Frequently Asked Questions

1. How should occupants be tracked?

Answering this question also helps inform HOW the space is used.

The Golden Rule: <u>**A person gets counted just once in his/her primary location**</u>

Examples:

Consider Researcher Jane Doe. As a PI, her research takes place in a suite of rooms of different use types; she is listed as PI on all of them, whether they are used as grad offices, NCL Labs, or NCL Lab service. Her team may be 2-3 or 7-8 people, including grad students, techs, Post Docs, etc.

Since we <u>count them only once</u>, where should team members' names go as "occupants"?

- Usually into an <u>office space</u>, if any is available. Anyone assigned a desk, or sharing a set of desks, should show that room as their primary location. One Grad Student Office may list all team members. <u>We assume this team is active in all of their PI's spaces, so they do not have to get listed in each space again.</u>

- If there are no office spaces, team members may do their work within the NCL labs or Lab service rooms. Their names would be listed in the main lab – but again, choose the main lab, <u>do not list them</u> <u>in every room.</u>

- The PI is not listed as occupant with the others – she already <u>has a primary location: her office</u>.

2. How should Faculty Offices be coded?

Uniform Guidance (UG) activity % should reflect the actual commitments of the faculty time while in their office. Payroll is an indicator, but does not always provide the complete picture. In research departments, there is no overall standard; it depends on the individual PI. The trends may vary by College and Department. Considerations include:

Academic course load: % coded to <u>Instruction</u> (includes **departmental research**)

Sponsored Activity: % coded to <u>Sponsored Research</u> (they have a Project cost code)

Examples:

- Faculty with full teaching load, and maybe departmental administrative duties: 100% <u>Instruction</u>.
- Faculty with full teaching load and summer departmental research: 100% <u>Instruction</u>.
- Dept. Head with some research: 60-80% <u>Department Admin</u>; 20-40% <u>Sponsored Research</u>.
  - If also teaching, then code % <u>Instruction</u> as well
- Faculty with major research, teaching an upper level/grad course: 10-25% <u>Instruction</u>; 75-90% <u>Sponsored Research</u>.

3. How should Graduate Student Offices be coded?

This should reflect their funding source. There are three (3) categories of Graduate Students:

- **Graduate Student Employees**: In non-research capacities assisting with office work, coordination, non-course-specific tutoring: % coded to <u>Department Administration</u>.
  - o Grad students providing 1:1 counselling and advising would code space as % <u>Student Services</u>.
- **Teaching Assistant (TA)**: coded as % <u>Instruction</u>. ***This includes departmental research***.
- **Research Assistant (RA)**: Primarily coded % <u>Sponsored Research</u>; some allowance for % <u>Instruction</u> since this is their office and they spend some of their time on their classwork, thesis, or dissertation development.
  - o 10-15% <u>Instruction</u>; 85-90% <u>Sponsored Research.</u>
- If someone has both TA and RA appointments, funded by sponsored research grants *and* departmental research, respectively, their space should be coded according to the %'s of their payroll (% coded to <u>Sponsored Research</u>; % coded to <u>Instruction</u> (includes departmental research).

4. How should Postdoc Offices be coded?

They should be coded primarily as % <u>Sponsored Research</u>, with some allowance for other activities if they have other duties such as % <u>Instruction</u>.

5. How should Lab Space (NCL) be coded?

Primary consideration is the level of grant support for the PI's. The % time for different types of uses/users should be considered on an annual basis as this may vary from year to year. Think about overall use, considering the occupants and their funding sources. <u>Sponsored Research</u> means they have Project Cost Code(s) to charge to. Any use for instruction of non-grant-funded students should be factored as a % <u>Instruction</u>. All NCL/NCL service space will require that the PI(s) be named.

Examples:

- Team make-up, say 9 grant-funded RA's in the lab, and 1 non-funded visitor – 90-95% <u>Sponsored Research;</u> 5-10% some other category.
- If non-funded undergrads are on team (4 ugrads = 1 regular person) that is coded % <u>Instruction.</u>
- NCL service rooms (NCL Srv) associated with the labs would reflect an UG % similar to the main lab.

6. How should Conference rooms and Multi-function rooms be coded?

Rooms often serve for <u>Departmental Administration</u> and <u>Instruction</u>. **However,** if the room is used exclusively for research or instruction meetings it can be coded as % <u>Sponsored Research</u> or % <u>Instruction</u> accordingly.

- Meetings related to research are considered research; it is not necessary for the actual research to take place in the room – but, a PI must be identified, or **ALL GRANTS**, if shared by all of the department's PI's.
- If the space is used for seminars or other small classes, this time would be considered as % <u>Instruction</u>.

7. How should Development Space (fund raising) space be coded?

Alumni and Development activity should be coded as % <u>Other Institutional Activity</u>.

8. How is Extension Service space coded?

If their work is funded by third parties, such as Federal or non-Federal agencies to provide community service programs, seminars, symposiums and conferences, this is % <u>Other Sponsored Activity</u>. They would have a Project cost code.

9. What is the time period being recorded?

The time period is the University's annual fiscal year (July 1 – June 30), which includes summer as well as the academic year.