Space Survey Training

Cost Analysis & Studies

Base Year 2013

Why are we here?

- You have been chosen!
  - Based on departmental expenditures
- Learn how to conduct a space survey
- Learn functional use definitions
- Learn how to use the Excel Template and other supporting documents to document the space survey

Importance of the Space Survey

- This information is used to determine the proposed F&A rate to the federal government

- Space is a *critical* part of the F&A calculation
  - Space usage drives how the majority of facilities costs are allocated
  - Since the administrative components are capped, this is where there are opportunities for increases

F&A at UMB

- F&A cost reimbursements are >$78M per year
- The recovery of these costs is critical to the University's ability to continue to engage in high quality research

Purpose of the Space Survey

- To assign the square footage of the campus to the major functions of the University, as defined by A-21

- For the majority of space, this is done through default allocation methodologies

- Some space needs to be surveyed

Surveyed Space at UMB

- Research Labs (FICM codes 250, 251, 252)
- Clinical spaces (8xx series of FICM codes)
- Only in the largest research departments

Surveying Space

- Each room is allocated (by %s) to the major functions
  - Based on the activity and funding of activity occurring in the room
- This allocation is then supported and documented by supplying the occupants and projects funding the activity in the room

What has happened already

- Space inventory verification has been completed by each department
  - Data Verified
    - Room Number
    - ASF
    - FICM
    - Owner Department

Allocating to the Functions

- Space should be surveyed by a person who has the knowledge of it use and its occupants
- Talk to the PI using the lab to truly find out what activities are going on there
- Verify how people are funded or not funded
- Base on the projects and other activities the individuals are working on in the room
  - Weight based on time spent in that room doing that activity

Allocating to the Functions

- Professional judgment is needed
  - This is not an exact science
  - Whole percentages are fine
- Do have a rational methodology for allocating the space
- Be aware that a Federal negotiator may ask you how you determined your percentages at a later date
  - Keep notes on how you thought the allocation through

Functional Definitions

- OR- Organized Research
- OSA- Other Sponsored Activity
- SPIN- Sponsored Instruction
- DR- Departmental Research
- INS- Instruction
- OIA- Other Institutional Activity
- IPA – Intergovernmental Personnel Agreement
- SC – Service Centers

Organized Research

- All research & development activities of UMB that are separately budgeted & accounted for
    - Sponsored Research (Federal and Non Federal)
    - University Research
- Research activities include the rigorous inquiry, experiment or investigation to increase the scholarly understanding of the involved discipline

Organized Research

- Examples of Organized Research at UMB
  - Awards to UMB faculty to support research activities, including career development awards (NIH K-awards)
  - Clinical Trials
  - Awards for data collection, evaluation, analysis and/or reporting
  - Includes the cost shared portion of Organized Research projects

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Departmental Research

- Research, development, and scholarly activities that are not organized and not separately accounted for
- Supported by internal funds for which no formal application/approval process was required
  - Bridge Funds
  - Start up Funds
  - DRIF Funds

Other Sponsored Activity

- Programs & projects financed by federal & non-federal agencies & organizations which involve work other then instruction & organized research
  - Health Service projects
  - Community Service Projects
- Funded by outside support
- Includes the cost shared portion of OSA projects

Sponsored Instruction

- Specific instructional or training activities established by grant, contract or cooperative agreement
  - 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

- The nonsponsored teaching & training activities of UMB
  - Credit or non credit

IPAs

- Work on agreements with federal agencies under the Intergovernmental Personnel Act

- Includes similar salary reimbursement agreements
  - E.g. Physician services agreements

Other Institutional Activities

- Space used in conducting activities which do not correspond to any of the other listed definitions
- Any non-University use
- Includes the following type of space
  - Where patient care activities are performed (e.g. patient rooms, diagnostic service laboratories, etc.)
    - Only patient care not part of a sponsored agreement

Treatment of People Not Paid by UMB

- Considered Other Institutional Activities
  - Visiting Faculty or Scientist
  - Emeritus Professors (unpaid)
  - Visiting Students
  - Even if they are assisting with UMB research projects

Service Centers/Recharge Operations

- Recharge operations
  - Billings < $100,000
  - Not accounted for in a chartstring with a 353 program
  - Allocate the space according to how the recharge operation billed for services
- Service Centers
  - Billings > $100,000
  - Accounted for in a chartstring with a 353 program
  - Code to Service Center (SC) and provide the project in the notes

Graduate Students

- Space can only be considered Organized Research space if Graduate Student is funded on Organized Research projects
- Space is considered Instruction if Graduate Student is funded through nonsponsored funds
  - Graduate School
  - Departmental Funds
  - Dean's Office

Graduate Students cont.

- If Graduate student is not being paid from UMB, space should be functionalized as instruction
  - Visiting students
- If Graduate student is funded from a training grant, space is considered sponsored instruction
  - True whether paid through payroll or accounts payable
    - If paid thought accounts payable, they will not be on your payroll distribution reports or the Excel template

Steps in the Space Survey Process

1. Determine the occupants and projects for each room
2. Determine allocation of room to the different functions
3. Document unassigned people
4. Document unassigned projects
5. Submit space survey
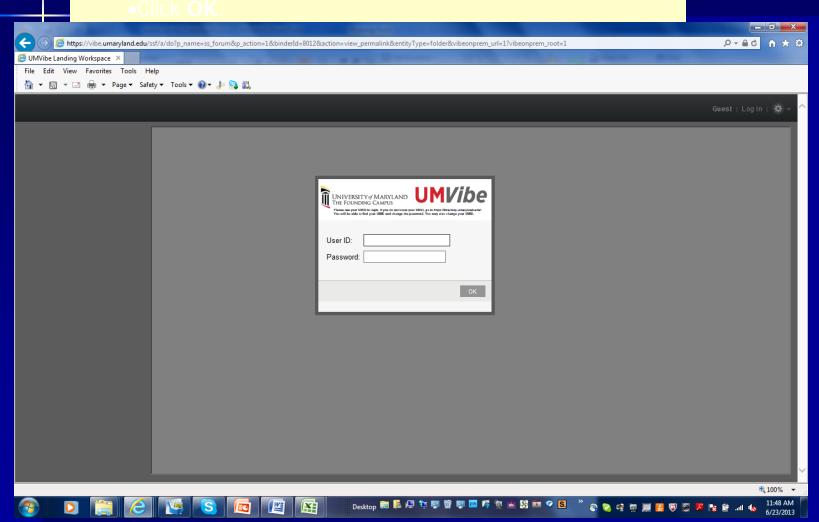
UMVibe: A New Way to Collaborate

- On the Portal, under Technology News
- CITS has recently introduced a new tool that facilitates collaboration among members of teams. Based on a product from Novell, UMVibe enables faculty and staff to share documents and work in teams.
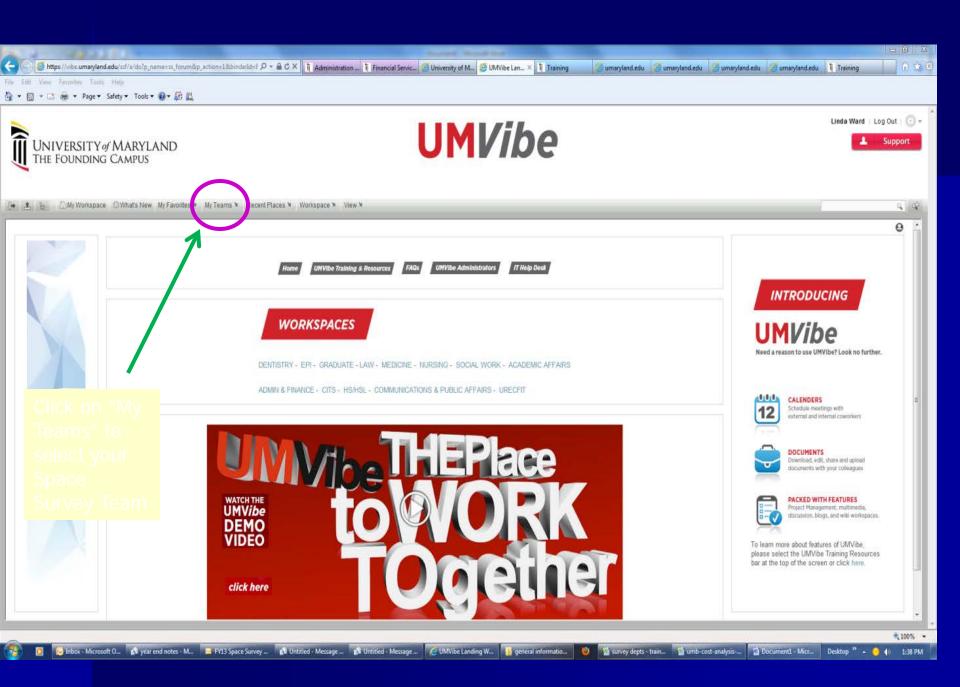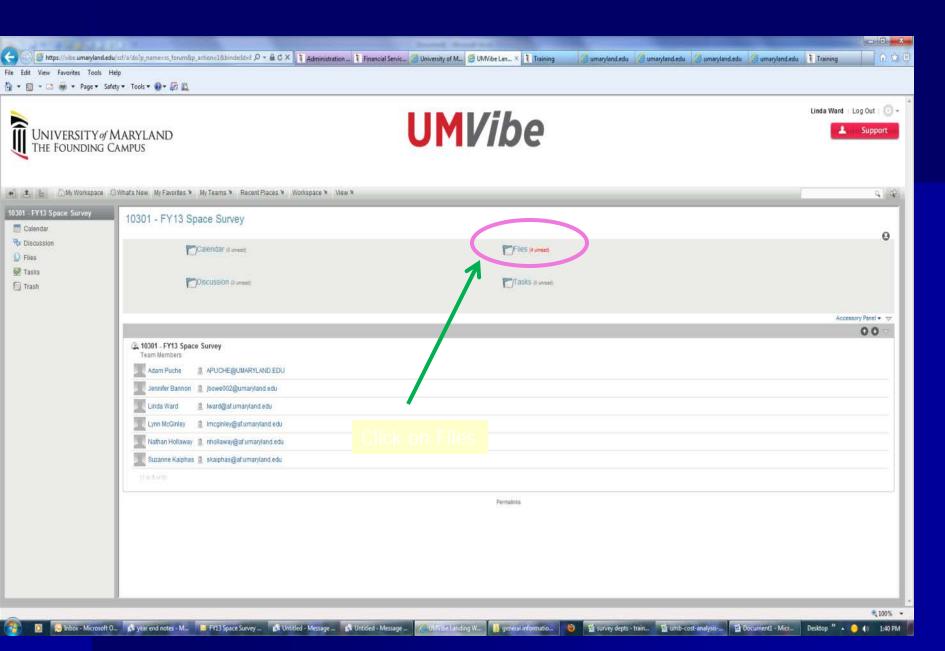
UMVibe

- **You already have access!**
- **Login page: vibe.umaryland.edu**
- **Login ID = Your UMID**
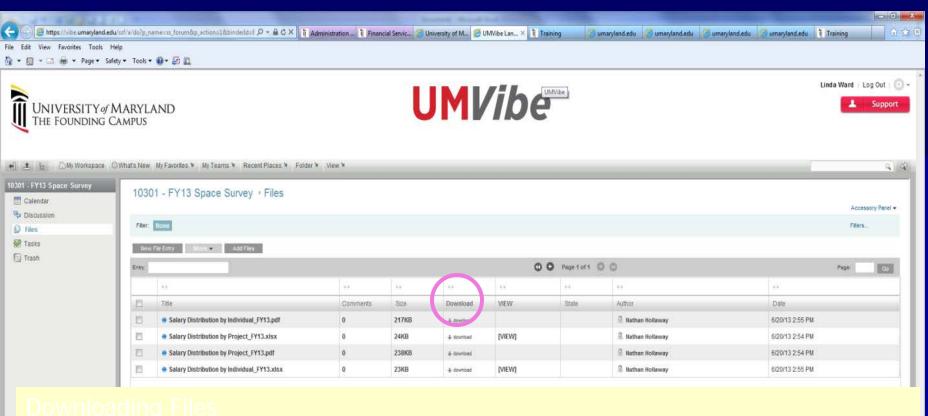 - **not your Empl ID!**
- **Password = UMID password**

Accessing UMVibe: vibe.umaryland.edu
•The sign-in window will appear:
•Enter your **UMID** into the **User ID:** field (note this is your UMID and NOT your Empl ID)
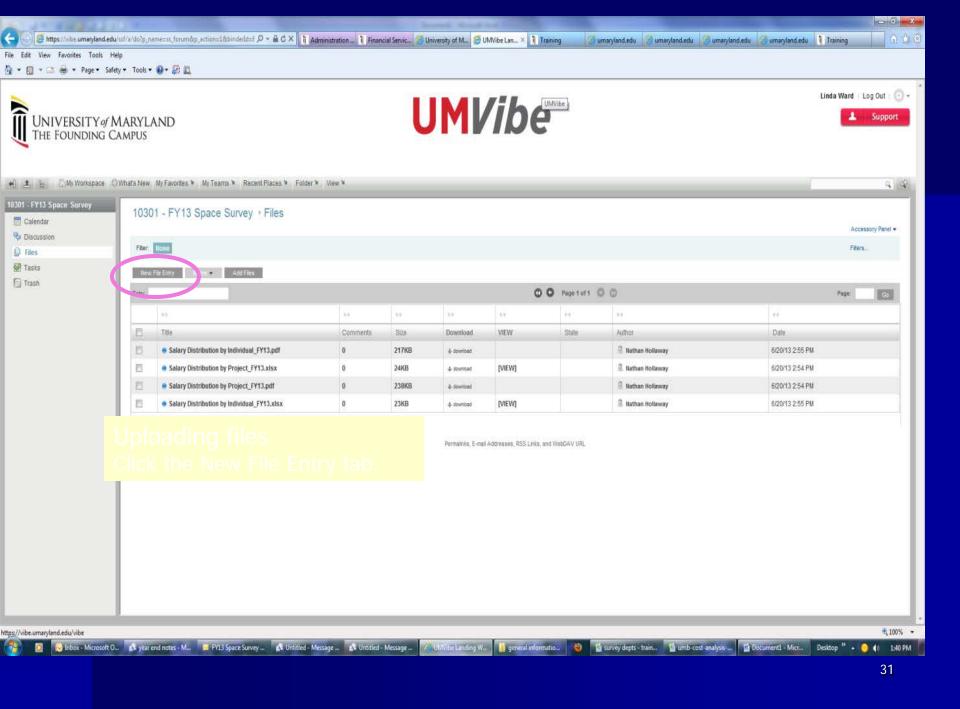•Enter your **UMID Password** into the **Password** field.
•Click **OK**.

Click on "My Teams" to select your Space Survey Team

Downloading Files

By selecting this option, you will be able to download the file to your computer. Once downloaded, you will have full access to it. To be clear, though, the file will be on *your computer* (to the default location where your computer saves files). It will no longer be a shared document on UMVibe. Any changes you make will apply to the version on your computer only.

•To enter a title, click in the Title field. If the Title field is left blank, the title of the document will default to the file name.
•Click the Browse button.
•The Choose File to Upload window will open. At this point, it's a matter of navigating to the correct file location on your computer and selecting the file which you wish to upload.
•Once the file is located, click on Open.
•A Description of the file can be added.
•An Email can be sent to notify the team that a new file has been uploaded

Note:
The only 2 things you really need to do are Browse for the file you want to upload and click OK.

Final notes on UMVibe

- **You already have access!**
- **Microsoft Add-in is NOT required to download and upload**
- **If you edit a file in Vibe, rather than download & upload, team members may not be able to access your edited file**
- **Remember! Download & Upload!**

What's On Your Vibe Site

- Two payroll reports in both excel and pdf format
- Complete inventory of your space
- Excel Space Survey Workbook
- Space Survey Manual
- FICM code definitions
- This Presentation

Salary Distribution by Project Report

- Contains all projects that
  - Have your owner department
  - Had payroll 7/1/2012 – 5/31/2013
- Details each person charged to those projects
- Lists the PI, function, and location (on vs. off campus) of each sponsored project

Salary Distribution by Individual Report

- Contains all persons that:
  - Had your owner department at some point in time from 7/1/2012 – 5/31/2013
  - Had payroll 7/1/2012 – 5/31/2013
- Details each project they were charged to
  - Includes PI, function, and location for sponsored projects
- Only contains the detail when they had your owner department
- Does not contain individuals receiving payments through accounts payable

Description of Excel Space Survey Workbook

- Workbook contains three worksheets
  - Survey Room Listing
  - People
  - On Campus Chartstrings
- This is where the space survey is documented
- This is the reviewable document for the federal negotiators

Description of Excel Space Survey Workbook

- **Survey Room Listing**
  - This is a listing of all the rooms that you need to survey
  - This sheet will capture the majority of the space survey data
    - Functional Allocation
      - All rooms must be allocated 100%
    - Supporting Projects
    - Room Occupants

Description of Excel Space Survey Workbook

- **People**
  - A listing of all the people on the two salary distribution reports
    - Have your owner department
    - Or, charged to projects that have your owner department
  - Used to populate the drop down boxes on the occupant fields on the Survey Room Listing

Description of Excel Space Survey Workbook

- On Campus Chartstrings
  - A listing of all on campus projects on the two salary distribution reports
    - Have your owner department
    - Or, have your people charged to them
  - Used to populate the drop down boxes on the project fields on the Survey Room Listing

On vs. Off Campus

- Projects occurring entirely in space not owned or rented by the University are considered off campus.
  - Projects that pay for the space in which the project takes place are considered off campus.
- For projects that occur partially on campus and partially off campus,
  - If > 50% of a project is performed off-campus, the project is considered off-campus.
  - Determined by an analysis of the project's salaries and where the effort is performed.

Hospital Space

- The University rents some space from UMMS when at least a portion of the room is used for University purposes
  - Your list should only include rooms that are at least partially used for University purposes
  - These rooms are considered on-campus
  - The room square footages will be prorated for the University-use portion of the room
  - All other space in Hospital buildings is considered off-campus

eUMB Programs : Functions

eUMB Programs	Space Function
151 – Sponsored Research 156 – Clinical Trials	Organized Research (OR)
101 – Instruction 102 – Special Instruction 157 – DRIF 158 – Non Sponsored Research	Departmental Research (DR) or Instruction (INS)
152 – Sponsored Training	Sponsored Instruction (SPIN)
155 – Other Sponsored Activity	Other Sponsored Activity (OSA)
154 – IPA 55x - Hospital	IPA

What if the function on your project is wrong?

- Notify Cost Analysis - we will help to determine the correct function
  - Can not be changed in eUMB
  - Will be changed for F&A rate calculation purposes
- Make notes in the comments section of your project worksheet
- Code the space according to the correct function

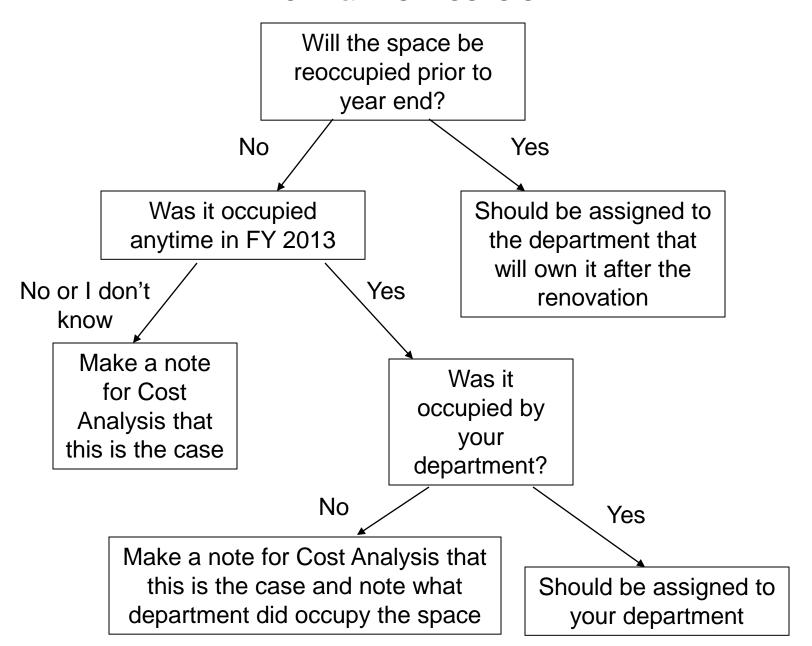# What if a room is missing from my space survey template?

- Not all room types are surveyed
  - Verify in full room listing whether the room is assigned to you and its FICM code
- If it is a shared room, the other department may have it on their listing
  - Share your information with that department for them to complete the survey
- Was this space in transition in FY 2013?
- Call Linda with any remaining issue

What if I have rooms on my listing that I don't think I should?

- Do not turn in the survey with nonsurveyed rooms without contacting Linda to resolve the issue

- It may need to go to someone else, so the sooner we know about it, the better

Treatment of Vacant Space or Space Under Renovation
FOR F&A PURPOSES ONLY

Will the space be reoccupied prior to year end?

No → Was it occupied anytime in FY 2013

Yes → Should be assigned to the department that will own it after the renovation

Was it occupied anytime in FY 2013:

No or I don't know → Make a note for Cost Analysis that this is the case

Yes → Was it occupied by your department?

Was it occupied by your department?

No → Make a note for Cost Analysis that this is the case and note what department did occupy the space

Yes → Should be assigned to your department

Assigning Projects to Rooms

- Not every one of a PI's projects need to be assigned to his labs
  - Only those he/she is working on in that lab
  - Only those that support the organized research, other sponsored activity, or sponsored instruction activity in the room
  - Only on campus projects
- What if a project isn't on the list?
  - Select "Other" from the drop down list and put the project in the Notes field

What if the location on your project is wrong?

- If the project is listed as on campus, but is truly off campus
  - Do not assign it to a room
  - Place an "X" in the column indicating that the activity occurs entirely off campus
- If the project is listed as off campus, but is truly on campus, it will not be on your dropdown list
  - Select "Other" from the drop down list and put the project in the Notes field

Documenting Unassigned Projects

- When you place a project in a room, the "Missing" indicator will change from "Y" to "N".

- Once you have fully populated the project columns on the Space Survey Listing, review all projects that still have a "Y" to be sure all projects that should have been placed in a room were

Documenting Unassigned Projects

- For all projects not placed in a room, indicate, by placing an "X" in the appropriate column,
  - Did it occur entirely off campus?
  - Was the work done in non-surveyed space (i.e. not lab based)?
  - Did this project occur in another department's space?
    - Indicate the department that does own the space where the work occurred

Cost Sharing Chartstrings

- Although cost sharing chartstrings are listed, it is not necessary to place both the 182 and the 147/146 fund in the room.

- Listing the project once is sufficient

Assigning People to Rooms

- Don't forget unpaid individuals
  - Visiting Faculty
  - Visiting Students
  - Students paid through accounts payable
- What if a person isn't on the list?
  - Select "Other University" or "Other Non University" from the drop down list and indicate the person's name in the notes section
- Not all people will be assigned to rooms, only those that work in surveyed space

Documenting Unassigned People

- When you place a person in a room, the "Missing" indicator will change from "Y" to "N".

- Once you have fully populated the occupant columns on the Space Survey Listing, review all people that still have a "Y" to be sure all people that should have been placed in a room were

Documenting Unassigned People

- For each individual that is not placed in a room, indicate in the appropriate column with an "X"
  - Did this person work in nonsurveyed space?
  - Did this person work off campus?
  - Did this person work in another department's space?
    - Indicate other department
  - Other reason? Make a note.

Submitting the Space Survey

- 5 steps:
  - Keep your department's notes!
  - Sign Certification Statement with OR sq ft
  - Upload signed Certification Statement
  - Upload Survey Workbook
  - Let Linda Ward know your survey is complete and has been uploaded to Vibe

Pattern Pitfall

- Similar patterns established
  - Not all of your rooms are identical, so there should be some variation in the functional allocations
  - Suites of labs may exist and can be consistent if the occupants and projects are the same across the suite

100% Organized Research Rooms

- In order for a room to be considered 100% research there can be no
  - Individuals not paid from UMB
  - Individuals paid from training grants
  - Graduate students paid from sources other than an organized research award
  - Individuals funded from nonsponsored sources for the work being performed in that room (bridge funds, start up funds, etc.)

What Will Cost Analysis Be Looking For In Their Quality Review?

- Is the Excel Template Complete?
  - All people are either placed in rooms or you have indicated why they were not
  - All on campus projects are either placed in rooms or you have indicated why they were not
  - All rooms have been functionalized 100%
  - All rooms coded to OR, OSA, or SPIN have projects and occupants assigned

What Will Cost Analysis Be Looking For In Their Quality Review?

- Are 100% Organized Research rooms well supported?

- Are functions assigned to the room consistent with the functions assigned to the supporting projects?

- Good documentation for unique situations

Timeline

- **Space Survey Training**
  - June 24 – July 10, 2013
- **Departments Complete Space Survey**
  - June 24 - August 16, 2013
    - Some due by 7/26
- **Quality Review by Cost Analysis**
  - September 13, 2013

Help!

- Linda Ward
  - 6-2909
  - <u>lward@af.umaryland.edu</u>
- Linda is available for an individual coaching session, by appointment