



NEW YORK MEDICAL COLLEGE

School of Medicine

TITLE: New York Medical College, School of Medicine, Research Space Assignment Policy		
EFFECTIVE DATE: July 1, 2016	REVIEWED DATE: July 8, 2016	REVISED DATE: July 8, 2016

I. POLICY

The Dean, School of Medicine (SOM) exercises his/her authority to assign laboratory space in accordance with customary levels of funding used by accredited schools of medicine throughout the Association of American Medical Colleges (AAMC). The Dean allocates research space to departments or individual faculty members using a simple objective formula. When allocated to a department, the sub-allocation of space to individual faculty, and/or for shared use, is at the discretion of the department chair. All assignments of space are reviewed annually by policy.

II. PURPOSE:

2. This formal space policy serves the following purposes:
 - 2.1. Makes the criteria guiding the Dean's allocation of space to departments transparent, while helping to ensure that there will be consistency when applied;
 - 2.2. Links the quantitative allocation of space to fair and objective national measures of productivity and use through formulae driven by the numbers of Research Space Eligible Individuals (RSEI); and
 - 2.3. As recommended in the SOM Strategic Plan this policy establishes space utilization practices and generates space utilization data that are critical for long-range planning and justifying additional research facility construction. The SOM intends to address space deficits relative to the amount and types of research activity in the SOM.

III. SCOPE

3. New York Medical College School of Medicine (SOM) faculty conducting research, whether funded extramurally or internally.

IV. DEFINITIONS

4. **Research Space:**
 - 4.1. **Per Investigator:** Total Investigator-assigned research space is equal to the net assignable square feet ("asf") of laboratory bench space, plus associated office space, plus shared equipment space allocated to an individual or research group.
 - 4.1.1. Investigator-assigned research space may include office space not associated with a laboratory bench, but which is primarily used for conducting research.
 - 4.2. **Per Department:** Total Department-assigned research space is equal to the net assignable square feet of laboratory bench space, plus associated office space, plus shared equipment space allocated to all individuals, PIs, or research groups



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who hold primary appointments in that department.

4.2.1. Research groups may include institutionally designated Institutes or Centers.

4.3. **Departmental Cores:** In addition to the research space assigned to individuals or groups, Departmental assigned research space includes net assignable square feet of laboratory bench space, plus associated office space, plus shared equipment space allocated to official “core” research units.

4.4. **Research Faculty (RF):** RF members are those faculty who are expected to have a significant effort devoted to conducting research. Their conduct of research may or may not include the mentoring and supervision of medical students, graduate science students, residents or other learners.

4.5. **Funded Laboratory – guideline:** For a laboratory to be considered fully funded, it must be supported from extramural sources at a base rate of \$250 direct dollars per square foot from NIH research or research that provides an equivalent amount of institutional overhead. (This base rate was derived from an NIH study of medical schools conducted in 2001).

4.6. **Associated Research Personnel (ARP):** ARP are employees of the SOM assigned to work directly with one or more RF.

4.7. **Research Space Eligible Individual (RSEI):** RSEIs are the full-time equivalents (FTEs) of research personnel requiring SOM space.

4.7.1. In order to be eligible for research space, RSEIs salary and/or stipend support must be traceable to a multi-year research program fund source (extramural or departmental). RSEIs include:

4.7.1.1. Regular faculty without qualification (counted as 1.0 RSEI regardless of percentage of research effort);

4.7.1.2. Clinical track faculty with extramural or department-sponsored research programs in proportion to their percent research effort; and

4.7.1.3. Research track and adjunct faculty; technical research staff; graduate students; postdoctoral fellows, clinical research fellows, research nurses, and clinical research coordinators. (Those with 50% or less appointments are counted as fractional RSEI; those with greater than 50% appointments are counted as full RSEI.) Department chairs may request a limited number of RSEIs (3 per 10 principal investigators) for self-funded or partially funded trainees as long as they are registered graduate students, and their faculty mentors are members of a graduate group. Undergraduate students will be counted as 0.20 RSEI, provided they work more than eight hours per week on a



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faculty sponsored research project.

4.8. Research Activities Influencing Allocation Units Per Individual. Different types of research activity require different amounts of space. For simplicity, two main types of research activity accrue different quantities of space per RSEI:

- 4.8.1. *Procedure or laboratory-based research* - space is required to perform experimental procedures to gather data, in either a clinical, clinical trial unit, or basic bench research setting. The allocation unit per RSEI depends on the type of floor plan provided by the building utilized. (See details below).
- 4.8.2. *Office-based research* - the primary data consists of patient charts, field reports or other records that are gathered elsewhere and brought to a dedicated research office for review, analysis and storage. The office-based allocation is 60 asf per RSEI. This assumes 2 RSEIs share a standard 90-100 asf office and have access to additional shared storage/support space.
- 4.8.3. *Floor Plan Types Influencing Lab-Based Allocation Units Per Individual*
- 4.8.4. Conventional Labs where lab modules are individual rooms approximately 350-450 asf to accommodate 3-4 research individuals per room. The laboratory-based allocation is 160 asf per RSEI. This includes lab space and a portion of shared support space per RSEI.
- 4.8.5. “Open-Bay” Labs where multiple open bench “bays” to accommodate 3-4 research individuals per bay (e.g., BSB “A” and “C” Cores). The open-bay-based allocation is 120 asf per RSEI. This includes a bench bay allocation and a portion of shared lab support space.

V PRINCIPLES OF SPACE ALLOCATION

- 5.1. The basic metric of research activity that drives the quantity of space allocated by the Dean to departments and/or individuals is the number of personnel in funded laboratories who are engaged in research, and who require the use of SOM research facilities.
- 5.2. The responsibility for allocating a department’s assigned space to individual faculty or programs rests with the Dean, SOM. The Dean may delegate this responsibility to the department chair. In such case, the chair will sub-allocate a department’s assigned space to individual faculty or programs. Chairs may apply the criteria and formulae of this SOM policy to guide intradepartmental assignments, or they may deviate from the Dean’s guidelines to address individual needs or special circumstances, as they deem appropriate, within the limits of their departments’ total space allocation.
- 5.3. Space allocations by the Dean to departments are never permanent and may be adjusted (up or down), depending on changes in departments’ research activity /



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RSEI count. This is intended to provide the Dean the flexibility needed to effectively manage existing resources, by directing more space to meet the needs of successful or growing departments and less to those whose overall research activities have declined. Similarly, department chairs have the discretion to adjust intradepartmental allocations to meet changing space needs within their departments, even when the total allocation to a department does not change.

- 5.4. The policy affects only research and research support space. It does not affect faculty members' primary academic offices or departmental administrative or instructional space.
- 5.5. The policy does not apply to research space that is not administered by the School of Medicine. Faculty who utilize space administered by other university units or other collaborative partners are subject to the space policies of those units. SOM faculty whose research needs are fully accommodated in "off-site" facilities do not accrue duplicative space in a SOM facility.
- 5.6. This policy therefore represents only a guide for the Dean to evaluate departmental space needs. Exceptions for unusual needs based on the type of research activity or requirements for specialized environments or instrumentation will be evaluated on a case-by-case basis.

VI. POLICY AUTHOR(S)

- 6.1. Senior Associate Dean for Academic Administration

VII. RELATED POLICIES

- 7.1. None

VIII. PROCEDURE(S)

- 8.1. The Dean's Research Committee (DRC) will review current data on research personnel (RSEI) used to update departmental space allocations will be reviewed annually.
 - 8.1.1. The DRC will make recommendations to the Dean.
 - 8.1.2. The DRC recommendations will be included as part of the department chairs annual department review, in accordance with SOM policy.
 - 8.1.3. Chairs whose departments, based on their current RSEI and assigned space, occupy significantly more space than is justified by the policy will be notified that they are potentially vulnerable to having their space downsized as required to meet the strategic SOM and/or needs of other departments.
- 8.2. To avoid unnecessary disruptions from space reassignments, the Dean's Office



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will take into account short-term fluctuations in grant or other program support for research personnel.

8.2.1. This will be done by evaluating two-year rolling averages of departmental RSEI.

8.2.2. Department chairs may provide, at their discretion, an additional buffer for faculty whose supports experience short-term fluctuations, within the limits of their total departmental space allocation.

IX. REFERENCES

9.1. None

X. TYPE OF POLICY

10.1.NA

XI. APPROVALS

- Dean's Executive Committee
- Dean's Research Committee

XII. Policy Management

Responsible Executive: Senior Associate Dean for Research


Responsible Office: Academic Administration

Responsible Committee: Dean's Research Committee

ACCEPTED AND AGREED TO:



D. Douglas Miller, M.D., C.M., M.B.A.



Date