

MEMORANDUM

TO: Space Survey Department Heads/Unit Directors

FROM: Mary Peloquin-Dodd, Interim Vice Chancellor, Finance and Administration
Mary Peloquin-Dodd

SUBJECT: 2019 Space Surveys for the Facilities and Administrative Cost Rate Proposal

DATE: December 3, 2018

As a recipient of Federal contracts and grants, NC State is required to periodically prepare and submit a Facilities and Administrative (F&A) rate proposal to the U.S. Department of Health and Human Services-Cost Allocation Services. F&A recovery from our sponsors is an important revenue stream to the University. The next proposal will be based on our activities in fiscal year 2019. One of the first steps taken to complete this proposal is a utilization survey of campus space. Our survey will begin January 28, 2019 and will continue for several months thereafter.

The survey of academic unit space is the most critical part of the F&A proposal because the results have a substantial impact on the F&A rate. It is essential to accurately determine the utilization of each room and assign the correct function(s). For labs and other intensive research rooms, it is important to accurately assign sponsored funding sources (Project IDs) to support the utilization of rooms assigned to the organized research function. Federal reviewers will audit this documentation.

To accomplish this goal, joint teams comprised of key personnel from the Office of F&A Analysis and the academic departments to be surveyed will work together in a two-pronged approach:

1. An overview of all space resources assigned to the academic unit to classify each room to a utilization category.
2. For each room classified as organized research (areas of intensive faculty sponsored research):
 - a. Assign specific Project IDs (funding sources) that will document the sponsored research activities conducted in the space.
 - b. Apportion the utilization of the room in percentage terms of major functions, including the percentage of activity attributable to organized research.

It is critical that departmental employees assigned to the project are well informed about their

respective area(s). Individuals who understand how space is used and who are knowledgeable about the funds (specific Project IDs) supporting faculty in sponsored research locations should be selected.

The Office of F&A Analysis will be contacting you to identify the personnel you will assign to this important campus-wide initiative. As subject matter expertise of this nature may only exist at the sub-unit or program level, there is no limit to the number of individuals participating. In addition, knowledge of space use and familiarity with funding support may rest with different employees. For example, an administrative staff specialist with knowledge of department space may help in the categorization of faculty/staff offices and conference rooms, while a department head or faculty member may provide the best assistance in assigning funding sources to labs and establishing the percentage of organized research activity. It is important to consider these key factors up front and select the individuals best suited to provide this unique departmental information.

I appreciate your efforts in assisting us with this project. If you have any questions please do not hesitate to call Trent Riley (513-3471) or Justin Fusco (513-3916) in the F & A Analysis group.

cc: Dr. Warwick A. Arden, Executive Vice Chancellor and Provost
Dr. Alan Rebar, Vice Chancellor, Research and Innovation
Associate Deans for Research
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