VU/VUMC Space Survey

FY 2015

Please sign one of the sheets at the door or down front
The Survey Team

• Medical Center:
  – VCHA Admin - Space Management
    • Niki Smith
    • Daniel Topping
  – Finance - Academic / Research
    • Andy Koepke
    • Nina Barwick

• University:
  – Campus Planning and Construction
    • Huey Brantley
    • Anna O’Connor
    • Bruce Quartermaine
    • Mike Adams
  – Contract and Grant Accounting
    • Gary Culpepper
    • Clint Kimmel
    • Cathy Snyder
    • Thuy Vu
Why Do We Do A Space Survey?

• So that Vanderbilt has accurate data on space for F&A rate development, NSF reports, and reporting

• For calculation of internal allocations

• For planning purposes

• To produce metrics on usage and density
What’s New This Year?

SAME

• Survey application/website
• Most data from last year is carried over
• Helpdesk

NEW

• Verification of shared rooms
• “Office Cubicle” room type
Things To Know

• You must have a VPN connection to log in from outside VU

• Preferred Internet Browsers
  – Chrome
  – Firefox
  – Safari

• Survey covers: July 2014 - June 2015

• Kick-Off: March 2\textsuperscript{nd}

• Expected completion: April 17\textsuperscript{th}
Accessing The Survey

• Login to the website with your VUNet ID and password at: https://apps.ea.vanderbilt.edu/SpaceSurvey/

• If you receive a No Survey message, submit a Help Desk ticket to have your VUNet ID added.
Survey Homepage

Welcome LOCKEV

GETTING STARTED

Step A: PREP WORK
To view a printable list of the rooms you are responsible for, along with information entered last year for the rooms, click on the department name, then the View Department Survey Report. Tip: Use the report to see what changes need to be made. It can also be handy when you interview room assignees.

Step B: UPDATE YOUR ROOMS
- When you’ve finished work on the form for a particular room, press the Save Changes button.

Step C: SUBMIT DEPARTMENT SURVEY
When you’ve completed all the rooms in a department, select the department name in the left nav. The submit button will be available when all rooms have been updated. When you’re satisfied that all information is complete, accurate, and ready for use, click the button.

YOUR STATUS
- 72.7% Not started
- 0% Key information is incorrect
- 0% Submitted

104386 MEDICINE - RHEUMATOLOGY
- Changed: 9
- Key Info Incorrect: 0
- Not Started: 24

WHY COMPLETE THE SURVEY
Having accurate information about our space is important for the day to day operations of the university. This data is a vital part of the indirect cost calculation and space reporting to government agencies. This information is also used for the internal allocations and planning purposes.
Department Data Check

• Check the data provided:
  – Are all of your home departments listed
  – Are the correct buildings & spaces included
  – Does your department share any rooms?

• If anything is missing:
  – Submit a ticket through the Help Desk (covered soon – links in survey) to have the changes/additions made
Department Info And Reports

- Click on department name to access reports, square footage, # of rooms, see survey progress

104280 CELL & DEVELOPMENTAL BIOLOGY

Number of Rooms: 218
Total Square Feet: 44268.93 sq. ft.

You have validated 0 out of 218 room surveys for this department.

Submit Department

View Department Survey Report
View Last Year's Department Survey Report

There are currently no assignees on room surveys in this department; please set up assignees to view a Department Survey Report by Assignee.

Export Report to Excel
Room Data Check

1. View Floor Plan
2. Key Information
3. Architectural Changes
4. Continue or Submit Help Desk Ticket
Accessing Floor Plans

• From the Preliminary Check section click on ‘View Floor Plan’
• The specific building and floor plan will open as a PDF
Once you open a ticket check your name and contact info then enter the following fields:

- Description of problem
- Urgency
- Department

- Attach any helpful files
- Click +ADD to submit the ticket
Replace Info From Another Room

- The ability to copy information from room to room has been provided.
- This information includes: Emergency Contact, Occupants, Assignees/Recharge & Cost Centers
- Check copied information carefully

Space Survey

Welcome LOCKEV

GETTING STARTED

T3113, RESEARCH/NONCLASS LABORATORY
Room Status: Not Started

1. Preliminary Check

Replace Information From Another Room

Replace information for this room with information from another similar room?

Other Room #:

- Emergency Contact
- Occupants
- Assignees and Recharge Information
- Cost Centers

Replace Information
Input Room Information

• Update the information on each room
  – Emergency Contact
    • Why do we collect
    • Who should be listed
    • Non-VU phone number
  – Occupants*
    • Vacant space
    • Visiting Faculty
    • Unlisted Student
  – Room Comments

*This information is dependent on the room or department type
In this section you’ll enter the following:

- Assignees
- Recharge, if applicable to this space
- Functions
  - Tied to each assignee/recharge
  - Function-only rooms
- Center Numbers

*This information is dependent on the room or department type*
Saving Your Work

• Save
  – Does not validate
  – Room does not have to be complete
  – Changes room status to yellow triangle

• Save & Validate
  – Checks room for errors through validation process
  – Changes room status to green circle
  – If there are validation errors, correct them and re-save & validate
Completing the Survey

• Once all rooms are saved and validated, the survey can be submitted.

• If your survey role allows you to submit the survey then the ‘Submit’ button will no longer be grayed out.

• Once the survey has been submitted you will no longer be able to edit the data.

• Can still access reports after submitted.
QUICK DEMO...
CONTACT A SPACE SURVEY TEAM MEMBER IF YOU HAVE QUESTIONS.

WE ARE HERE TO HELP YOU!!!
Why is this Years Survey so Important?

• Fiscal Year 2015 is Vanderbilt’s Facilities and Administrative (F&A) Rate Base Year.
• The F&A rate is the mechanism by which Vanderbilt recovers Indirect costs from the federal government that support Organized Research.
• Each percentage point of the F&A rate recovers approximately $2.3M annually in costs borne by Vanderbilt.
• Those costs include, but are not limited to, providing space and equipment, utilities, building maintenance, HR, payroll and accounting services, IT services, security, etc.
Why is this Years Survey so Important? (cont.)

• The space survey is used as the basis for allocating Facilities costs in the F&A Rate Proposal to the Vanderbilt functions they support:

  • Instruction
  • Organized Research
  • Hospital & Clinic
  • Other Sponsored Projects
  • Other Institutional Activities
The F&A Timeline

• FY 2015 costs and this Space Survey serve as the basis for calculating the F&A rate and preparing the proposal submitted to the Federal Government.

• The space survey is conducted by departments in March and April.

• In March through June, the Office of Contract and Grant Accounting in conjunction with VUMC Finance will review all of the surveys.

• A properly completed space survey provides the full accounting of the people that work in your space and the activities occurring in your space. The federal government will focus on the results of this survey during their review process.

• Data collected from this survey will be used to establish F&A rates effective July 1, 2016.
The Review Plan for Major Research Departments

• We will provide you with the following reports today:
  – List of your departments active cost centers along with their F&A function, YTD expenditures, and other information.
  – List of all people paid from each of your departments cost centers.

• These reports are aids to help you document the people who work in your space, and the funding sources for the activities taking place in your space.

• Some people paid by your department’s cost centers may work in another department’s space.

• Some people who work in your space may be paid from another department’s cost centers.

• The function code(s) assigned to the room must correlate to the function code(s) of the center(s) used to fund the activities taking place in the room. However, the ratio of space and dollars may not necessarily be a one to one relationship.
The Review Plan for Major Research Departments (cont.)

• These reports should help you document the key space survey data elements for each room in your department:
  – Assignees
  – Recharge Centers
  – Occupants
  – Cost Centers
  – Functions

• These reports will not identify unpaid visiting faculty and unpaid students working in your space, but you do have to account for them.
The Plan for Major Research Departments (cont.)

- After your space survey is completed, it will be reviewed by either OCGA or VUMC Finance, and an appointment will be made with you to discuss your survey, the results of our review, and to physically walk through your space.
- Additional follow-up may be required before your survey can be finalized.
- Your department may also need to complete a roster of all people who are paid by your department and who work in your space.
Occupant Information

• If the Occupant section appears for a room, then this information should be completed for the survey
• All occupants who “work” in the space during the survey period must be included: faculty, staff, visiting professors, students
• Assignees should also be listed as an occupant if they also “work” in the space
• Students need to be further identified as funded or unfunded
  – Funded: paid from sponsored project
  – Unfunded: paid from non-sponsored source or Not paid
  – Funded: If paid from both sponsored and non-sponsored sources
• Be sure to check any occupants already listed for the correct faculty or staff designation
Assignee

- An Assignee is often the Principal Investigator or person responsible for the space.
- Spaces that need Assignees are rooms in the Research Lab range or those occupied by academic and research departments.
- There can be multiple assignees in one space.
- If you list a faculty member as an Assignee, they must also be listed as an Occupant if they “work” in the room.
- Assignee/Recharge total must be 100%.
Recharge

- Recharge is used when there is activity going on in a room that will be billed out to users
- The room type should have the word “recharge” in the name even if the recharge activity occurs in a portion of the room
- The space should be functionalized based on billing history which can be acquired through Finance or the Office of Contract & Grant Accounting
- You can have assignees and recharge in the same room by splitting the percentage utilized by each
- If there is recharge activity in a space click on the “Add Recharge” button
- Functions must add to 100% for each assignee or recharge listed
Center Numbers

• For room types that are in the Research/Non-class lab range, you must identify all cost centers that fund the activity in the room.

• For recharge, the operating center(s) of the service center should be listed, **not** the cost centers charged for the service.

<table>
<thead>
<tr>
<th>Center #</th>
<th>Center Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4043860241-19</td>
<td>CA148034-01:2 EPHA2 RECEPTOR IN ENDOTHELIAL CELL-MEDIATED</td>
<td>X</td>
</tr>
<tr>
<td>4043864024-81</td>
<td>W81XWH-10-1-0256 BC93273 - NOVEL EPHA2 RTK IN BREAST CANCER</td>
<td>X</td>
</tr>
<tr>
<td>4043755966-20</td>
<td>ROCHE PHARMACEUTICALS STUDY TO DETERMINE DOSE CONVERSION FAC</td>
<td>X</td>
</tr>
</tbody>
</table>
Functionalizing Space

• There are a few room types that have preset functions
  – Offices & Conference Rooms (Ofc Svc + Conf Rm Svc)
  – Research Lab Service
  – Housing
  – Private Circulation

• Determine the functions and activities going on in the room
  – *Walk the space, talk to your P.I.’s and lab managers*
Functionalizing Space

• For all activities in a room, there should be a corresponding function in the space survey (may not be a 1:1 match)

• Each center number has an IDC code that should correspond/translate to a space function

Consider the funding but code based on Activity
Functional Uses

- Hospital
- Clinic
- Sponsored Research
- University Funded Research
- Department Research
- Instruction
- Other Sponsored Project
- Sponsored Training
- Departmental Administration
- Library

- Service Center
- Operations and Maintenance
- Sponsored Projects Administration
- Student Services
- General Administration
- Other Institutional Activities
- Vacant
- Office/Conference Room
- Research Lab Service
<table>
<thead>
<tr>
<th>Center IDC Code on G/L</th>
<th>IDC Code Description</th>
<th>Function Code</th>
<th>Space Function Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>University Funded Research</td>
<td>02</td>
<td>University Funded Research</td>
</tr>
<tr>
<td>12</td>
<td>Library</td>
<td>12</td>
<td>Library</td>
</tr>
<tr>
<td>13</td>
<td>Service Center</td>
<td>13</td>
<td>Service Center</td>
</tr>
<tr>
<td>18</td>
<td>Instruction</td>
<td>18</td>
<td>Instruction</td>
</tr>
<tr>
<td>18</td>
<td>Instruction / Departmental Research</td>
<td>18</td>
<td>Instruction</td>
</tr>
<tr>
<td>19</td>
<td>Sponsored Research</td>
<td>19</td>
<td>Sponsored Research</td>
</tr>
<tr>
<td>19</td>
<td>Sponsored Research Training</td>
<td>19</td>
<td>Sponsored Research</td>
</tr>
<tr>
<td>20</td>
<td>Other Sponsored Projects</td>
<td>20</td>
<td>Other Sponsored Projects</td>
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<tr>
<td>21</td>
<td>Departmental Administration</td>
<td>21</td>
<td>Departmental Administration</td>
</tr>
<tr>
<td>22</td>
<td>Student Services</td>
<td>22</td>
<td>Student Services</td>
</tr>
<tr>
<td>23</td>
<td>General Administration</td>
<td>23</td>
<td>General Administration</td>
</tr>
<tr>
<td>24</td>
<td>Operations &amp; Maintenance</td>
<td>24</td>
<td>Operations &amp; Maintenance</td>
</tr>
<tr>
<td>32</td>
<td>Sponsored Projects Administration</td>
<td>32</td>
<td>Sponsored Projects Administra</td>
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<tr>
<td>33</td>
<td>Other Institutional Activities</td>
<td>33</td>
<td>Other Institutional Activities</td>
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<tr>
<td>36</td>
<td>Auxiliaries</td>
<td>33</td>
<td>Other Institutional Activities</td>
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<td>44</td>
<td>Clinic</td>
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<td>Clinic</td>
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<td>43</td>
<td>Hospital</td>
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<td>Hospital</td>
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<td>Hospital</td>
</tr>
<tr>
<td>81</td>
<td>Sponsored Training</td>
<td>81</td>
<td>Sponsored Training</td>
</tr>
</tbody>
</table>

**Other Survey Tool Space Functions**

- 93 Vacant
- 95 Office/Conf Room
- 96 Res Lab Service
Functionalizing Space

• Other things to consider as you functionalize each lab
  – Are there students working in the room
    • Funded/Unfunded? Unpaid?
    • Are they doing homework or other things on the computer?
  – Are there any Visiting faculty?
  – Is the space shared?
  – Are there any drug studies being conducted in your space?
  – Are there any technicians, teaching assistants, post-docs?
    • How are they funded?
  – Bridge funding? Startup or gap? (code functions to Departmental Research)
  – Cost sharing? (functions mimic the project center IDC code)
Centers and Function Matching Example

- Room type is a Research/Non-Class Lab
- Assignee and Occupants have been identified and entered in room
  - Grad Student, Research Asst., Post Doc., and P.I.
- Centers used to fund activities in the room:
  1040659010 – UNIVERSITY FUNDED RESEARCH
  1043629090 – INSTRUCTION / DEPARTMENTAL RESEARCH
  4043621991 - SPONSORED RESEARCH
  4043621481 - SPONSORED TRAINING

Unfunded Activities:
  - Grad Student – Homework – OTHER INSTITUTIONAL ACTIVITIES
  - Research Asst. - Grades Papers - INSTRUCTION

- Assign % to each function in the room: (Estimated based on activity in the room)
  UNIVERSITY FUNDED RESEARCH - 5%
  DEPARTMENT RESEARCH - 3%
  OTHER INSTITUTIONAL ACTIVITIES - 1%
  SPONSORED RESEARCH - 84%
  SPONSORED TRAINING - 5%
  INSTRUCTION – 2%
Comprehensive Research Lab Illustration

Research Lab R-1234 (Shared by 2 Depts.)

- Physics (Your survey)
  - Emergency Contact and Room Information
  - Room Occupants
    - Assignee #1 and % of Room
    - Room Functions(s)
    - Cost Center(s)
  - Assignee #2 and % of Room
    - Room Functions(s)
    - Cost Center(s)
  - Recharge #1 and % of Room
    - Functions provided by OCGA
    - Operating Cost Center of Recharge #1 Only
  - Recharge #2 and % of Room
    - Functions provided by OCGA
    - Operating Cost Center of Recharge #2 Only

BioPhysics (Other Dept’s survey)

- Emergency Contact and Room Information
- Room Occupants
  - Assignee and % of Room
  - Room Functions(s)
  - Cost Center(s)
# Comprehensive Research Lab Illustration (cont.)

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Dept. Pct.</th>
<th>Physics</th>
<th>80%</th>
<th>Bio-Physics</th>
<th>20%</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Contact</td>
<td>Smith</td>
<td>Johnson</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Occupants:</td>
<td>Miller</td>
<td>Jackson</td>
<td>Rodriguez</td>
<td>Yang</td>
<td>Olichowski</td>
<td>Minchella</td>
</tr>
<tr>
<td>Assignee Assignee%</td>
<td>Jackson 50%</td>
<td>Minchella 30%</td>
<td>RECHARGE 1 10%</td>
<td>RECHARGE 2 10%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Functions:</td>
<td>SpnRes 100%</td>
<td>UFR 68%</td>
<td>Instruction 82%</td>
<td>Dept Res 65%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Assignee</td>
<td>SpnTraining 6%</td>
<td>OIA 13%</td>
<td>Hosp 14%</td>
<td>5%</td>
<td>35%</td>
<td>100%</td>
</tr>
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<td>Cost Centers</td>
<td>4206300321</td>
<td>4206300321</td>
<td>4208881234</td>
<td>4208881254</td>
<td>4041234561</td>
<td>4041233561</td>
</tr>
</tbody>
</table>
Review your Space

• An aggregated function list can be found on the department survey report or by clicking the button Show Aggregated Functions Chart
Space Not In Use

• **Usable** space that no one is currently occupying

• Are there set or definite plans within one year to occupy?
  – Code room based on how the room will be used when occupied

• No set or definite plans to occupy or these plans extend past one year?
  – **Code as OIA**
Space Not In Use

• Non-Usable space (typically under construction)
• Are there set or definite plans within one year to occupy?
  – Code room based on how the room will be used when occupied
• No set or definite plans to occupy or these plans extend past one year?
  – Code as Vacant
RESEARCH DEMO...
QUESTIONS?
Helpful Terms and Definitions

**Assignee** - The “responsible person” for the space. Often is the P.I. (principal investigator) to whom the space is assigned (i.e. Research/Non-class Labs).

**Functions** - Terminology used to classify different types of activities conducted in individual spaces or rooms. Functions can vary greatly from department to department according to each department’s individual mission/purpose.

**Service Center** – operating units providing goods and/or services to University depts. and others to include incidental external /individual users (faculty/staff, students, non-Vanderbilt users).

*Specialized Service Facilities (SSF)* – Service centers with operating costs of **$1,000,000 or more** per year.

  - Molecular Cell Biology Research Core (MCBR)
  - Animal Care
  - Psychology Animal Care

*Recharge Cost Center* – Service centers with operating costs or **less than $1,000,000** per year.

  - Research shared resources & Core Facilities *(Cores)* - Generally operate as VUMC recharge cost centers.
  - Organized to provide user services that facilitate research activity.

**“Funded” Student** – Term used to describe a student that is being paid from a sponsored source(cost center) such as Sponsored Research, University Funded Research, Sponsored Training, or Sponsored Research Training.

**“Unfunded” Student** – Term used to describe a student that is either not paid or is being paid from a “NON-sponsored” source (cost center) such as Departmental Research or Instruction.

**Visiting Faculty** – Term used to describe a professor that is visiting from another University, Country, or Research facility, but is NOT paid by Vanderbilt and is not readily identifiable in Human Resource files or department rosters.

**Unlisted Student** – Term used to describe a student who is not “LISTED” on Vanderbilt payroll, student roster, or Human Resources files but was present during the survey period and is to be listed as an occupant in a specific space/room.