FY 2014 Space Survey
Here we go!

Presenters:  Jim Childers - Grants
            Jonathon Jeffries - Grants
            John Holcombe - CPSM

Sponsors:   Howard Wertheimer
            Sandy Mason
What is the Space Survey?

Process of functionalizing assignable square footage in accordance with 2 CFR Part 200 classifications

New – Identifying Space associated with Organized Research Grants for IRS and Reporting Purposes
Why is the Space Survey Necessary?

Documentation in support of F&A proposal
FY14 is the base year for the FY16 F&A rate proposal to the Office of Naval Research (ONR)

Identify research performed in buildings
Scientific research performed in tax exempt bond financed buildings must meet IRS requirements for Safe Harbors
<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Space Survey Training</td>
<td>April 23-24</td>
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<tr>
<td>Departments Complete Survey</td>
<td>June 30</td>
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<td>Quality Review by CPSM and G&amp;C</td>
<td>July – August</td>
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<td>Surveyor Updates/Corrections</td>
<td>September</td>
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<td>F&amp;A Proposal Preparation</td>
<td>September – January</td>
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Space Survey Tool Kit

FY14 Space Survey

- Access to Floor Plans
- Functional Definitions
- Grants List
- Financial Managers
- Employee List
- Personal Knowledge
- Training with INSITE

Georgia Institute of Technology
Grants & Contracts Accounting
Capital Planning & Space Management

FY14 SPACE SURVEY
Data Review

- **Room Demographics** - room number, square footage
- **Use Code** - room use should be confirmed or modified as appropriate
- **Occupants** - employee names required for all faculty, professional staff, and Post-Doc offices
- **Principal Investigator** - PD/PI employee name required for all lab, lab service, and similar space
- **Functionalization** - required for all lab, lab service, and similar space
- **Grant** – required for all lab, lab service, and similar space with any space functionalized as Organized Research
Functional Definitions

- OR* - Organized Research
- IDR* - Instruction & Departmental Research
- OSA* - Other Sponsored Activities
- OIA* – Other Institutional Activities

* Primary GIT Functions
Primary Function Definitions

Organized Research (OR)

- **Sponsored Research** – Externally funded and separately budgeted research projects
- **University Research** – Internally funded and separately budgeted research projects
  - “Committed” Cost Sharing Projects – Funded from GTF, GTRC, State (non-sponsored) funds
  - Other projects derived from similar sources through a competitive application and award process
Primary Function Definitions (Cont’d.)

Instruction / Departmental Research (IDR)

- **Instruction** – Standard Teaching and Training activities
- **Departmental Research** – Internally funded General Research
  - New Faculty Start-Up Funds
  - GTF projects (research gifts) **not** used as cost-share
  - Other projects derived from internal sources provided on a non-competitive basis
Primary Function Definitions (Cont’d.)

Other Sponsored Activities (OSA)

Externally funded projects for activities other than instruction and organized research.

This includes sponsored public service projects and community service programs that provide non-instructional services to external individuals or groups.

- EII Field Offices, other economic development activities
- Conferences, institutes, general advisory services, reference bureaus, radio and television
- Consulting and similar non-instructional services to particular sectors of the community
Primary Function Definitions (Cont’d.)

Other Institutional Activities (OIA)

All activities EXCEPT for:

1) Organized Research,
2) Instruction & Departmental Research,
3) Other Sponsored Activities
4) all facilities & administrative (indirect) support functions:
   (building/equipment maintenance, libraries, and general/departmental administration)

OIA does include:

- Auxiliary Services
- Service/Cost Centers
- Space used by external entities
# Required Data

<table>
<thead>
<tr>
<th>Room Use</th>
<th>Req’d Info-1</th>
<th>Req’d Info-2</th>
<th>Req’d Info-3</th>
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<tr>
<td>Research/Open Lab &amp; associated service spaces</td>
<td>PI Name</td>
<td>Function %’s</td>
<td>Grant(s) - if Organized Research</td>
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<td>Occupant Name</td>
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<tr>
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</table>
Example 1:

Professor George Burdell has an office in one of your assigned buildings.

How should this room be coded on your survey list?
Example 1:

Professor George Burdell has an office in one of your assigned buildings.

How should this room be coded on your survey list?

* Use Code: Confirm “Academic Office”
* Function Code: N/A
* Grant N/A
* Occupant Name: Burdell, George P (from drop-down menu)
Example 2:

Professor Burdell’s research lab is used as follows:

- 75% for NIH research grants,
- 15% for general research supported by GTF (gift) funds
- 10% for research “cost-sharing” supported by GTRC.

How should this room be coded in INSITE?
Example 2:

Professor Burdell’s research lab is used as follows:

75% for NIH research grants,
15% for general research supported by GTF (gift) funds
10% for research “cost-sharing” supported by GTRC

How should this room be coded in INSITE?

* Use Code: Confirm “Research Lab”
* Function Code: 85% OR 15% IDR
* Grant(s): R3837 NIH Grant assigned to Burdell
* PI Name: Burdell, George P (from drop-down menu)
Example 3:

Room 202, previously a “Graduate Student Office”, is now occupied by the Department’s Financial Manager, John Harris.

How should this room be coded in INSITE?
Example 3:

Room 202, previously a “Graduate Student Office”, is now occupied by the Department’s Financial Manager, John Harris.

How should this room be coded in INSITE?

* Use Code: Update to “Non-Academic Staff Office”
* Function Code: N/A
* Grant: N/A
* Occupant Name: Harris, John D  (from drop-down menu)
Example 4:

Room 205 “Research Lab” is currently under renovation but is serviced by utilities & HVAC.

How should this room be coded in INSITE?
Example 4:

Room 205 “Research Lab” is currently under renovation but is serviced by utilities & HVAC.

How should this room be coded in INSITE?

* Use Code: No change required (Research Lab)
* Function Code: “OTH” (100%)
* Grant: N/A
* Comments: Enter “Vacant Space Under Renov - Serviced”
Review Points:

Office Space

1. Confirm and/or Update Use Code
2. Select Occupant Name for Faculty, Staff, and Post-Doc offices - REQUIRED
3. Occupant names are not required for Graduate Student Offices
4. Function Codes are not required
5. Grant(s) are not required
6. Office service rooms located within enclosed offices should be coded to match the applicable office (occupant name)
Review Points (Cont’d.):

Lab and Lab Service Space

1. Confirm and/or Update Use Code
2. Select PI Name(s) - REQUIRED
3. Enter functions and percentages for activities performed in the room – REQUIRED
4. Select Grant(s) activity performed in the room. REQUIRED for OR space
5. Lab service space supporting a specific lab should be coded to match the applicable lab (PI names, functions, and grants)
Review Points (Cont’d.):

Conference Rooms and Other “Common” Space

1. Confirm and/or Update Use Code
2. No additional information is required IF used/open for ALL departmental activities
3. If used for specific activities, it may be “functionalized” by selecting functions and percentages
4. If functions are selected.....
   - Indicate Faculty/PI Name(s)
   - Use Comments Field to provide additional information
Review Points (Cont’d.):

Vacant Space

1. Lab Space – Code based on primary FY activities or as “OTH”

2. Office Space – Use Comments Field to indicate:
   - Transitional Space
   - Employee Name not listed (enter name)
   - Under Renovation (indicate if serviced by utilities, HVAC)
INSITE Space Survey Module

• Separate from Net-FM

• The preferred internet browser for the space survey software is Internet Explorer.

• You will receive an email with a link to your survey. When you click on the link, your survey list will be the first page you view in the system.
**Click pencil icon to review and update room for the space survey**

*NOTE – If a space is not assigned correctly, or if the floor plan has changed, contact John Holcombe for assistance.*

### Survey List

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<tr>
<th>Status</th>
<th>Facility</th>
<th>Floor</th>
<th>Room</th>
<th>Organization</th>
<th>Use</th>
<th>Principal Investigator</th>
<th>Functional</th>
<th>Occupants</th>
<th>Grants</th>
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</table>

- **Floor plans**
- **Record counts**
- **Survey list filters**
- **Update multiple rooms at a time with the same data**
- **Create Excel spreadsheet of survey list**
- **Send email to survey administrators**
ROOM SURVEY
Room and Principal Investigator Information

Click to save, but NOT submit space (You still want to review or make additional changes)

Page through room list in order by room number. Use these AFTER saving any changes.

Click to save AND submit space (This means you are finished updating this space)

Click "New Use Assignment" Box to change Room Use Code using drop-down menu (see GT Use Help)

Confirm Room number, organization, and Use code

Click " PI Change" Box, select from Person List, and click "+" to specify PI names (s)

Click to view floor plan, with this room highlighted in blue

GT Department specification for PI

* NOTE – Use "Room Comments" field to identify space modifications or other information needed by CPSM

* NOTE – PI Name(s) required for all labs and lab service rooms

Return to Survey List

Page through room list in order by room number. Use these AFTER saving any changes.
**NOTE** - Function(s) required for all lab and lab service rooms.

**NOTE** - Comments required for all rooms functionalized as "OTH".

**NOTE** - Occupant required for all Faculty, Staff, & Post-doc Offices.

Click "Function Change" Box, select from Function List, and click ">>" to specify room function(s) - Update percentages as needed.

Click "Occupancy Change" Box, select from Person List, and click "+" to specify occupant names(s).

GT Department specification for occupant.
ROOM SURVEY (CONT’D.)

Grant Information

*NOTE – Grant(s) required for any lab or lab service rooms functionalized as Organized Research

Click “Grant Change” Box, select from Grants List, and click “+” to specify grant(s)

GT department specification for grant

*NOTE – Grants are listed by employee ID
After updating spaces

“Status” icon indicates updates have been made

Changes highlighted in yellow

Update count
## SURVEY LIST

### Submitting Spaces

Click checkboxes to select spaces to submit.

Use checkboxes and filters as needed to display records that you are ready to submit.

Click here after selecting spaces to submit.
**SURVEY LIST**

**Goal – All Rooms Completed**

All rooms are completed! You are done.

Green checkmarks in status column means room updates are complete and have been submitted.
ROOM USE CODES
How spaces are used

SPACE ACCOUNTING ROOM USE DEFINITIONS

SOURCE: The following Definitions are based upon those published in the U.S. Department of Education’s “Postsecondary Education Facilities Inventory and Classification Manual” adapted and with additions to meet the circumstances of Georgia Tech’s facilities and practice. They support the process of indirect cost recovery as well as general administration and provision of community information.

Room uses are organized into major room use categories as follows. Only the most commonly used room uses are listed.

- **Classroom Facilities**
  - CLASS - Classroom
  - CLA SV - Classroom service room
  - LECT H - Lecture hall
- **Laboratory Facilities**
  - CLSLAB - Class laboratory
  - CLABSV - Class lab service room
  - OPNLAB - Open Laboratory
  - OPLBSV - Open lab service room
  - RESLAB - Research laboratory
  - RSLBSV - Research lab service room
  - SP CLA - Specialized (computer) classroom
- **Office Facilities**
  - ACADOF - Academic office
  - ADMOFF - Chair or director office
  - CONF - Conference room
  - CONF SV - Conference room service room
  - GRADOF - Graduate student office
  - NACDOF - Non-academic staff office
  - OFFBRK - Office break room
  - OFFCOR - Office corridor
  - OFF RR - Office rest room
  - OFF SV - Office service room
  - OFFSTO - Office storage
  - PDOFF - Post-Doc Office
- **Study Facilities**
  - LEARN - Learning Support lab
  - OPCOMP - Open Computer lab
  - STUDY - Study room
  - STDYSV - Study service room

- **Special Use Facilities**
  - AN QTR - Animal quarters
  - ANQ SV - Animal quarters service room
  - MEDIAP - Media production
  - MEDPSV - Media production service
- **General Use Facilities**
  - ASSEMB - Assembly room
  - ASSMSV - Assembly service room
  - EXHIB - Exhibition facility
  - EXH SV - Exhibition service room
  - LOUNGE - Lounge (public)
  - LOUNSV - Lounge service room
  - MEETRM - Meeting room
  - MEETSV - Meeting room service room
  - PVENUE - Performance venue
  - PVENSV - Performance venue service room
- **Support Facilities**
  - HAZMAT - Hazardous materials storage
  - SHOP - Shop
  - SHOPSV - Shop service room
  - VEH ST - Vehicle storage
- **Health Care Facilities**
- **Residential Facilities**
- **Unclassified Facilities**
- **Building Service Area**
- **Circulation Area**
- **Mechanical Area**
Issues:

• Confusing Organized Research (OR) with Departmental Research (IDR)
• Coding 100% Organized Research in all research labs
• GRAs versus Post-Docs
• Visiting Professors
• Vacant Space
  - Labs – May be functionalized based on the activities performed during the period of use if utilized during the majority of the fiscal year
  - Offices – Use Comments Field to indicate status
• Professional judgment is the key – Consult with Unit Financial Officer
• Space Survey requires Certification and subject to Audit
Questions?

gcspace\-survey@lists.gatech.edu

Floor Plans
Room Numbers
Room Organization Assignment
Function Definitions
Space Survey Requirements
Funding of research performed in Lab

Key Contact
John Holcombe /
Amanda Jones
Jim Childers /
Jonathon Jeffries

Unit Financial Officer

Slides posted at grants.gatech.edu > Manuals and Notices