


Effective Space Surveys for Successful F&A Proposals

**NECA Conference
September 23, 2014**

Agenda

- **About WVU**
- **FY 2012 Approach**
- **Challenges**
- **Solutions**
- **Outcomes**

About WVU

- 29,466 Students
- West Virginia's Land Grant Institution
- Medical School
- FY 2012 F&A proposal had an Organized Research base of \$70 million
- Cognizant Agency – DHHS – Washington, D.C., but negotiated last two fringe rate proposals and the last F&A rate proposal with the Dallas office.

Challenges with Space Survey

- Starting out with incorrect space data from Facilities
- Getting the right person assigned as the Departmental Space Coordinator
- Some departments require much hand holding
- Not fully understanding the objective and require follow ups

What is the Role of the Departmental Space Coordinator?

- Act as the primary department contact for space survey issues
- Be the primary source for room use and room occupants
- Be the key link to Principal Investigators and other personnel involved with sponsored projects to discuss space coding
- Knowledgeable about the financial accounts of the department

WVU and WebSpace

- Used MAXIMUS WebSpace for F&A proposals for FY 2003, 2008, and 2012
- Not confident in the space data from Facilities so we Inventoried all space
- 325 Departments total
- 128 Departments Surveyed (assigned functions) to their space (no threshold was used) – all room types
- Total rooms selected for Inventory and Survey:
8,472

WVU and WebSpace

- Total rooms selected for Inventory-only:
15,282
- Trained 95 Departmental Space Coordinators – access not set up until attended a training session
- Survey started at end of May – gave them 6 weeks to complete
- By the end of September, Inventory/Survey process was complete

Sample Work Plan

- Preparation
 - List of Faculty and Faculty Offices and Labs
 - Identify all Post-doc's, Research Associates, Lab Tech's
 - List of Graduate Students by type GRA and GTA (WebSpace)
 - Room listing (WebSpace)
 - Account listing with PI (WebSpace)
 - Floor Plans
- Review Documents
 - Definitions
 - Space and accounts
- Conduct Training and Info Sessions

Sample Work Plan

- Update Results in WebSpace
- Review final results
- Submit Space Survey Certification to Cost Accounting
- Organize Work/Results for Potential Review
- Documentation VERY IMPORTANT
 - Retain sufficient documentation to support the coding of space – particularly Organized Research space. Federal Auditors **will** come to WVU and walk the space to review coding.

Sample Work Plan

- Complete Survey
 - Identify and functionalize DA (Departmental Admin)
 - Identify and functionalize all 100% Instruction & Departmental Research
 - Class labs w/o OR
 - Classrooms
 - Determine functional % for the remaining space and assign accounts
 - Coordinate with Dept. Chair
 - Coordinate with Faculty
 - Conduct Interviews, visits
 - Use professional judgment

WVU WebSpace setup

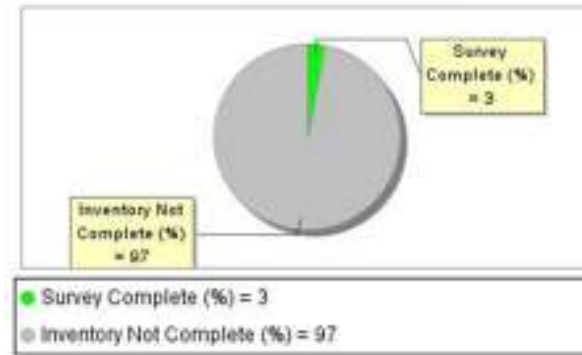
- Login was University's Master ID for Users
- Accounts required for any rooms assigned to the functions of Organized Research or Other Sponsored Activities
- Occupants required for Research Labs, but instructions urged academic departments to put occupants in all applicable rooms
- Payroll feature available but not required
- We allow Departments to remove rooms, but only central users can add them
- Facilities department provided floor plans and provided assistance to space questions concerning the square footage, room use, etc.

Benefits of Using WebSpace

- Training materials located in WebSpace for easy access
- Scrubbed accounts loaded for each department
- Payroll for occupants displayed for those rooms with occupants assigned
- Shared rooms feature- very useful for shared lab room formats
- Automated Service Room process
- Export space file directly to CRIS

Benefits of Using WebSpace

- Up-to date status



- Many useful reports in WebSpace
 - Space Statistic

Assignable Square Footage by Function				
INS	OIA	OR	SPT	Total
704	84	2,085	165	3,037
23.2%	2.8%	68.7%	5.4%	100.0%

Assignable Square Footage by Building					
Building	INS	OIA	OR	SPT	Total
1001-Building One	585	20	1,518	0	2,123
1006-Building Six	119	64	567	165	914
	23.2%	2.8%	68.7%	5.4%	100.0%

Assignable Square Footage by RoomType					
Room Type	INS	OIA	OR	SPT	Total
250-NON-CLASS WET LAB	554	18	1,439	0	2,012
255-NON-CLASS LAB SRVC	31	1	79	0	111
720-720 SHOP	119	64	567	165	914
	23.2%	2.8%	68.7%	5.4%	100.0%

Benefits of Using WebSpace

- Many useful reports in WebSpace
 - Rooms for which Payroll was not identified
 - Survey/Payroll Summary Report (by room)
 - Survey Results by Room Type
 - Occupants Identified/Not Identified
 - Accounts Used/Not Used Report

Other Uses of Space data

- NSF Facilities Survey
- Internal Space allocations/reporting
 - With Dean's offices
 - Facilities Department
 - Used to determine space needs

Considerations

- Rooms coded 100% Org. Research
- Too many rooms 95:5
- Graduate Research Assistants/Students
(How are they funded when in the lab – do they do homework in the lab?)
- Visiting Professors and Emeritus Faculty
 - If space provided as a courtesy and not paid with WVU funds, space should be coded as OIA
- Seed Money and Overhead Return Funds – most often should be Instruction/Departmental Research

FY 2012 F&A Proposal

- Rate going into the proposal was 48% for Organized Research
- Proposed 53%
- DHHS Dallas office conducted a 2.5 day site visit and reviewed space for 5 departments
- Negotiated rates as follows:
 - FY 2014 – 48%
 - FY's 2015-2016 – 49%
 - FY 2017- 50%