University of Maryland, Baltimore
Space Survey Manual
FY09

What is a Space Survey?

The purpose of a space survey is to allocate the square footage of the campus to the various functions of the University, as defined by OMB Circular A-21. This allocation of space is then used to allocate facilities costs to these functions as part of the Facilities and Administrative Cost Rate calculation. This rate calculation is reviewed and negotiated with the University's cognizant agency, the Department of Health and Human Services, Division of Cost Allocation. The rate negotiated will determine the F&A rate we are able to recover on the majority of our externally sponsored projects for the next few years. The space survey is one of the largest areas of review by the negotiators because the results are used to allocate the majority of the uncapped costs in the rate calculation. Therefore, it is important that the University conduct a well documented space survey to support the F&A rate calculation.

The majority of the University's space is allocated to the functions based on standard methodologies. However, some space, mostly research lab space, must be surveyed. The survey allocates the room, using professional judgment, to the activities/functions occurring in the room. This survey should be performed by someone who is familiar with the space and how it was used during the base year (FY2009). This may require discussions with Principle Investigators and other occupants of the space. This determination is made based on these discussions and how the occupants of the room were funded for the activities occurring in the room.

To assist you with determining the allocation of the rooms you are assigned to survey and to collect the appropriate documentation, Cost Analysis has prepared a space survey package for your department.

The Space Survey Package

The space survey package contains the following:

- This space survey manual
- A CD (not rewriteable) with the following files:
  - An Excel workbook template to record the survey results
  - Salary Distribution by Project Report (in Excel and pdf)
  - Salary Distribution by Individual Report (in Excel and pdf)
  - A complete inventory listing off all rooms assigned to your department
- FICM code definitions
- On vs. Off Campus Listing

You may also find it helpful to print a copy of your floor plans from OSIS. A representative from every department has been trained and has access to OSIS. OSIS is available on the campus portal.

Determining the Functional Allocation of Surveyed Rooms

The purpose of the survey is to determine what activity is going on in the rooms that you have been asked to survey. Activity is based on who is occupying the space, what they are working on in that space and how they were funded for that work. For UMB employees, there should be consistency between the functions of the projects that funded the work in the room and the functions that you assign to the room. All occupants of the room should be considered in determining the functional allocation of the room, whether the occupant was paid by UMB or not. You should classify this activity into the following functions and allocate the room according to how these functions were weighted in each room.

Organized Research (OR)

Space used for research and development activities of UMB that are separately budgeted and accounted for. This includes externally sponsored projects and intramural UMB awards. Research activities include the rigorous inquiry, experimentation or investigation to increase the scholarly understanding of the involved discipline. Examples of Organized Research at UMB include:

- Awards to UMB faculty to support research activities, including career development awards (NIH K-awards)
- Clinical trials
- Awards for date collection, evaluation, analysis and/or reporting

Departmental Research (DR)

Space used for research, development, and scholarly activities that are not organized and not separately accounted for. These activities are supported by internal funds for which no formal application/approval process was required. These funds are often commingled with funding for other nonsponsored activities such as administration, teaching, or other University duties.

Sponsored Instruction (SPIN)

Space used for specific instructional or training activities established by grant, contract or cooperative agreement. This includes:

- Fellowship support for pre-doctoral and post-doctoral training (NIH's T's & F's)
- Support for writing textbooks or reference materials
- Curriculum developments awards

Instruction (INS)

Space used for the teaching and training activities of UMB that are not externally sponsored.

Other Sponsored Activities (OSA)

Space used for programs and projects financed by federal & non-federal agencies and organizations which involve work other then instruction and organized research. This includes:

- Health Service projects
- Community Service Projects

Intergovernmental Personnel Agreements (IPA)

Space used by individuals working under an intergovernmental personnel agreement or other similar salary reimbursement agreement.

Other Institutional Activities (OIA)

Space used in conducting activities which do not correspond to any of the other listed definitions. Includes the following type of space:

- Occupied clinics, athletic facilities, dormitories, dining halls, bookstores, coffee shops, theaters, museums, alumni and development areas
- Used by visiting faculty or others that are not paid by UMB
- Any non-University use of the space
- Where patient care activities are performed (e.g. patient rooms, diagnostic service laboratories, etc.) if these activities are not funded through sponsored agreements.

Service Centers (SC)

Space used for operations defined as service centers under the University's service center policy. For space used for the operations of recharge centers, as defined by the University's service center policy, code the space according to the function of those charged for the recharge center's operations.

Completing the Excel Template

The Excel template will be used to document the space survey. It contains three sheets: Survey Room Listing, People, and On Campus Chartstrings.

Survey Room Listing
This sheet will capture the majority of the space survey data and documentation including the functional allocation and the supporting projects and room occupants. We have provided you with a list of rooms that we need you to survey. Only research labs, computing centers, and clinical spaces are being surveyed. This includes FICM codes 250, 251, 252, 710, and the 8xx series. We have provided a complete list of rooms owned by your department for your reference on your department's CD. The space inventory was already verified by your department, but if these listings are not accurate, please contact Cost Analysis to resolve any issues as soon as possible.

For each room, enter the percentage allocation of the room to each function. The sum of all functions must be 100%.

For each room, document what chartstring(s) are funding the activity in that room. You only need to enter chartstrings to support space assigned to Organized Research (OR), Other Sponsored Activities (OSA), or Sponsored Instruction (SPIN). The accounts columns of the survey room listing sheet have drop down boxes of all on campus chartstrings either owned by your department or being charged for the salary of one of your department's employees. This drop down list comes from the worksheet titled "On Campus Chartstrings". Use the drop down boxes in each column to populate the chartstrings. If a chartstring is not in the drop down boxes, select "Other" and enter the missing chartstring in the notes column at the end of the sheet. Each room line has space for up to ten chartstrings. If there are more than ten, those chartstrings can also be written in the notes column.

Your next step will be to document who is performing the activities in that room. Enter the occupants of the room into the occupant columns by selecting an individual from the drop down list. This list comes from the "People" worksheet. This list contains everyone who was in your department or who was paid from a chartstring owned by your department during FY 2009. If someone is working in that room and they are not a choice in the drop down boxes, select "Other University" or "Other NonUniversity" and enter their name in the notes column at the end of the worksheet. The following types of people will not be on the drop down list, but do need to be recorded:
- Unpaid individuals
- Individuals paid from an entity other than UMB
- Graduate students paid through accounts payable on training grants

Each room line has space for up to ten occupants. If there are more than ten, those occupants can also be written in the notes column.

Documentation of Unassigned Projects and People
As you chose people and chartstrings to populate the Survey Room Listing worksheet, the workbook has been programmed to note their use. The columns titled "Missing?" on the People and On Campus Chartstring worksheets will change from a "Y" to an "N" once the person or chartstring has been chosen. This does not preclude you from assigning them to more then one room; it only notes that they have been accounted for at least once.

To complete the documentation of the survey, review the list of people and on campus chartstrings that were not placed in rooms. Make sure that all people that should be placed in rooms were placed in rooms. If they should not have been placed in a room, please indicate why on the People and On Campus

Chartstring worksheets. There are columns for common reasons. To indicate these commons reasons, simply place an 'X" in the appropriate column. If the work was occurring in another department's space, please indicate the department where the work was being performed. If none of the common reasons apply, please explain in the Notes column.

Submitting Your Survey

Once you have fully allocated all of your rooms and provided all the necessary documentation including chartstrings and room occupants, it is time to submit your survey. To do this, follow the following steps:

1. Make a copy of your notes for your department's records. It may be many months before this information is reviewed by the federal government. Keep your documentation until the new rate is published.
2. Secure your workbook with a password. Use the Microsoft instructions at the end of this manual for directions on how to add the password. This is a password that is meant to prevent anyone else from modifying your work. This password should be recorded in your department's records only. We will be using only the information you have provided us. We will not modify your work in any way.
3. Email your completed workbook to pholmes@af.umaryland.edu

Most departments' surveys are due July 24, 2009. Large departments have until August 14, 2009. Please complete as soon as possible. Cost Analysis will be performing a quality review of this data, and may be following up with questions and requests for more documentation.
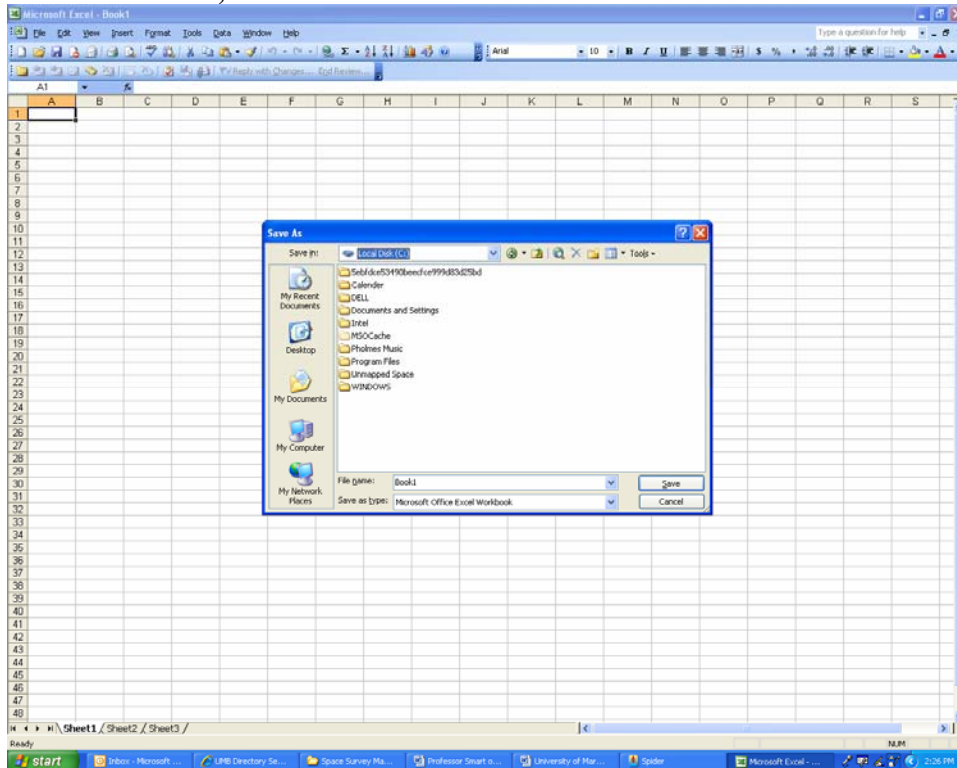

Contacts for Assistance

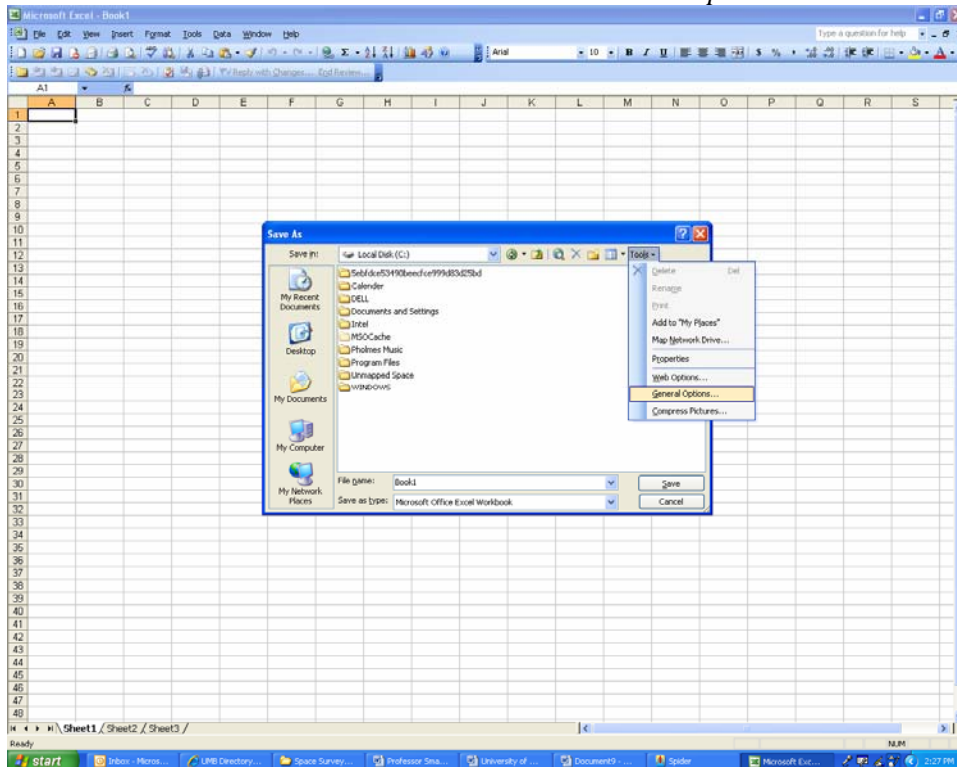Pat Holmes, Manager, Cost Analysis and Studies, X62909, pholmes@af.umaryland.edu

Lynn Kingsley, Director, Cost Analysis and Studies, X62889, lkingsley@af.umaryland.edu

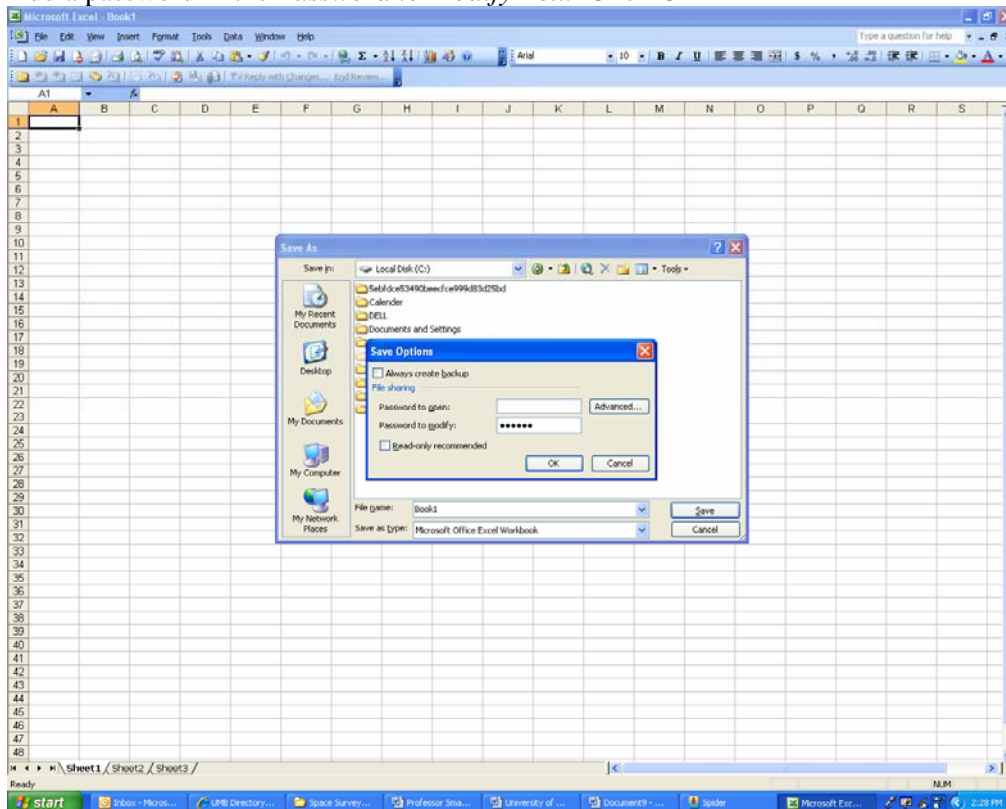**Adding a Password to your Workbook**

On the *File* **menu, click** *Save As*

On the Save As Screen click on Tools and select *General Options*

Add a password in the *Password to Modify Box.* Click OK

Confirm your password and click OK