

SUNY DOWNSTATE HEALTH SCIENCES UNIVERSITY
POLICY AND PROCEDURE

Subject:
Policy on Allocation of Research Space

Prepared by:
Members of the Office of the Senior Vice
President for Research

Approved by:
Senior Vice President for Research

Committee Approval:
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Guiding Principles:

1. The ultimate authority for campus space allocation resides with the campus President. The President's designee for research space allocation is the Senior Vice President for Research. "Research space" is defined in this document to include wet lab research, dry lab research, and/or any other activities supported through Research Foundation funding.
2. Research space assignments are not indefinite and will be periodically reviewed and adjusted, when necessary, to reflect changes in (1) research direction, (2) the size, scope and nature of research that is ongoing, and (3) funding and the source of that funding (see #5, below). Periodic review of the space allocation/usage, using available qualitative and quantitative measures of productivity relating to research, will guide such assignments.
3. As a general rule, faculty and staff personnel should be assigned space appropriate to their needs. When those needs change, such as:
 - a. when an individual no longer meets the requirements outlined in #5 (below), the faculty member may be reassigned to a location that is more appropriately sized to accommodate their needs. In the case of such reassignments, faculty will receive an appropriate on-campus office.
 - b. when an individual's funding increases significantly such that there is a credible case that assigned space is insufficient for their research portfolio, they will be assigned additional space (available space permitting).

Implementation:

4. To be eligible for assignment of research space (wet or dry), faculty must first, and continuously, be fully compliant (or become compliant within 30 days of notification of non-compliance) with all rules and regulations, including those established by external regulatory authorities (including EPA, OSHA, PESH, Fire Marshal) and all relevant DHSU facilities and oversight entities (including, but not limited to, RF, FM&D, EHS, and OCAS).
5. For fully compliant faculty (per #4), research space allocations will be guided by the following prioritizations (in descending priority):
 - a. Investigators who have secured peer-reviewed grants that bear full indirect costs. Expenditure of these monies should be directly related to the use of the space provided.
 - b. Investigators who have secured peer-reviewed grants that bear indirect costs at less than the current federal rate. Expenditure of these monies should be directly related to the use of the space provided.
 - c. Currently unfunded investigators who persistently pursue indirect cost-bearing extramural funding with credible grant applications (at least one application per year) after expiration of their grants. "Credibility" of grant applications will be established jointly by the Senior Vice President for Research and the Chair of the faculty member and will include evaluation of recent grant reviews and any other materials that either consider to be germane. If extenuating circumstances exist, exceptions to this can be made.

Research space allocations for new faculty will be made without consideration of extramural research funding. New faculty will be allowed a minimum of three years to obtain extramural funding before the above criteria become applicable.

The fundamental principle is that there should be a relationship between the proven ability to acquire peer-reviewed indirect cost-bearing extramural research support (or the pursuit of that support) and space needs described therein and the research space that is allocated; i.e., research space allocation should be commensurate with and proportional to research productivity and demonstrated research need.

Notably, longevity of space retention is not a justifiable basis for retaining that space. No individual has an inviolate claim to space solely because s/he has occupied that space in the past.

6. Faculty with reduced research activity who do not (at least) clear the threshold defined in 5c, may, at any time (with at least 3 months notice), be directed by the Senior Vice President for Research to relinquish underutilized research space and make it available for other uses.
7. Scholarly and academic pursuits that do not require dedicated research space for their execution are not a sufficient basis for allocation of research space. That said, when possible, small amounts of research space may be made available to

unfunded faculty with major teaching responsibilities who are pursuing small research projects.