What is a space survey?

- A space survey is the process of assigning institutional space into OMB Circular A-21 functional categories (Cost Pools) based on space use.
- Dartmouth College is reimbursed for facility expenses that relate to sponsored research.
- We allocate these costs via the Space Survey
What is a space survey?

- **Correct and accurate information** is crucial to support a fair level of indirect cost recovery.
- FY2007 Survey is required as part of Dartmouth College’s Facilities and Administrative Costs (F&A) Proposal.
- Time frame for the survey is for the entire Fiscal Year 2007.
Why is a Space Survey Necessary?

- Used to allocate Building and Equipment Depreciation, Capital Interest and Operations and Maintenance
- Facility components are not CAPPED. This influences the F&A rate.
- Space cost pool assignments must match the cost pools that are assigned to the accounts used to fund activities performed in the space.
Department Representatives… Why you??

- The departmental representative is usually the person knowledgeable about the departmental grant and contract and departmental account activity. Or, is able to facilitate this information gathering exercise.

- Space use must be determined (certified) by the users of the space or someone having first hand knowledge of how space is used.
Knowledgeable person is one who...

- Knows who occupies the room
- Knows how the room is used
- Knows room types (HEGIS)
- Has ability to code and prorate the room
- Has access to or can facilitate identifying sponsor and college sources supporting room activity
Who is involved with the space survey?

- Office of Sponsored Projects
- Department Representatives
- Facilities Representatives
- Campus Administrative Representatives
- Users of Space
Completing the Space Survey

Space Survey completion due May 31st, 2007

Filling out the survey.....
It is very important to know who actually occupies a room prior to assigning the space to cost pools and the funding sources for those people. Why?

Because user types can change the room cost pool coding depending on how they are funded.
User Type

- Faculty/Professor/Researcher
- Visiting Faculty/Professor/Researcher
- Lecturer/Instructor
- Visiting Lecturer/Instructor
- Research Associate/Assistant
- Research/Postdoctoral Fellow
- Academic Support Staff
- Research Support Staff
User Type

- Graduate Student - Paid
- Graduate Student - Unpaid
- Undergraduate Student - Paid
- Undergraduate Student - Unpaid
- Departmental Administrator
- Business/Financial/Budget Manager
User Type

- Computer Professional
- Engineering/Environmental/Science Professional
- Library Support Staff
- None of the above
Accounts

- Listing the accounts that support/fund the use of the room will assist in coding the cost pool for that room.
- Listing the accounts will also defend the cost pool codes when the government reviews the space survey.
Space Coding

SR
Organized Research

INSTR
Instruction and Department Research

DA
Departmental Administration

LIB
Library

OIA
Other Institutional Activities

OSP
Other Sponsored Activities/Projects
Space Coding

SR - ORGANIZED RESEARCH

- Space used for organized research funded by Federal government
- Other Sponsors
- Dartmouth funded projects that are separately budgeted and accounted for.
Organized Research activities are often supported by spaces shared by several researchers:

- Storage rooms
- Equipment rooms
- Glass Washing rooms

If only projects classified as organized research are utilizing the shared space, then code the areas as organized research.

If the shared space supports other uses, then allocate the space to reflect the relative portion (in terms of time and space).
Space Coding
SR - ORGANIZED RESEARCH
Research Support Rooms

- Conference rooms, amphitheaters and seminar rooms
- Documentation is required to allocate the percentage of time devoted to various functions
  - (Calendar, log books, copies of meeting notices)
- In absence of documentation, code space as Departmental Administration (DA)
Space Coding
INSTR – Instruction and Dept Research

- Activities related to professional and educational programs
- Research funded by the department that is not separately budgeted and accounted for
General departmental administrative activities and supporting functions

- Offices of departmental administrators
- Support areas
- Space used in common by departmental faculty and staff
- Portion of Chair’s office if it is used for administrative functions
Space Coding
DA – Departmental Administration

Examples of departmental space
- Copy room
- Kitchen
- Supply area
- Business office
- Lounge

In most circumstances space should **not** be split coded as departmental administration with organized research or departmental instruction and research.

Typical example of when it **should** be split coded is Chair’s or Department Head’s office.
Space Coding
LIB - Library

- Departmental library space which is meant for use by members of the department
- Library space may not be coded as organized research or departmental instruction and research, even if the departmental library supports these functions
Space Coding
LIB - Library

- Criteria used by federal auditors to verify the library function of space include:
  - Formal circulation policy
  - A librarian
  - Minimal use of the space for other purposes

- Departmental library space not meeting the federal criteria for that classification must be coded as DA - Departmental Administration
Space Coding

OIA – Other Institutional Activities

Space used for activities that are **not**
    instruction, research or administration

- Dining halls
- Dorms
- Public museums
- Theaters
- Etc....
Other sponsored activities are projects that are externally sponsored but that do not meet the definition of *organized research or instruction* as outlined previously.

Examples of such programs and projects are health service projects, community service programs, and clinical trials.
Space Coding:

Single Function Space

Space used for only one function/activity.

Examples:

Research Lab

- One staff person, 30 hours per week, paid from Organized Research funds
  
  = 100% Organized Research (SR)

- Three staff people, 150 hours per week, paid from Organized Research funds
  
  = 100% Organized Research (SR)
Space Coding:  
Multiple Function Space

(Space used in support of more than one function)

Example:

Research Lab-

- Two staff people:
  - one @ 50 hours per week, paid from Organized Research funds
  - one @ 25 hours per week, paid from Instruction/Departmental Research funds

67% Organized Research (SR), 33% Instruction (INSTR)
Other types of space...

Under renovation

- Space that was actually under renovation for substantially the entire year (discuss).
- If space was used during the year, code it according to its activity when occupied
Other types of space...

Vacant

- Space that is actually closed, entirely unused and not undergoing renovation for the entire year (discuss).
- Space used for specific function(s), but \textbf{not continually}, should be coded to the applicable cost pool.
- Rooms used at some point during the year should be coded to the function \textbf{when occupied}. 
Government Concerns

- (Base Vs. Space) Did the College match research space with research dollars?

- Was there consistency among departments in completing the survey?

- Did the person completing the room assignment and certifying the use have first hand knowledge (or facilitate gathering of info.) of room use, occupants and funding?
Government Concerns

- Was graduate/undergraduate student usage considered?

- How were functional use percentages determined and who made determination? (arbitrary or best estimate?)

- Did university identify all space occupants and funding sources? (students, visiting professors, summer education programs, seed money, departmental research)
A web-based solution!!!!

- Web-based browser technology, accessible to anyone with a computer and internet connection
- Easier to use than Excel
  - pop down menu(s)
  - less data entry
- uses DND (Kerberos) and FAS verification

http://oracle-dev.dartmouth.edu/dart/chico/spm.space_survey.start_survey_page
Helpful hints when filling out Survey....

- Think of your Start Page as the “Master List” for your Dept.
- Add/Delete Rooms if needed. But, if your Dept. is split (CFMED for example) do not delete rooms that someone else in your Dept. will need to fill out information for. If you do the other person will have to add back in the room.
- Order recommended when filling out the Survey
  - Verify that Hegis code is reasonable
  - Complete User information (name, type)
  - Complete Account information
  - Complete Cost Pool information