

## **HHS Research Space Allocation Policy**

8/20/2020; revised 3/6/24

### **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 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 [by completing this form](#), including all relevant details: Upon receipt of such a request, the Associate Dean for Research or Assistant Dean for Research Finance and Operations may reach out to the requestor seeking additional information and/or to the relevant department chair(s) to confirm the lack of suitable department space.
3. Requests for HHS Research Space tied to external grants/contracts must also be noted in Cayuse during the proposal development phase. Please alert the Pre-Award Specialist. This information should be added as a submission note.
4. Space needs will be revisited at the time of award.
5. 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 will 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.

Individuals granted use of HHS Research space:

1. Will receive a Memorandum of Understanding outlining the intended purpose, timeline, etc. Most allocations will be for a year or a grant/contract period, but such arrangements may need to be revisited as additional research space needs become apparent.
2. Are prohibited from making alterations without prior approval from the HHS Office of Research.
3. If alterations are approved, the current occupants are responsible for returning the space to its original condition which may require paying for repair/re-paint and/or cleaning.
4. Are prohibited from removing furniture from the space without prior approval from HHS Office of Research who may be able to arrange storage of furniture for future use.
5. NIB SPACE

## APPENDIX A: HHS Research Space Managed by OOR

### In the Stone Building:

The Behavioral Research Facility:

**168:** Small office up to 4 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 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.



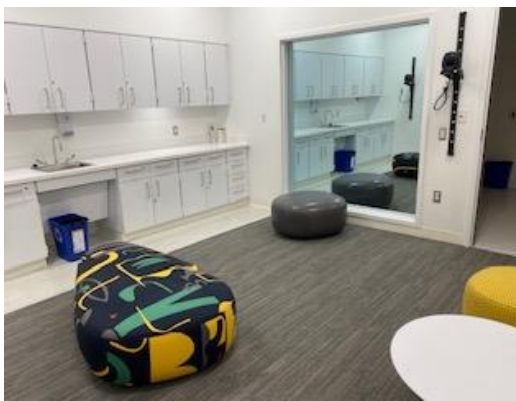
Above left, view of the observational research space with observational window behind curtains; above right, view of the control room with built-in counter & cabinets.

**In the Nursing and Instructional Building:** 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).

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



Two observational research suites, each with 200 sf observation room and 120 sf control room; the control room (pictured left below) includes a workstation with 2 chairs, A/V equipment, & observational window, and the observation room (pictured right below) includes built-in cabinets and a sink. Furniture includes soft seating and several side tables.



**In the Moore Nursing Building:** Flexible research and community-related program space is available.