

**NORTH CAROLINA STATE UNIVERSITY
OFFICE OF F&A ANALYSIS – FY23 F&A PROPOSAL**

F&A SPACE UTILIZATION SURVEY INSTRUCTIONS FOR ACADEMIC DEPARTMENTS

ROOM-BY-ROOM SPACE UTILIZATION SURVEY GUIDANCE

Room is used for more than one function:

- Assign all applicable Space-Use Codes AND
- If all activities share the space equally, assign percentages to Space-Use Codes based on time used by each activity OR
- If different activities have specifically assigned space in the room, apportion percentages based on square footage assigned to each activity.

Room use per the NCSU Space System (FMI) is incorrect:

- Document the correct Office of University Architect (OUA) Room Use Code AND
- Assign all applicable Space-Use Codes by applying this Room-By-Room Space Utilization Survey guidance AND
- Ensure location (department, building, room) and details are **posted to the OUA Update List**.

Room is a laboratory or lab service area used for Organized Research:

- Assign Space-Use Code “22” (Individual or Project Research) AND
- Apportion usage percentages across all Space-Use Codes assigned to the room to total 100% AND
- Assign Project IDs to document the research activity conducted in the space and to support the percentage of Organized Research apportioned to the room.

Room is used for Organized Research associated with a formal University research organization, institute or center:

- Assign Space-Use Code “21” (Research Centers) AND
- Apportion usage percentages across all Space-Use Codes assigned to the room to total 100% AND
- Assign Project IDs to document the research activity conducted in the space and to support the percentage of Organized Research apportioned to the room.

Room is used for intensive “dry” Organized Research (i.e. type of research does not require traditional laboratory or lab service area infrastructure):

- Assign Space-Use Code “22R” (Faculty Research- Office Non-laboratory) AND
- Apportion usage percentages across all Space-Use Codes assigned to the room to total 100% AND
- Assign Project IDs to document the research activity conducted in the space and to support the percentage of Organized Research apportioned to the room.

Room is a laboratory supported by ledger-6 or 7 funds, or owned/controlled by an independent internal or external entity, agency or group:

- If lab space is supported by ledger-6 or 7 funds, assign Space-Use Code “95” (Lab operations – ledger-6 and 7); OR
- If lab space is controlled based on a strong internal affiliation with the University but the affiliated party is technically independent from NCSU (i.e. visiting scientist not paid by the University), assign Space-Use Code “91” (Labs for Independent Operations – Internal); OR
- If Lab is used by an external entity, agency or group (i.e. USDA), assign Space-Use Code “92” (Labs for Independent Operations – External).

Room is a **laboratory or lab service area used for Instruction:**

- Assign Space-Use Code “11” (Instruction & Departmental Research).

Room is a **classroom:**

- Assign Space-Use Code “11” (Instruction & Departmental Research).

Room is a **computer lab:**

- If the computer lab is **open to anyone**, assign Space-Use Code “46” (Departmental Administration).
- If the computer lab is **open solely to students**, assign Space-Use Code “11” (Instruction & Departmental Research).

Room is a **Service Center:**

- If space is used in activities that charge rates subject to formal **review and approval by the NCSU Office of F&A Analysis**, assign Space-Use Code “99” (Service Center) AND document the Service Center Project ID(s); OR
- If the location is used to provide **technical (TSA) or fabrication (FSA) expertise under contract to external firms and agencies subject to NCSU - SPARCS Office guidelines**, assign Space-Use Code “99T” (Service Center – TSA/FSA) AND document the TSA/FSA Project ID(s); OR
- If room is used in **recharge activities associated with a University waiver to forego charging ledger-5 sponsored agreements**, assign Space-Use Code “99W” (Service Center - Waiver).

Room is a **conference room:**

- Assign Space-Use Code “46” (Academic Administration)

Room is a **faculty member’s office:**

- If space is used by **retired faculty**, assign Space-Use Code “96” (Retired Faculty); OR
- If space is for **general office use by the faculty member** (i.e. he/she has an assigned lab or other space where his or her Organized Research is predominately performed), assign Space-Use Code “97” (Faculty/Post-Doctoral Office); OR
- If faculty member **performs intensive organized research in the location AND he/she has no assigned lab or research space**, assign Space-Use Code “22R” (Faculty Research-Office/Non-Laboratory) AND
- Apportion usage percentages across all Space-Use Codes assigned to the room to total 100% AND
- Assign Project IDs to document the research activity conducted in the space and to support the percentage of Organized Research apportioned to the room.

Room is a **postdoctoral office:**

- Assign Space-Use Code “97” (Faculty/Post-Doctoral Office).

Room is a **graduate student office:**

- Assign Space-Use Code “98” (Graduate Student Office)

Room is a **media center** utilized to create instructional aids including radio, television or other audio visual mediums:

- If services **are not billed** to users, assign Space-Use Code “43” (Educational Media Service).
- If **users are billed for services**, assign the appropriate Service Center Space-Use Code “99” AND document the Service Center Project ID if the unit is subject to Institutional oversight (i.e. OFAA or SPARCS).

Room is **used by deans, department or section heads, or their administrative support staff:**

- If activities conducted provide direct support to or are an integral part of one or more of the three primary functions of Organized Research, Instruction and Public Service, assign Space-Use Code “46” (Academic Administration).
- If room is used to support students, assign Space-Use Code “51” (Student Services Administration).
- If room is used **for fund raising, or other activity that is unallowable** for cost reimbursement on Federal sponsored agreements, assign Space-Use Code “46U” (Administration – Unallowable).

Room is used as a **departmental library:**

- If the library supplements the formal campus library system AND is accessible to all students, faculty and staff – assign Space-Use Code “41” (Library).
- Otherwise assign Space-Use Code “46” (Academic Administration).

Room is **not in use currently**, the recent past or foreseeable future:

- Room is use-ready and available for assignment – assign Space-Use Code “01” (Capable of Use).
- Room is **under renovation or is not usable** in the present state – assign Space-Use Code “02” (Incapable of Use).

Room use is **shared with another department:**

- Document relative square footage and how space is used by each department AND
- Apply space survey procedures for department being surveyed AND
- Ensure location (department, building, room) is posted to the **F&A Shared Space List**.

Major renovations or other **changes in room use are not reflected in the space data;** changes affect survey classification:

- Document room number(s), assign Space-Use Code(s) and briefly note the circumstances AND
- If any portion of the room is used for Organized Research; apportion room percentages and assign appropriate Project IDs AND
- Ensure location (department, building, room) and details are posted to the **OUA Update List**.

Room is **occupied by another department but not reflected as such** in the space data:

- Document room number(s), record Space-Use Code(s) and briefly note the circumstances AND
- If any portion of the room is used for Organized Research; apportion room percentages and assign appropriate Project IDs AND
- Ensure location (department, building, room) and details are posted to the **OUA Update List**.