SPACE SURVEY

Methodologies

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HURON

About Us

Charlotte Gallant (UNIV)

Director of Cost Analysis and Compliance, Harvard FAS

- Harvard University
- Faculty of Arts and Science
- 15 years in Higher Education Research Administration
- F&A Rate proposals (long form)
- Recharge/Service center policies and reviews
- Equipment policy and reviews
- Research Administration Compliance

Grace Shin (HMS)

Associate Director of Cost Analysis Harvard Medical School, Finance

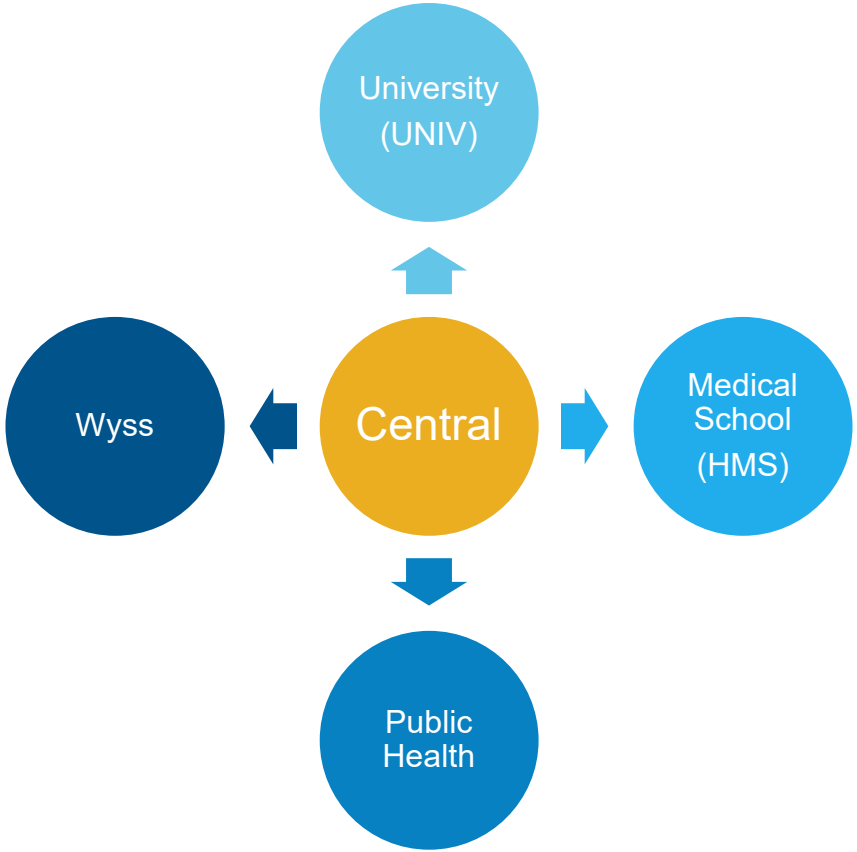
- Finance professional - 16 years experience
- 12 years in Higher Education - Harvard
- Pre and post award management
- Equipment inventories
- Business analyst for custom software
- 8 years at Harvard Medical School
- Recharge/service center policies and reviews
- Space surveys
- F&A rate proposal (long form)

Eric Wang (Huron)

Manager Huron Consulting

- Huron Consulting Group
- Higher Education – Research Enterprise Solutions
- 11 years in Higher Education Consulting
- F&A rate proposals (short & long form)
- Space surveys
- Recharge/service center policies and reviews
- Animal per diem rates
- DS2
- Business analyst for custom software

Institutional Profile HARVARD



Our Agenda

Let's talk space

- Space Survey 101
- Space Survey PREPARATION & DATA
- Space Survey TRAINING, MEETINGS, & SURVEYS

SPACE SURVEY 101

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What is a Space Survey?

- The purpose of a space survey is to document the people, funding sources, and activity within specific rooms on campus during a given fiscal year
- Space surveys are used to help an institution demonstrate how its facilities costs are actually supporting sponsored research
- Salaries and Wages may not be representative of activity happening in lab spaces

Question #1 – Do you conduct a space survey?

What are we surveying?

- The Uniform Guidance defines activity codes for classifying space, codes include:
  - **Organized Research (OR):** Research activity funded by federal and non-federal grants that are separately budgeted and accounted for
  - **Department Research (DR):** Research activity that requires no formal application/approval process. Includes research funded by gifts, endowments, seed funding, start-up funding, and indirect cost recovery monies
  - **Instruction (IN):** All instructional activity including teaching, TA activities for grad students, and unpaid undergraduate student research workers
  - **Other Sponsored Activities (OSA):** Activity funded by federal and non-federal grants that support outreach initiatives including clinical trials
  - **Other Institutional Activities (OIA):** Activities of an institution except for instruction, departmental research, organized research, and other sponsored activities.

When do we survey?

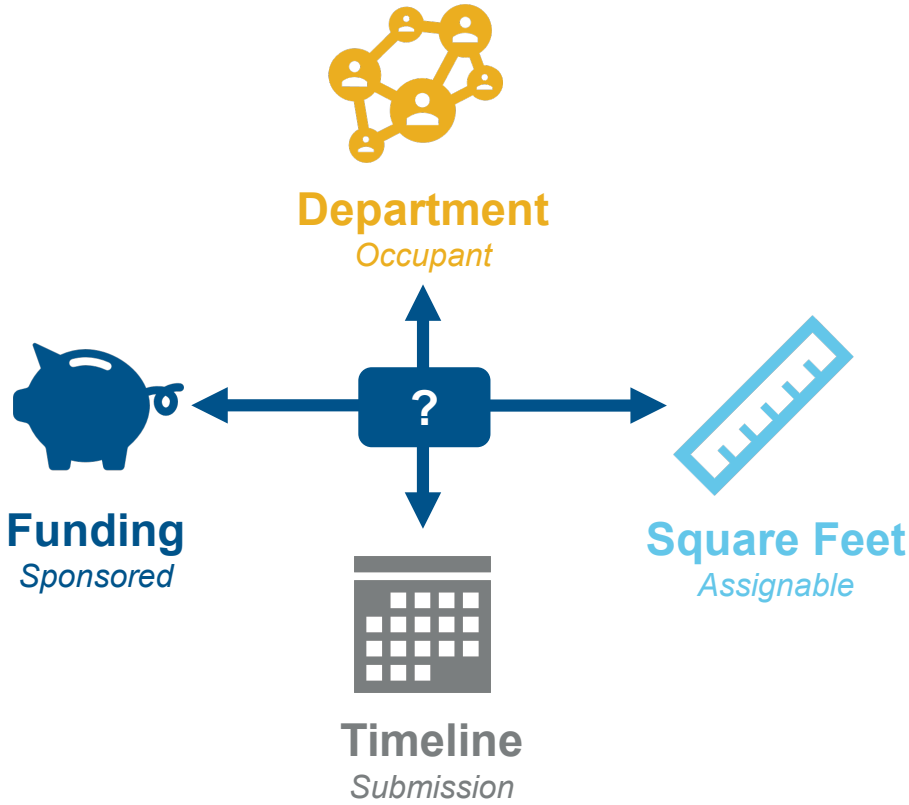
- **Identify the base year**
  - The survey should be conducted near the end or after your base year has concluded.
- **Availability of participants**
  - Central Administration
  - Department Administration
  - PI/Lab Managers/Researchers

Question #2 – When do you do a space survey?

During Base Year

After Base Year

Identify the population for the survey



Comparison: Survey Population

Charlotte Gallant (UNIV)	Grace Shin (HMS)	Eric Wang (Huron)

• Review all departments and space
• Threshold based on Research Expenditures
	• Review all departments and space
	• Identify Research and Non-Research departments
	• Survey Research departments
	• Non-Research departments – Use SW
		• Survey all space and all departments
		• Identify specific room types
		• Research %/$ threshold
		  ◦ 80%+, 90%+, 95%+
		  ◦ $500k, $1m, etc
		  ◦ SW vs Total Expenditures
		• Research SQFT threshold
		• Research density in buildings

Consider survey population

PREPARATION & DATA

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Using up to date data

Building
Code/Name

Room #
Location

Department
Occupant

Room Type
Hegis Code

Square Feet
Assignable

Different types of space to consider

Dormitories
Bathrooms
Kitchens

Offices

Clinic

Other

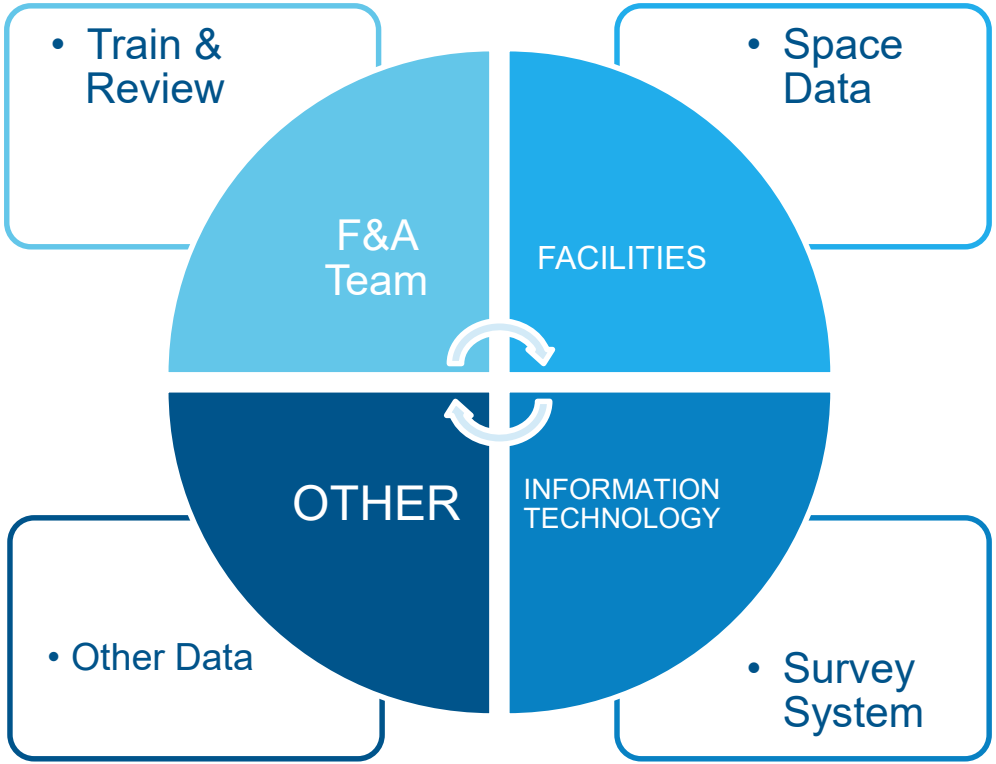
WET

DRY

ANIMAL

RESEARCH

Who do we need to conduct survey?



Comparison: Data Elements

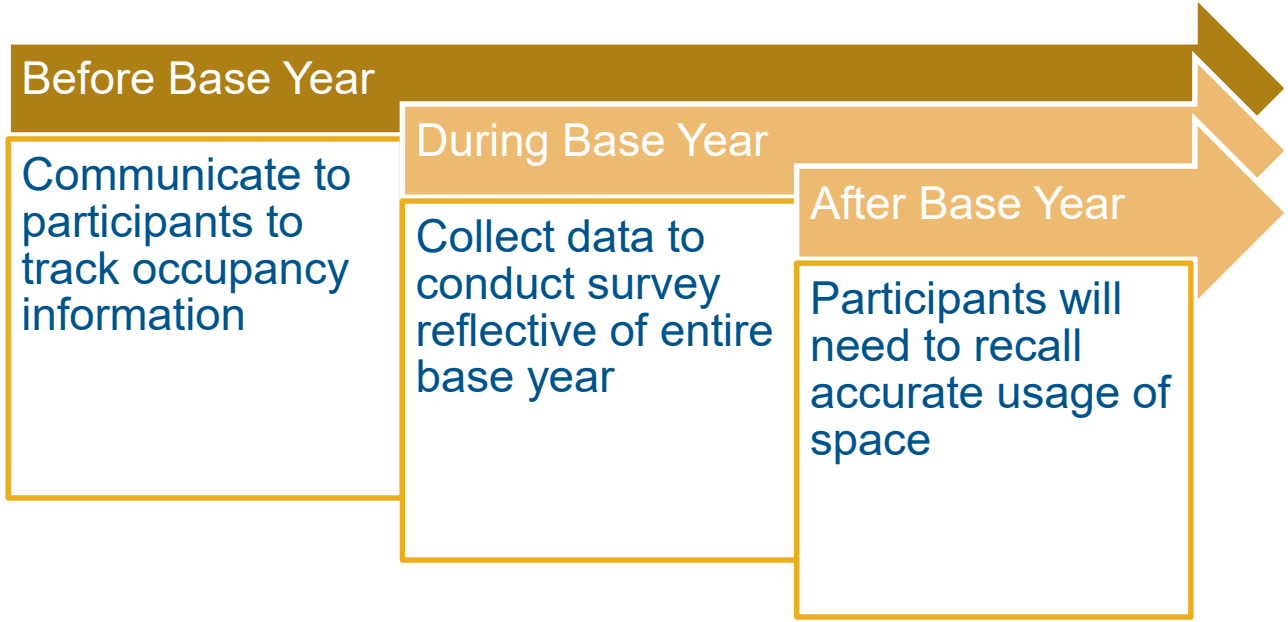
Charlotte Gallant (UNIV)	Grace Shin (HMS)	Eric Wang (HURON)
• Principal Investigators • Occupants and Visitors – how often, how long • Functionality of space – research projects and funding sources • Clustering approach • Shared research space • HHMI Space • Service Center Space • Single Function vs. Joint Use	• Principal Investigator or Spaceowner • Occupants and visitors • Clustering approach • Service center space • Shared research space • HHMI space • Projects, Funding sources, Activity Codes • Full time equivalency (FTE) • Comments	• Sub room type code • Primary usage notes • Number of desks • Entry restrictions

Focus on relevant data elements

How will you capture the results?

	Paper Survey	Electronic Survey	Survey System
Pro	• Low learning curve • Easy to survey room by room	• Data entry occurs once • Most are familiar with the typical applications; excel, word, access. • Can be shared electronically • Laptops/tablets	• Prepopulated data elements • Standardized data output • Built in validation • UI/UX optimized for data collection
Con	• Manual distribution of files • Data entry required convert results into rate development tool • No backups	• Freeform fields require data to be standardized prior to using • Manual creation of forms • Version control	• Learning curve due to new technology • Black box

Sample Space Survey Timeline



Question #3 – How long did your survey take?

Comparison: Timeline

Charlotte Gallant (UNIV)	Grace Shin (HMS)	Eric Wang (Huron)

• Before the base year starts
  • Remind departments to track lab occupancy throughout the base year
• During the base year
  • Updating space inventory
  • Plan out the process
  • Communicate the plan
• Space Survey – base year and beyond
  • Begin last quarter of base year (Spring/Summer)
  • Internal analysis (Summer)
  • ~6 months
	• During base year
	  • Update space inventory
	  • Update occupant information
	  • Identify when participants will be available
	  • Communicate project plan
	• Space survey
	  • After base year - Summer/Fall
	  • ~4 months
		• Summer population
		• Consider holidays
		• Avoid waiting until winter
		• When do you want to submit?

Communication is key!

TRAINING, MEETINGS, & SPACE SURVEY

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Provide training to all participants

Materials

- Institutional interpretation of Uniform Guidance
- Reminder of base year/fiscal year
- Space survey instructions
- Timeline of survey
- FAQ
- Additional resources
- Contact information

Consistency

- Definitions for each space function
- Consideration for occupants
  - Training grants
  - Emeriti faculty
  - Visiting scholars/scientist
- Funding sources
  - Space vs Base
  - Example: University sponsored research

Sessions

- Population
- Timeline
- Location
- Availability
- Other scheduling factors
- Virtual vs Live

Provide training to all participants

Paper Survey

- Distribute files to all participants
  - Folder/binder
- Designated area to add detail or identify changes
- Plan on how to transfer results for review

Electronic Survey

- Walk through template
  - How strict are you on the formatting of the document?
- How to provide updates
- Version control
- Data transfer plan

Survey System

- Hands on training
- How to seek additional help
- System helpdesk email/phone#/chat
- Backup plan for participants without access

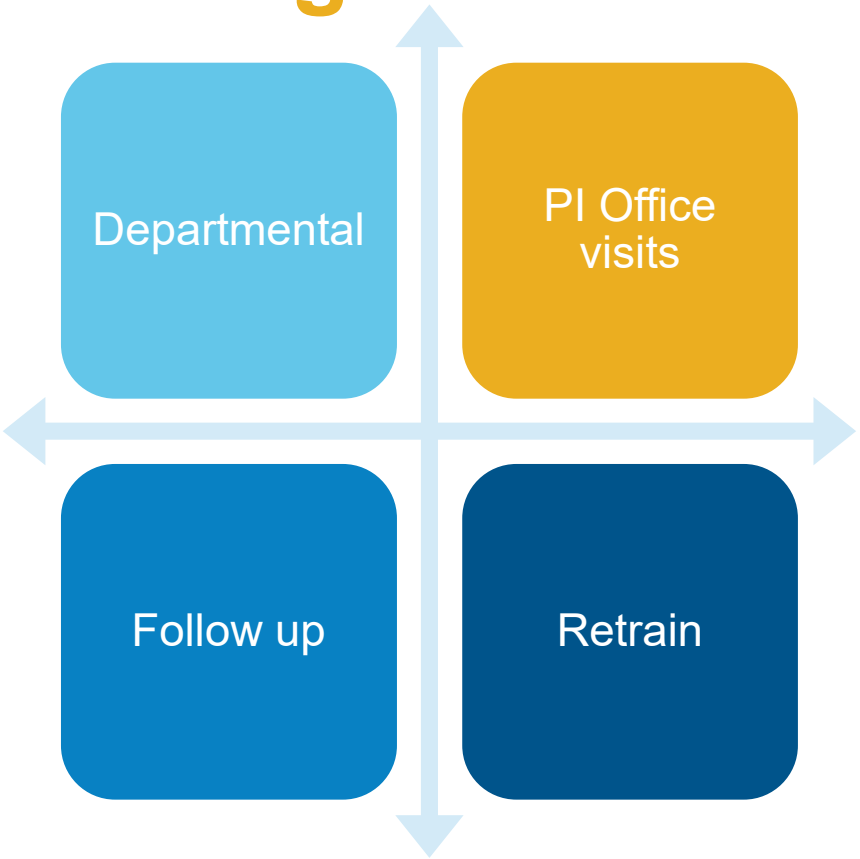
Comparison: Training

Charlotte Gallant (UNIV)	Grace Shin (HMS)	Eric Wang (Huron)

• In-person Trainings
  • 2 High level department directors
  • Individual department meetings
• Documents
  • General Instructions
  • Definitions
  • System user guides
  • Space data (floorplans) and functionalization templates
• Expectations, Procedures and Timeline
	• 4 Training sessions
	  • In person
	• Documents
	  • Regulations
	  • Definitions
	  • Institutional data
	• Survey System
	  • Data elements
	  • How to use the Survey System
	• Space Survey timeline & resources
		• Training sessions (1-5 depending on size)
		  • Recorded
		  • Virtual
		• “Org” chart

Stressing the significance of their participation

Types of Meetings



Comparison: Meetings

Charlotte Gallant (UNIV)	Grace Shin (HMS)	Eric Wang (Huron)

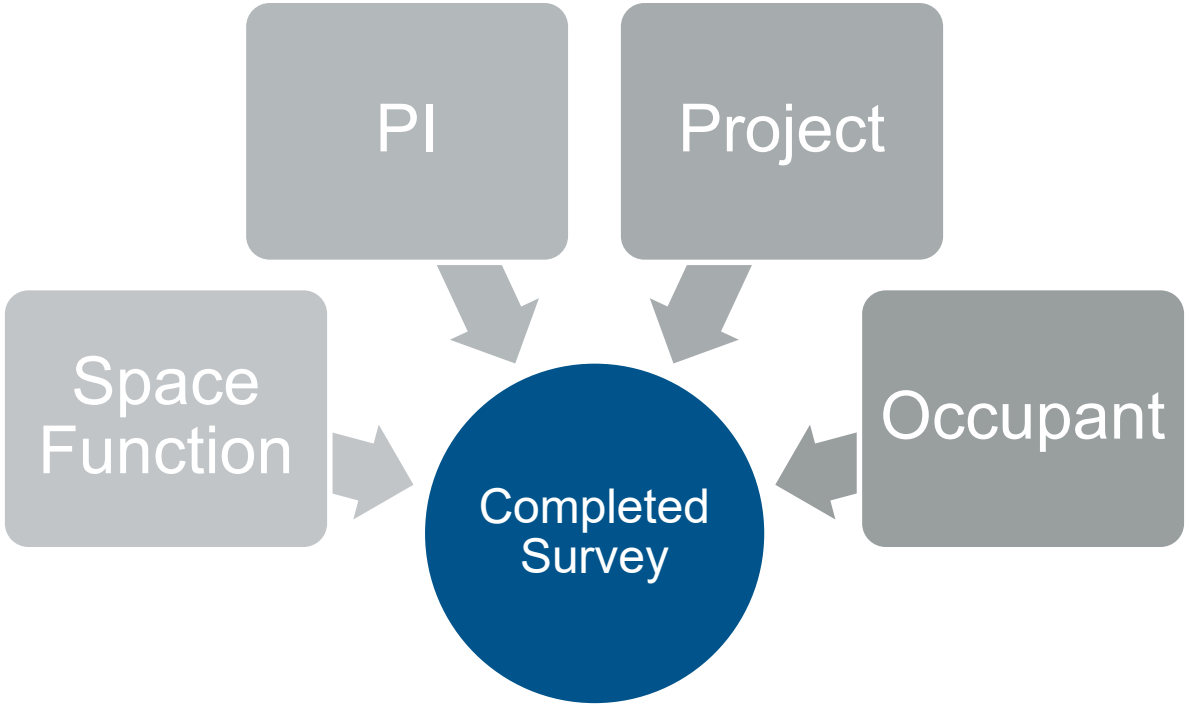
• 1 on 1 department sessions with grant managers/lab managers and administrators (4-8 hours)
  • Completing the survey
  • Interpreting occupancy
• PI office visits (30 min to 1 hour)
• Follow up department meetings (1-3 hours)
• Final department reviews (sign off via email or in-person)
• Using webex, phone calls, and in-person methods
	• 1 on 1 session with department administrators:
	  • Review survey data (2-4 hours)
	  • Address questions (1-2 hours)
	  • Retrain (1 hour)
	  • Review survey (1-2 hours)
		• Phone meetings
		• Email
		• Virtual desktop share

Meetings are essential

Question #4 – How many people ran the survey?

- 1-2 FTE
- 2-4 FTE
- 4-6 FTE
- More than 6 FTE

Review results



Space vs Base

- Space functions need to be supported with expenditures
- The way people are paid should be considered
- Validating projects to survey spaces

Comparison: Survey review

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• Identify PIs
  • Review space data
  • Review research projects
• Account for all people
  • Students
  • Undergrads and Grad
  • Visitors
  • HHMI
  • Paid vs. not paid
  • Emeriti faculty
• Maintain records
	• Identify all PIs
	• Identify all on research projects
	• Account for all people
	  • Paid vs not paid
	  • HHMI
	  • Students
	  • Visitors
	  • Emeriti faculty
	• Record all notes
		• Space vs base
		  • Costshare
		• Identify all on campus projects

Check Space vs Base!!

THANK YOU & QUESTIONS