

Procedures

RESEARCH SPACE ALLOCATION

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Research and Innovation

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Research and Innovation

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1.0 PURPOSE

The purpose of these procedures is to provide clear principles and criteria that guide research space allocation and use of research space. It is intended to optimize the use of research space and expedite requests for research space. It also describes the means by which research space is made available at UNBC, and the procedures used to allocate and track research space.

2.0 PROCEDURES

2.1 Application and Assignment of Research Space

- 2.1.1 Requests for research space are made by completing the *Space Allocation Request Form* in and following instructions at the end of the form to submit it to the Facilities Department. The Facilities Department will catalogue the request and forward the form to the VP Research and Innovation.
- 2.1.2 Statements of Agreement – Research space is a critical asset and must be managed accordingly. Applicants must agree to the following two statements in order for their request to be considered.
 - a. Space assignments are not permanent, are periodically reviewed, and reassignment of space may occur.
 - b. UNBC safety rules and guidelines must be followed by all users of the assigned space. These include, but are not limited to, the following:
 - i. Rules regarding lab coats, Personal Protective Equipment and other requirements found at <https://www.unbc.ca/safety>;
 - ii. Prompt response to safety issues identified during inspections; and
 - iii. No coverings on windows that block view into labs and other research spaces unless formally requested and approved by the Office of Research and Innovation.
- 2.1.3 The Office of Research and Innovation reviews research space applications and available space. The Vice President Research and Innovation makes decisions on research space allocation based on the following criteria in order of importance. Allocations may include shared space.
 - a. Opportunities for collaborative use of shared space;
 - b. Appropriateness of the type of requested space for the described needs;
 - c. Evidence of research funding, community in-kind support, or research partnerships;
 - d. Likelihood of imminent research activity based on grant applications, book proposals and other scholarly proposals;

- e. Numbers of graduate students, post docs, undergraduate research assistants and other research personnel being supervised by the applicant; and
 - f. Expected discipline-specific research outputs by the applicant.
- 2.1.4 If suitable space is available, the Vice President, Research and Innovation submits the recommended space assignment to the University Space Allocation Committee for consideration. Any concerns brought forward are considered by the VPRI and modifications to the assignment made if necessary and if possible. If there are no concerns the University Space Committee approves the assignment, and the assignment is sent to applicants by email.
- 2.1.5 Applicants are responsible for reviewing the space for suitability. Applicants can either accept the space or indicate why the space is not suitable by return email.
- 2.1.6 If no options are available, or none of the options presented are accepted by the applicant, the application remains in a pool of unresolved applications. The Office of Research and Innovation revisits the pool of unresolved applications at least every 4 months, and whenever changes in space occur.
- 2.1.7 For applications that present difficult challenges, or for which there is no ideal solution, the Office of Research consults with the researcher/applicant, Facilities, the University Space Committee, and/or the Deans to identify workable options. Applications may be declined if they are unreasonable, or if a workable solution cannot be found.
- 2.1.8 Once a space allocation has been accepted by a researcher, the allocation is uploaded to the university space database by the Office of Research and Innovation.

2.2 Appeals of Research Space Allocation Decisions

Researchers who disagree with a research space allocation decision may appeal to the University Space Allocation Committee, by writing to the Space Allocation Committee with rationale for the disagreement.

2.3 Research Space Administration and Review

- 2.3.1 The researcher(s) who are assigned space are responsible for providing required desks and other furniture and facilities. When possible, spare desks and other furniture stored at Distribution

Services may be repurposed, and the Facilities department may be able to assist with furniture moves.

- 2.3.2 Researchers who are assigned shared space are responsible for development of agreements regarding use of equipment in the shared space.
- 2.3.3 Researchers who no longer require the assigned space notify the Office of Research and Innovation that the space is available for reallocation.
- 2.3.4 The Office of Research and Innovation conducts informal surveys, normally every three years, with the intent of improving research space allocation policy and procedures, and reallocation of research space when needed.