



# **NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY**

SEC. V—RESEARCH SPACE 1.0

## **ALLOCATION OF RESEARCH SPACE**

### **UNIVERSITY POLICY**

#### **I. SCOPE OF POLICY**

This policy applies to space owned or leased by North Carolina A&T State University that is designated as Research Space and space designated otherwise that should be designated as Research Space. It is the responsibility of the Chancellor to allocate for university activities any and all space owned or leased by the university. The Chancellor may delegate the responsibility for space allocation to his/her representative. The responsibility for allocation of Research Space has been delegated to the Space Utilization Committee based on recommendations of the Vice Chancellor for Research and Economic Development (VC-DORED) in conjunction with the Deans of the Colleges and Schools.

#### **II. PURPOSE**

In practice most research space is located in buildings dedicated for use by a single College or School. In those cases allocation of research space is typically delegated to the College and School Deans. This policy was developed to provide guidelines to the Deans in the event that reallocation of research space becomes necessary. In some cases multiple Colleges and Schools

may be utilizing space in a building or facility. This policy also provides prioritization guidelines for use by the Space Utilization Committee to resolve conflicts over use of space when the Colleges and Schools are unable to resolve competing demands for research space.

The objective of this policy is to provide guidelines for prioritization of research space allocation including:

1. Allocation of Research Space for funded research projects,
2. Allocation of Research Space for advanced degree programs and undergraduate research programs,
3. Anticipation of future needs for Research Space including space for new faculty startup programs,
4. Reallocation of Research Space that is underutilized, and
5. Reallocation of Research Space that is not being used for research activities.

### **III. RESEARCH SPACE ALLOCATION PRIORITY**

Research Space shall be allocated according to a priority system where the priorities are listed below from highest to lowest. Research facilities that represent a significant investment and/or provide unique capabilities will be given special consideration and will not be targeted for reallocation unless the facilities are no longer needed for the original purpose of the investment or for a follow on activity that requires the unique facilities. Research Space that has been used for more than 3 years for a continuing program will also be given special consideration. Applying the priority criteria below may not be adequate to resolve all research space allocation issues. It may become necessary to apply a more detailed evaluation of the productivity of an existing or planned research program. Attachment A provides an example of a weighting formula based on typical performance measures such as external funding generated, number of students awarded graduate degrees or enrolled in research based graduate degree programs, equipment or infrastructure investments, refereed journal articles published, years of funding remaining on existing projects, and community or economic impacts. This formula is an example only and should be modified by the Provost and academic units with weights normalized as appropriate for their respective units. The Colleges and Schools shall be responsible for calculating priority weight when needed to determine allocation priority assigned to each project, facility, and/or program.

### **IV. Priority for Research Space Allocation (highest to lowest)**

The criteria below define research space allocation priorities. If necessary a priority weight analysis using an approach similar to the formula in Attachment A shall be used to resolve

competing proposed research space allocations. Note: when loading proposals into the Rameses system Principal Investigators and their Co-Investigators shall identify facilities in which research will be conducted or identify clearly that additional space is needed. Projects and/or graduate degree programs that fail to identify additional research space needs during the proposal stage for sponsored research or during the proposal stage for new graduate degree programs will receive lower priority than projects/programs that provide advanced notification of space needs.

1. Currently funded research projects.
2. Other research activities associated with existing advanced degree programs and undergraduate research programs.
3. Research Space allocated to currently unfunded research programs that have been funded within the past 2 years.
4. Research Space allocated for a pending sponsored research proposal.
5. Research Space allocated for a new faculty startup program.
6. Research Space allocated for a pending advanced degree program or undergraduate research program.
7. Research space allocated for other anticipated near term new initiatives.
8. Research Space allocated to a research program that has produced at least one publication in a refereed professional journal within the past 12 months.

Any space designated as Research Space that does not meet one of the above criteria shall be subject to reassignment by the College or School (if only one College or School is applicable) or by the Space Planning Committee (if affected Colleges and Schools are unable to resolve allocation issues). Research Space currently used for a lower priority activity is subject to reassignment for use by a higher priority activity. However, reallocation decisions will consider the special circumstances described above and shall be made in an effort to promote efficient use of space, minimize disruption to ongoing programs, and minimize cost of conducting the overall sponsored research program, graduate degree programs and student research programs.

Date policy is effective: Upon approval

First approved: April \_\_, 2014

Approved by the Board of Trustees

## ATTACHMENT A

### SAMPLE CALCULATION OF PRIORITY WEIGHT

This Attachment provides an example of a weighting formula based on typical performance measures such as external funding generated, number of students awarded graduate degrees or enrolled in research based graduate degree programs, equipment or infrastructure investments, refereed journal articles published, years of funding remaining on existing projects and community or economic impacts. Each component of this formula should be normalized as appropriate for the academic units.

Weighting formula:  $F + S + E + R + P + C = \text{Priority Weight}$

F = evaluation factor based on external funding generated

S = evaluation factor based on number of students graduated and/or enrolled in research based degree programs

E = evaluation factor based on equipment purchased, facilities and infrastructure investments

R = evaluation factor based on years remaining on a project or program

P = evaluation factor based on publications generated including refereed and non-refereed publications

C = evaluation factor based on community engagement and economic development impacts

#### Example 1

Dean X decides to normalize such that \$250K of external funding generated is equivalent in weight to 1 PhD student or 4 MS students supported per year or \$200K in facilities/equipment obtained or 1 year remaining on a project or 1 refereed journal article or 5 non-refereed publications or providing a service/outreach to 10 members of the community.

Project Alpha receives \$500K in funding for a 2 year study that will engage 25 members of the community and support 2 MS students each year and generate 4 non-refereed publications. No facility renovations are needed and no equipment will be purchased. Priority Weight =  $2+0.5+0+2+0.8+2.5 = 7.8$

Project Beta receives \$1M in funding for a one year study that requires purchasing a \$400K instrument. Four MS students will be funded and will each generate one non-refereed publication. There is no community outreach or economic impact anticipated. Priority Weight =  $4+1+2+1+0.8+0 = 8.8$

In this example Project Beta receives a higher priority weight.

Example 2

Dean Y decides to normalize such that \$500K of external funding generated is equivalent to 1 PhD student or 3 MS students supported per year or \$200K in facilities/equipment obtained or 2 years remaining on a project or 2 refereed journal articles or 6 non-refereed publications or providing a service/outreach to 5 members of the community.

Project Alpha would have a Priority Weight =  $1+0.67+0+1+0.67+5 = 8.34$

Project Beta would have a Priority Weight =  $2+1.33+2+0.5+0.67+0 = 6.5$

In this example Project Alpha receives a higher priority weight.

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Harold L. Martin, Sr.  
Chancellor

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Barry L. Burks  
Vice Chancellor for Research and Economic Development

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