

Suggested Procedure for Classifying Research Lab Space

Proper classification of space in research labs is a critical part of the space survey. The principal program classification of space in research labs is usually Sponsored/Organized Research. However, if some of the occupants of a research lab are paid for their work in the lab from general departmental funds or other accounts that are not coded as Sponsored/Organized Research, the space associated with activities paid from those accounts should be classified as Instruction, Departmental Research, or other appropriate functions. Similarly, if some of the occupants of a lab are not paid by the University, such as unpaid students or visiting scholars paid by their home institutions, the space associated with those activities in the lab should be classified as Instruction or Other Institutional Activities.

The procedures outlined below have been developed to assist you in determining the classification of space in a typical research lab.

1. Identify all the occupants of the lab and the accounts that pay their salaries or stipends. Also identify any unpaid occupants of the lab.
2. If the faculty member/investigator has Sponsored/Organized Research funding, establish the initial program classification of the lab as 100% Sponsored/Organized Research.
3. If any of the occupants of the lab are paid for their work in the lab from accounts that are not coded as Sponsored/Organized Research, estimate the percentage of activities in the lab paid from those accounts.
4. If any of the occupants of the lab are not paid by the University, estimate the percentage of the unpaid activities in the lab.
5. If there are any other activities conducted in the lab that are unrelated to Sponsored/Organized Research (ex. homework or studying), estimate the percentage associated with those activities.
6. Deduct the percentages in steps 3, 4, and 5 from 100%. The remaining percentage is the final percentage for Sponsored/Organized Research. For example, if the combined percentages in steps 3, 4, and 5 are 10%, the Sponsored/Organized Research percentage would be 90%. The 10% not classified as Sponsored/Organized Research should be classified as Instruction, Departmental Research or other appropriate functions.

The estimates in steps 3 and 4 should carefully consider how much time each occupant spent in the lab during the fiscal year covered by the space survey. For example, a student working in the lab 15 hours a week for four months should be given much less weight than a technician who works in the lab 40 hours a week the entire year.

These procedures are designed for typical research labs, and are not intended to cover every situation. Unique cases should be handled in accordance with the specific facts and circumstance involved.