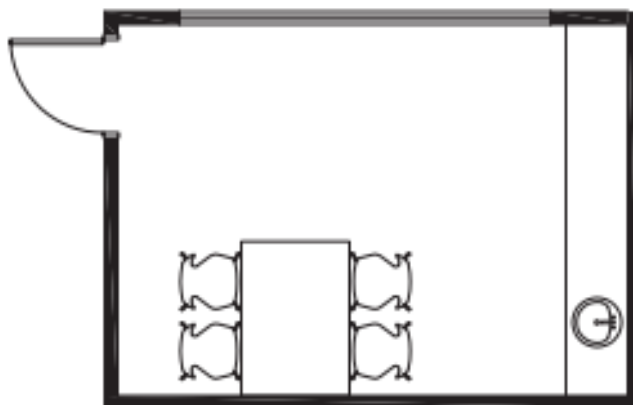
Above left, view of the observational research space with observational window behind curtains; above right, view of the control room with built-in counter & cabinets.

In the new Nursing and Instructional Building: (likely available in early 2021; more detailed descriptions/images will be added as they become available.) In addition to the space noted below, multiple meeting rooms ranging from small to large, in close proximity to these research spaces, may be available for research team meetings and some data collection needs (e.g., focus groups).

4 research team project offices (600 sf each) to hold approximately 8 research team members each; flexible work space that includes 4 semi-private workstations w/chairs, meeting table w/chairs, individual storage, file cabinets, 4 work stations along perimeter.



2 observational research suites, each with 200 sf observation room and 120 sf control room; the control room (not pictured) includes a work station w/chair, A/V equipment, & observational window, and the observation room (pictured below) includes built-in cabinets and a sink. Requested (but not confirmed) furniture includes a loveseat, armchair, and side table.



In the new building in the Health and Wellness District on the Millennial Campus along Gate City Blvd: (likely available in 2024 or shortly thereafter; detailed descriptions and pictures of these spaces will be added as the project moves forward.) Flexible health science-related academic, research, and community-related program space will be available.

APPENDIX B: Information Required when Requesting HHS Research Space

Name(s)/department(s) of faculty making request:

Brief description of project:

Funding source for project:

Proposed time-frame for the project (include months/years):

Describe space needs, be specific about how space(s) would be used, who would need access, if space needs will vary over the course of the project, please clarify (for example, observational space may not be needed in the final year of a grant funded project if data collection period will end, but office space need may continue):

Given the nature of the research, could the space be shared with other researchers? If so, how might such an arrangement work? Are there specific issues to consider about sharing space?

Brief explanation as to why departmental space is not suitable and confirmation this has been discussed with relevant department chair(s).

Indicate/explain which priorities map onto this request:

1. The absence of suitable departmental research space has been documented (i.e., noted in written request with further inquiries from the Associate Dean for Research addressed in writing or conversation).
2. The research is externally funded.
3. If for non-externally funded research, the research is highly likely to lead to competitive applications for external funding.
4. The planned research activities align well with the HHS/UNCG strategic plan and/or related initiatives.
5. For the new building in the Health and Wellness District on the Millennial Campus along Gate City Blvd, interdisciplinary research (i.e., involving multiple departments) is also a priority.