

**NORTH CAROLINA STATE UNIVERSITY**  
**OFFICE OF F&A ANALYSIS – FY19 F&A SPACE UTILIZATION SURVEY**

**SPACE SURVEY GUIDANCE FOR DEPARTMENTAL AND F&A STAFF**

**PURPOSE**

The space survey process will consist of two separate phases. In Phase I of the FY19 Facilities & Administrative (F&A) space survey project, joint teams comprised of key personnel from the Office of F&A Analysis (OFAA) and the academic department undergoing the survey will work together to review all space resources occupied by the selected academic unit. Project personnel will conduct joint sessions as necessary to classify each room occupied by the academic department to an F&A space utilization category and assign at least one Room Function Space-Use Code (Space-Use Code) to all rooms that do not have Organized Research activity conducted in them. Organized Research space will be finalized in Phase II of the survey project as that process requires the presence of departmental personnel who are familiar with research space at the Project ID level.

**TEAM SELECTION**

**F&A Analysis Personnel** – The Office of F&A Analysis determined the specific academic departments to participate in the survey based on Organized Research expenditures. Each of the selected units have been assigned to an “F&A survey lead”. The F&A survey lead is the major point of contact for the academic department throughout the space survey effort. The F&A lead is responsible for scheduling and coordinating meetings with departmental personnel assigned to the project, ensuring advance materials are provided in a timely manner to facilitate departmental personnel preparation for the joint review, and completion of all F&A technical requirements associated with the space utilization survey of the selected academic unit.

**Academic Department Personnel** – Department Heads and Unit Directors of selected academic departments should assign staff to represent the academic unit in the project. It is critical that staff assigned to the survey are well informed of the specific rooms that make up the total space the department occupies and how the various rooms are used. To prepare for the joint review, department personnel assigned to the project should familiarize themselves with the advance materials (see provided attachments) provided by the F&A lead, reach out to other employees, walk space and generally update themselves as appropriate about current space assignments within the unit.

**PROCESS OVERVIEW**

The joint reviews will typically be conducted in the academic unit’s physical space, preferably a conference or meeting room supported with large projection capability and Pack Portal access to facilitate joint review of FM-Interact (FM-I) floor plans and other materials.

The F&A lead will contact department staff assigned to the project to schedule/plan meeting specifics and provide advance survey materials. The F&A lead will be available to department personnel throughout the survey process to answer questions and provide assistance as needed to facilitate departmental preparation and completion of the survey.

On meeting day, F&A staff will arrive early to set up and gain access to the FM-I system and F&A-prepared data files. The joint team will use FM-I, F&A-prepared documents and departmental information resources to briefly review each room in the academic department’s space inventory:

**Rooms used for non-research purposes** (offices, conference rooms, classrooms, janitor closet, etc.) will be assigned a Space-Use Code (see Space-Use Code).

**Rooms used extensively for research purposes** (labs, lab support, service centers, green houses, “dry” research space, etc.) will be noted and addressed in Phase II of the survey process.

## PHASE I PROCEDURE

The survey team will confirm all departmental space and review rooms in order of Building-Floor-Room (BFR) per the FM-I room inventory (refer to the Room Inventory MS Excel documents):

1. First Departmental Building – Initial floor: For the lowest-numbered floor of the first-sorted building of the department’s FM-I room inventory, access the FM-I “Departmental Floor Plan View” (see Floor Plan Pdf documents) to see a color-coded graphic of all rooms on the Building-Floor and the occupying OUC(s). **The accuracy of OUC room assignments per FM-I should be verified** with department staff and the OUC Room Inventory updated accordingly.
2. Review each room per the updated room inventory; based on how department staff describe room use/activities:
  - a. For non-research rooms, assign the appropriate F&A Space-Use Code (faculty office, conference room, etc.); move on to the next room on the floor.
  - b. For research rooms, note the primary usage (lab, service center, both lab and service center, etc.); move on to the next room on the updated list.
3. Repeat the process until all department rooms on the Building-Floor have been reviewed/assigned.
4. Return to step “1” and repeat steps “1” through “3” for the next lowest-numbered floor until all floors and all rooms have been reviewed. Move on to the next departmental building until all buildings housing departmental-room-occupants have been reviewed/assigned.
5. Move on to Phase II OR discuss a plan (best and most appropriate contact(s), arrangements, coordination, etc.) for completion of Phase II at later date and time.

## PHASE II PROCEDURE

For each room classified as Organized Research in Phase I (i.e. research labs and research intensive rooms assigned to Space-Use Codes “21”, “22” or “22R”):

- Apportion the utilization of the room in percentage terms of Room Function (i.e. Space-Use Code) to total 100 percent, including the percentage of activity attributable to Organized Research.
- Assign Project IDs (funding sources) that will document the research activities conducted in the space and support the percentage of Organized Research apportioned to the room.

## DEFINITIONS – MAJOR ROOM FUNCTION SPACE UTILIZATION CATEGORIES

**ORGANIZED RESEARCH** – Research, development and scholarly activities targeted for discovery and new knowledge development that are **separately funded, budgeted and accounted for**. This category is comprised of ledger- 4 and 5 project IDs that generally carry NCSU financial system program code 110 (Organized Research) or 122 (Agricultural Research Service) and include Sponsored Research and University Research.

Sponsored Research – Research sponsored by external organizations. Includes sponsored activities involving the training of individuals in research techniques.

University Research – Research activities sponsored by an internal proposal process for award of institutional funds that are separately budgeted and accounted for.

**INSTRUCTION** – Institutional services involving **teaching and non-research training activities** in which knowledge, expertise and skill accumulated by faculty members through scholarly efforts are transferred to students. In addition to Regular Term, Summer Term, Veterinary Medicine and Non-Credit & Receipt-Supported Instruction, this category includes Sponsored Instruction and Departmental Research.

Sponsored Instruction – Specific instructional or training activity established by a grant, contract, or cooperative agreement. This excludes the research training activity described in the Sponsored Research definition above. Sponsored Instruction is generally characterized by a ledger 4 or 5 project ID and the NCSU financial system program codes 10X or 401.

Departmental Research – Research, development and scholarly activities that are not organized research as defined above. Departmental Research is supported via an allocation of institutional controlled funds, excludes ledger- 4 and 5 project IDs and specific initiatives are not generally separately budgeted and accounted for.

**PUBLIC SERVICE** - Non-instructional and non-research services provided primarily for the benefit of persons external to the university and that are not included in the Organized Research or Instruction categories defined above. Activities in this category relate to dissemination of knowledge, often gained from research activities, to the community at large for economic prosperity, environmental stewardship and improved quality of life.

**SERVICE CENTER** – University entities that provide goods and/or services in return for fees. Rates for Service Centers that charge ledger-5 (sponsored activities) are reviewed and approved by the University Office of Cost Analysis. Service Centers that provide technical or fabrication expertise to external firms and agencies are subject to University oversight requirements set forth in Guidelines for Services Agreement Activities published by the Office of Sponsored Programs and Regulatory Compliance (SPARCS).

**ACADEMIC ADMINISTRATION** – Non-library general academic support services which 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. Examples include Deans, Department Heads and support staff but excludes Student Services unallowable, administrative activities and Service Centers.

LIBRARY – Units associated with the campus library system and available to all University personnel (students, faculty and staff) that directly support the collection, cataloging, distribution and storage of published materials.

STUDENT SERVICES ADMINISTRATION – Department services which support, complement, monitor and enhance the total development of students. Includes admissions, student scheduling, student records maintenance, financial aid administration (loans, scholarships, work study), student counseling, graduation and vocational activities.

OTHER INSTITUTIONAL AND UNALLOWABLE ACTIVITIES – Directly-engaged or support activities of the University that do not involve Instruction, Organized Research or Public Service. Examples include fund raising and development offices, student auxiliary operations such as university dining and housing services, athletics, bookstores, museums, etc., unpaid activities by volunteers and visitors, and any other activities **the cost of which are generally unallowable for reimbursement on Federal sponsored agreements.**