

Title: Laboratory and Office Space Utilization at the Abigail Wexner Research Institute (AWRI)

- I. SCOPE:** This document provides general policies and procedures relevant to research space allocation and utilization at the AWRI. The goal of this space policy is to administer space at the AWRI in a manner that enables and maximizes outstanding science, investigative team productivity, efficiency, cooperation, collegiality, and synergy in research and education.
- II. PURPOSE:** Space is assigned as a function of an investigator's contemporary productivity and funding status. Policy and guidelines described herein govern all assignable space in the AWRI. The guidelines outlined here do not represent a formula for entitlement and are not meant to usurp the authority and judgment of the leadership of Nationwide Children's Hospital, Inc. and the AWRI. These guidelines do not apply to space within the Animal Resources Core (ARC).
- III. Policy/Procedure:**
 1. **ADMINISTRATION AND REVIEW OF RESEARCH SPACE**
 - a. The AWRI President and Chief Scientific Officer (CSO) have the ultimate responsibility and authority for research space assignment.
 - b. A Space Committee, consisting of the Research Administration Vice President and Research Directors of Planning and Operations, will conduct a periodic review of all space assignments, as well as ad hoc reviews related to faculty recruitments or significant fluctuations in funding according to the criteria outlined below. This committee will be advisory to the AWRI President and CSO.
 - c. The day-to-day management of space utilization at the Institute rest with the Center Directors. Center Directors will adhere to the guidelines outlined in this policy and consult the Space Committee as necessary.
 - d. The responsibility for preparation of Space Committee reports, maintenance, and modification of this policy and other pertinent matters relating to research space assignment rests with the Director of Research Operations and Facilities who will provide administrative oversight of space allocation.
 2. **ASSIGNMENT OF INDIVIDUAL INVESTIGATOR LABORATORY SPACE**
 - a. The research themes of Centers and the maintenance of contiguous space will be honored to the extent possible, provided the space is appropriately utilized.
 - i. All assignments are subject to periodic review by the Space Committee.



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ii. Assignment of space will be based on the following general prioritization criteria:

Higher
Priority

Lower
Priority

- Faculty with research grants and contracts funded by the NIH or other federal (full NIH indirect rate) sponsor.
- Newly recruited senior faculty members whose primary responsibility is research and who are distinguished, nationally prominent investigators.
- Newly recruited junior faculty with primary research appointments and Institute start up packages.
- Faculty with research funds from private, non-governmental sources with an indirect rate at or near the Institute's NIH rate.
- Faculty with research funds from private, non-governmental sources with no indirect monies.
- Faculty who have had extramural funding in the past two years.
- Faculty with internal funding.
- Faculty with expertise that is paramount to the mission of NCH.

b. *Intangibles.* These guidelines are broad and must be interpreted along with all other relevant factors in making space decisions. Therefore, space assignments at the AWRI will not be strictly formula driven, but will be based on analysis by the Center Director and the Space Committee of an investigator's overall grant support as well as the following considerations:

- The alignment of the investigator's research program to strategic priorities of the hospital and AWRI.
- The number and value (including indirect costs) of current grants and publications.
- Contributions in other mission-critical areas.
- All AWRI laboratory and office space is not equivalent across all three buildings.
- Decisions about assigning additional space to current investigators will be based on current funding and the likelihood of support in upcoming years. Review of requests for additional laboratory space may include an on-site evaluation by members of the Space Committee or other appropriate individuals selected and invited by the Space Committee.

c. **Consideration for laboratory space assignments will be driven by number of laboratory staff, space required for essential equipment, and R01 equivalents of NIH funding** (mean R01 \$ award for 2018-2019 was \$380,000 direct and indirect costs) or negotiated start up packages.



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- i. As a general rule, wet laboratory/support space of approximately 950 sq ft (which includes wet lab space, associated tissue culture, procedure and freezer storage space, faculty office and staff areas) will be assigned to new wet lab investigators without external funding or to established investigators with up to two R01 equivalents. Investigators with one R01 equivalent of external funding may be assigned less than 950 sq ft – space assignment will be driven by number of laboratory staff and space required for essential equipment.
 - ii. Hybridized (wet/dry) research programs may result in customized assignment of space to meet the actual needs of investigators and may result in less total square footage of space to be assigned.
 - iii. As a general rule, dry laboratory/support space of approximately 450 sq ft (which includes faculty office and staff areas) will be assigned to new dry lab investigators without external funding or to established investigators with up to two R01 equivalents.
 - d. Vacant laboratories may not be used for storage, informal expansion of adjacent research space, occasional overflow experiments, or other purposes unless approved by the Center Director and Chief Scientific Officer. Unassigned space that has been temporarily occupied must be vacated upon formal assignment by the AWRI President and Chief Scientific Officer.
 - e. Sharing of laboratory space is encouraged whenever possible. It is expected that common areas between and adjacent to laboratory modules will be shared by adjacent investigators for purpose of cell culture, cold storage, centrifugation, etc.
3. ASSIGNMENTS FOR NEWLY RECRUITED JUNIOR INVESTIGATORS
 - a. Efforts to recruit new faculty must be preceded by *notification of* and *approval by* the Chief Scientific Officer with a clear plan for proposed office and laboratory assignments. New tenure track wet lab investigators who are initiating independent research for the first time will be given approximately 950 square feet of wet laboratory/support space. New tenure track dry lab investigators who are initiating independent research for the first time will be given approximately 450 square feet of dry laboratory/support space. This allotment of research space is protected for the duration of negotiated start-up packages, assuming satisfactory progress. At the end of this interval, the Center Director will conduct a review of the level of independent funding, pending submissions of independent proposals, and publications. Inadequate performance will result in a reevaluation of space assignment.
 - b. Faculty with awards requiring mentors (e.g., K Awards) are expected to be housed within the mentor's laboratory space. Faculty with K/R pathway to

independence awards will allocated space based on considerations found in 2.c during the independent period.

4. ASSIGNMENTS FOR NEWLY RECRUITED SENIOR INVESTIGATORS

- a. Efforts to recruit new senior faculty must be preceded by *notification of and approval by* the Chief Scientific Officer with a clearly articulated plan for proposed office and laboratory assignments. Allocation of research space to new senior tenure track investigators will be determined on an individual basis; however, the same guidelines delineated above will be considered. Senior investigators must also maintain appropriate funding to retain research space.

5. ASSIGNMENTS FOR OTHER FACULTY

- a. Center Directors will assign space to emeritus faculty and visiting faculty on a case-by-case basis, with notification of and approval by the Chief Scientific Officer.

6. ASSIGNMENT AND USE OF COMMON EQUIPMENT LABORATORIES AND CORE FACILITIES

- a. Common equipment spaces are not assigned to individual investigators and are managed by Center Directors with oversight by the Space Committee. Shared use of common research space is encouraged whenever possible. Designation of space as shared common space will be the decision of the Center Director and the Space Committee.
- b. Space for Core Laboratories is assigned by the Space Committee. Core Laboratory facilities must be available to the entire Institute faculty under guidelines set forth by the Core Director.

7. REASSIGNMENT OF LABORATORY SPACE

- a. AWRI leadership strives to provide an effective and stable use of space to promote research. Notwithstanding, fluctuations in funding and research activities occur and reassignment of space may be required. Loss of funding by an individual investigator places at risk his/her space assignments. If this occurs, the Center Director and representation from the Space Committee must promptly meet with the investigator and develop a space plan. In most cases, the investigator will be granted two years to obtain an appropriate level of research funding before space is relinquished. If no grants are awarded, space assignment will depend on the likelihood of funding success which will be evaluated by the Space Committee. The Space Committee may recommend reduction of research space assigned during periods of limited funding, and it may also recommend reassignment of some of the investigator's space with intentions of returning the space should appropriate funding be restored. Final decisions regarding reductions

or increases of space based on fluctuating funding rest with the AWRI President and Chief Scientific Officer.

8. ASSIGNMENT OF RESEARCH ADMINISTRATION SPACE

- a. The AWRI President and Chief Scientific Officer (CSO) have the ultimate responsibility and authority for research space assignment.
- b. A Space Committee, consisting of the Research Administrative Vice President/s and Directors of Research Planning and Operations, will conduct a periodic review of all space assignments. This committee will be advisory to the AWRI President and CSO.
- c. The day-to-day management of space utilization within an administrative group rests with the Director. Effort must be made to effectively use available space, including considerations for hoteling and other shared work stations when possible.
- d. Guiding principles for justification for (but not guarantee of) a private office may include a need for frequent confidential meetings, daily handling of confidential records, and/or direct supervisory responsibilities. Private office requests for staff without direct supervisory responsibilities will be considered on a case-by-case basis by the Space Committee and will require evaluation of written justification by the requesting Director. Maintaining fair and equitable guidelines across the enterprise for the requirement of private administrative office space is a priority.
- e. Requests for space should be communicated to the Director of Research Operations.

9. GUIDELINES FOR OFFICE ASSIGNMENTS AND FURNITURE

- a. Institutional policy is that one office of approximately 120 sq ft will be allowed per faculty member or staff on the Nationwide Children's Hospital campus.
- b. Principal investigators who are full-time members of a Center within the Research Institute have first priority for office assignment.
- c. Laboratories will not be used primarily as offices.
- d. Office space must be appropriately utilized. If offices are under utilized, considerations must be made for sharing office space.
- e. Assigned offices may not be converted to other use by the assigned occupant.
- f. Office furniture should provide appropriate managerial space. Adherence to NCH brand and furniture guidelines is expected.
- g. See table below for size and furniture standards.

Position	Approximate Office Size	Furniture Systems
CSO, Vice Presidents, Center Directors	120-180 sq. ft. private office	Wood furniture
Faculty (Active), Directors	120 sq. ft. private office	Metal furniture



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Postdoctoral and Clinical Fellows, Research Scientists	120 sq. ft. shared office (2-3 per office) or cubicle space	Metal furniture
Supervisors/Managers	100-120 sq. ft. shared or private office, depending on availability.	Metal furniture
Graduate Students, Research Assistants and Associates, Nonproductive Faculty	Minimum of 4 linear feet of desk space, may be private or shared (hotel)	Metal systems furniture

- h. Standing desks – When standing desks are not part of the standard furniture allocation, there are two options for obtaining a standing desk.
 - i. Standing desks will be purchased for personnel in the department of Research by Research Facilities when deemed a medically necessary accommodation. To start the process, personnel needing to obtain a standing desk for medical reasons must submit a request for the device through Sedgewick. If approved, a request for an ergonomic evaluation should then be submitted through CS Stars. A Research Safety team member will provide an ergonomic assessment to determine the proper device to order and to orient the users to ergonomic considerations when using a standing desk.
 - ii. Other requests for these devices are to be made to the PI/department manager/director. If the request is approved, an approved device should be ordered through the departmental buyer on a departmental cost center. Please contact Research Safety if you need ordering information for approved standing desks.

10. ABIGAIL WEXNER RESEARCH INSTITUTE STANDARD COLOR PALETTE

- a. In order to unify and standardize the color palette of the AWRI, there are approved options for furniture color, material, chairs and wall colors. These standards are maintained by the Research Facilities department in collaboration with Nationwide Children's Hospital Engineering department.
- b. New furniture purchases and painting requests must meet the approved standards and must be initiated through Research Facilities.
- c. Private offices will have 3 white walls and 1 accent wall (chosen from the approved wall color palette).
- d. The private purchase of office furniture will not be eligible for reimbursement unless approved by Research Facilities in advance of purchase and must meet the furniture standards for the AWRI.



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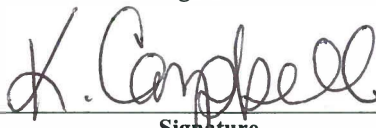
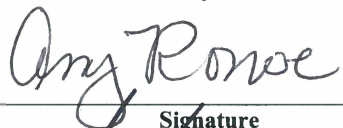

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11. APPEAL PROCESS

- a. It is the goal of AWRI Leadership to assure due process to investigators and administrative staff who desire reconsideration of a space assignment. An appeal committee will be convened to hear each case. This committee will include two standing members of the Space Committee, the Center Director or Administrative Director, and two additional members selected by the CSO to assist in deliberations. These two *ad hoc* members will be selected on the basis of their knowledge of the research or administrative program under discussion. It will be the responsibility of the faculty member or staff bringing an appeal to present all relevant data. This presentation must be made in writing to the appeal committee and also verbally to a convened session of the appeal committee. The appeal committee will make recommendations to the AWRI President and Chief Scientific Officer whose decision will be final.

IV. **History:** Updated for content, renaming of institute and signature lines.

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