Here we go!

Presenters: Jonathon Jeffries - Grants
John Holcombe - CPSM
Amanda Jones - CPSM

Sponsors: Howard Wertheimer
Sandy Mason

What is the Space Survey?

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

2) To ensure Federal Tax code compliance for non-qualifying Tax-Exempt purposes

Why a Space Survey?

Documentation in support of F&A proposal

FY16 is the base year for the FY18 F&A rate proposal to the Office of Naval Research (ONR)

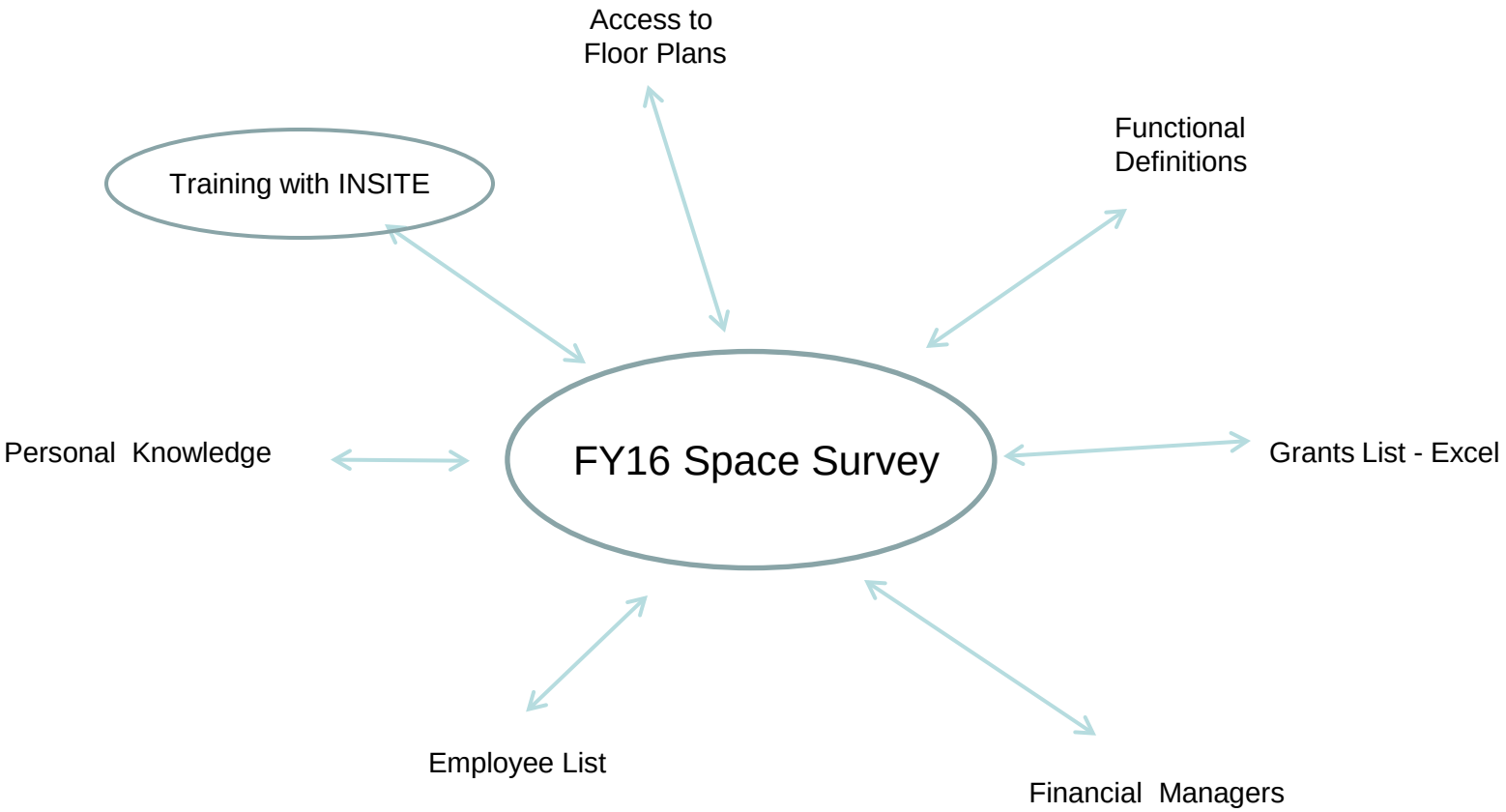
Identify research performed in buildings

Scientific research performed in tax exempt bond financed buildings must meet IRS requirements for Safe Harbors

Timeline

Space Survey Training	March 14-15
Departments Complete Survey	May 31
Quality Review by CPSM and G&C	June 14
Surveyor Corrections Due	June 30
Certifications Due	October 31
F&A Proposal Due	December 31

Space Survey Tool Kit



Data Review

- **Room Demographics -** room number, square footage
- **Use Code** - room use should be confirmed or modified as appropriate
- **Station Count –** Number of workstations in labs and offices, or number of seats in classrooms, conference rooms and meeting rooms appropriate number of occupant that can occupy a space
- **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
- OTH - All Other (Vacant)

Primary GIT Functions

Organized Research (OR)

- **Sponsored Research** – Externally funded and separately budgeted research and development projects; including research training

- **University Research** – Internally funded and separately budgeted research and development 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

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

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

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

Room Use	Req'd Info-1	Req'd Info-2	Req'd Info-3
Research/Open Lab & associated service spaces	PI Name	Function %'s	Grant(s) -OR
Academic/Non-Academic Office	Occupant Name	N/A	N/A
Post Doc Office	Occupant Name	N/A	N/A
GRA Office	N/A	N/A	N/A
Conference Rooms/ Common Areas	N/A	N/A	N/A
Classrooms/ Lecture Halls	N/A	N/A	N/A

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 ?

* Function Info: N/A
* Use Info: Confirm “ACADOF Academic Office”
* Occupant Info: Burdell,George P (from menu)
* Grant Info: N/A

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?

* Function Info: 85% OR 15% IDR
* Use Info: Confirm "RESLAB-Research Lab"
* PI Info: Burdell, George P (from menu)
* Grant(s) Info:R3837 NIH Grant assigned to Burdell

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?

* Function Info: N/A
* Use Info: Update to “NACDOF Non-Academic Office”
* Occupant Info: Harris, John D - 571454 (from menu)
* Grant Info: N/A

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?

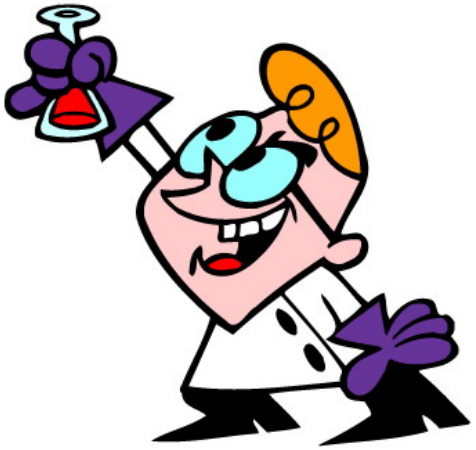
* Function Code:“OTH” (100%)
* Use Code: No change required (RESLAB-Research Lab)
* Grant: N/A
* Room Comments: “Vacant Space Under Renov - Service”

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
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 Room Comments Field to indicate…..

   - Transitional Space
   - Employee Name not listed (enter name)
   - Under Renovation (indicate if serviced by utilities, HVAC)

Academic Space Assessment

- **Starting Point** – Space Survey Data reported by Colleges & Schools

- **How was the data used?**
  - Grant $/SF – currently calculated at the School or College level
  - Number of Offices – compared to number of faculty/staff
  - Station Count – used for Departmental Classrooms and office spaces to assess utilization

Academic Space Assessment
Lessons Learned

- **Dispersed data collection leads to inconsistent results**
  - Assigning Appropriate Use Codes
  - Consistent Organization Assignments

- Office Occupant – For F&A Rate Study, the office space is functionalized based on occupant's salary structure

- **Outstanding Issues**
  - Recording IRI space
  - Recording core lab space
  - Employing consistent and transparent metrics

- **Empowering the Decision Makers** – INSITE data can become a tool for School Chairs and Deans to assess their own space utilization

INSITE Space Survey Module

- **New Version** since last survey – Screens reorganized into tabs.
- **No login required** – but your computer's IP address must be in the access list.
- **You will receive an email with your survey link** – You may forward this to others who will assist you with the survey, but their IP address will also need to be added to the access list.
- **The following slides can be used as a reference** while you are filling out your survey.

Survey List

Create Excel spreadsheet of survey list

Floor plans

Send email to survey administrators

Click to expand main display

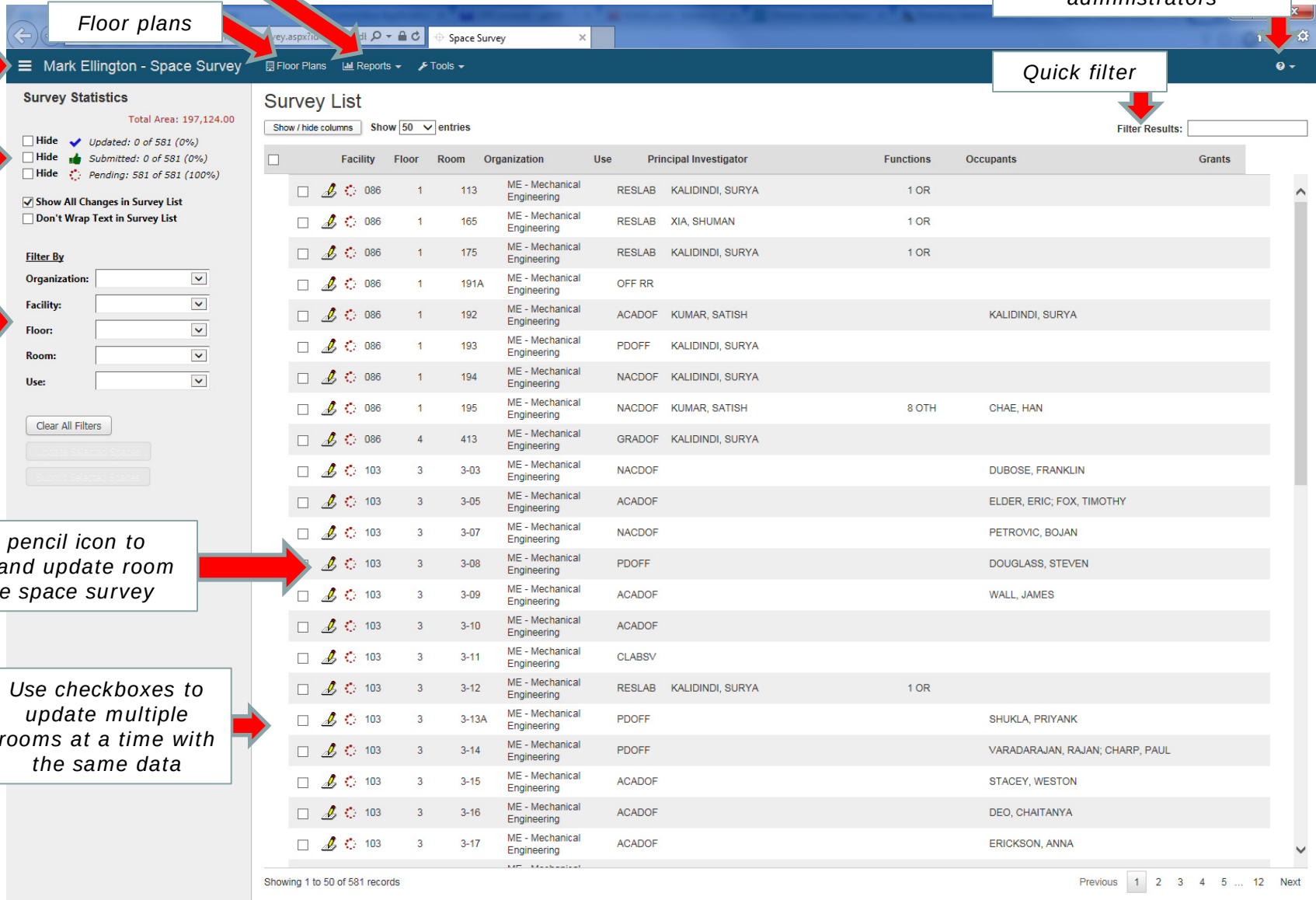
Quick filter

Record counts

Survey list filters

Click pencil icon to review and update room for the space survey

Use checkboxes to update multiple rooms at a time with the same data



Individual Room Display

Click on name (or select under Tools) to return to Survey List

Move to next or previous room. Use these AFTER saving any changes for the current room

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

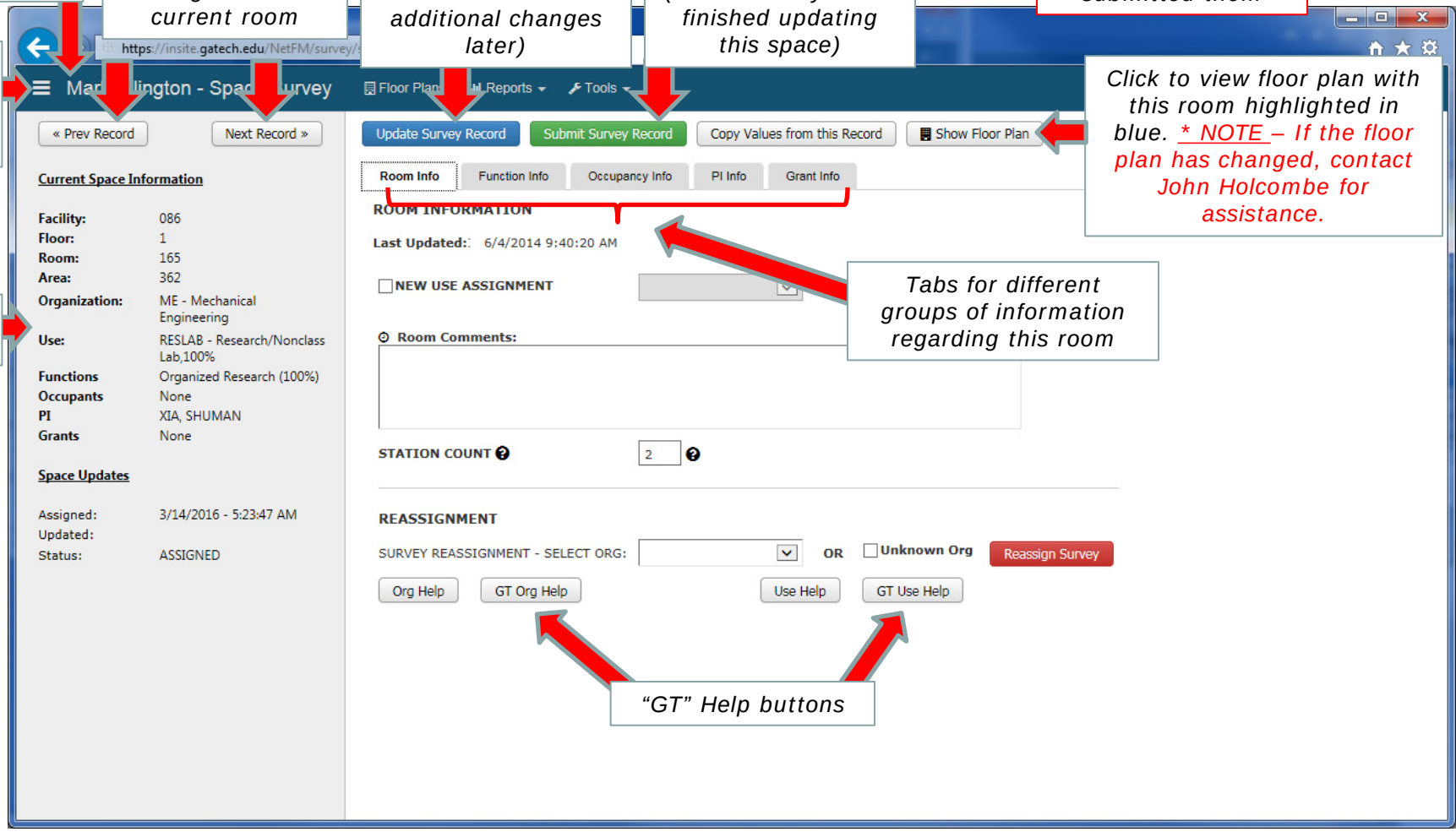
Click to save AND submit space; then moves to next room (This means you are finished updating this space)

NOTE: You can still update rooms even after you have submitted them

Click to expand main display

*Click to view floor plan with this room highlighted in blue. * NOTE – If the floor plan has changed, contact John Holcombe for assistance.*

Original values

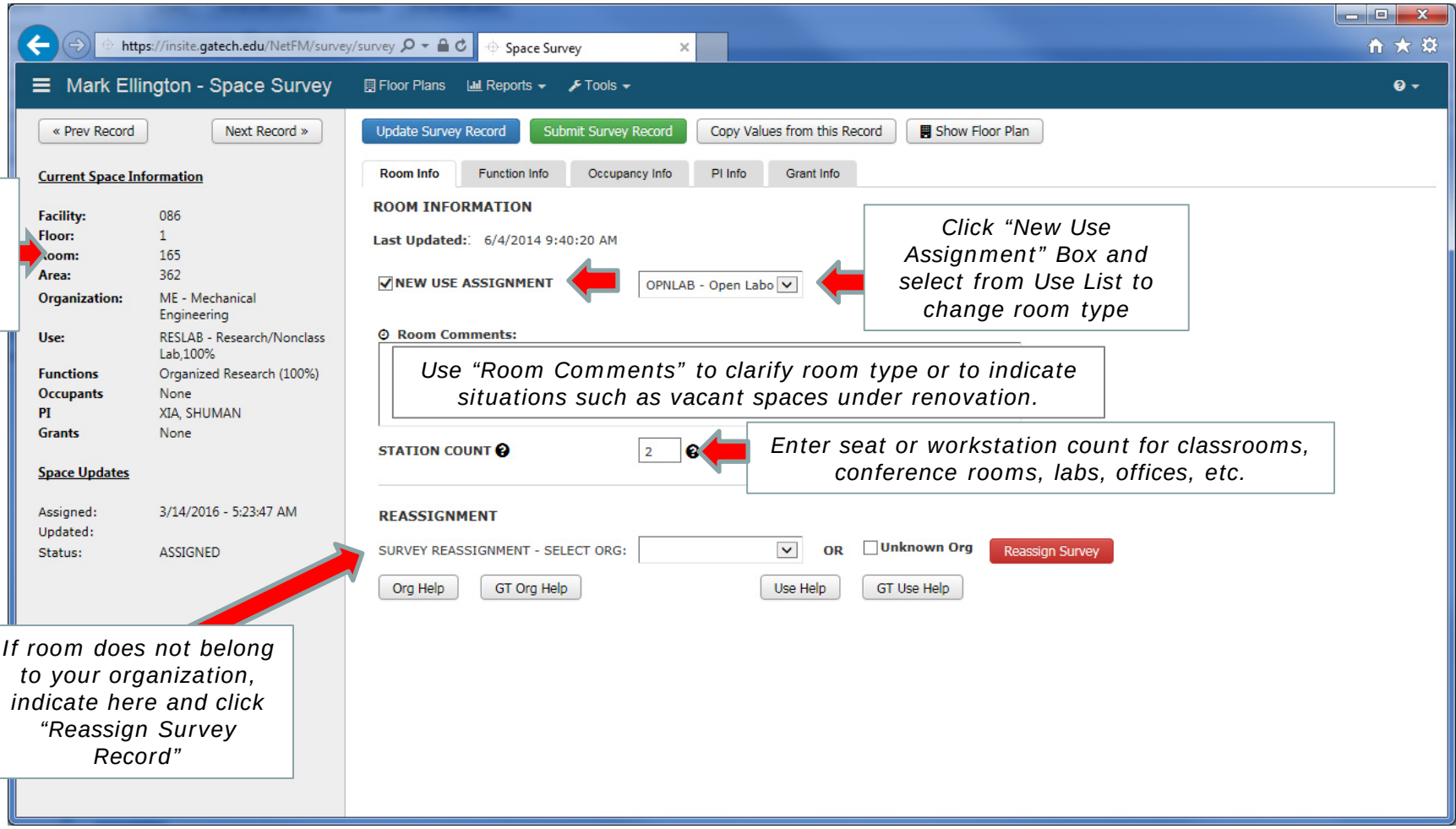


Tabs for different groups of information regarding this room

"GT" Help buttons

Individual Room Display

Room Info Tab



Confirm Room number and organization assignment

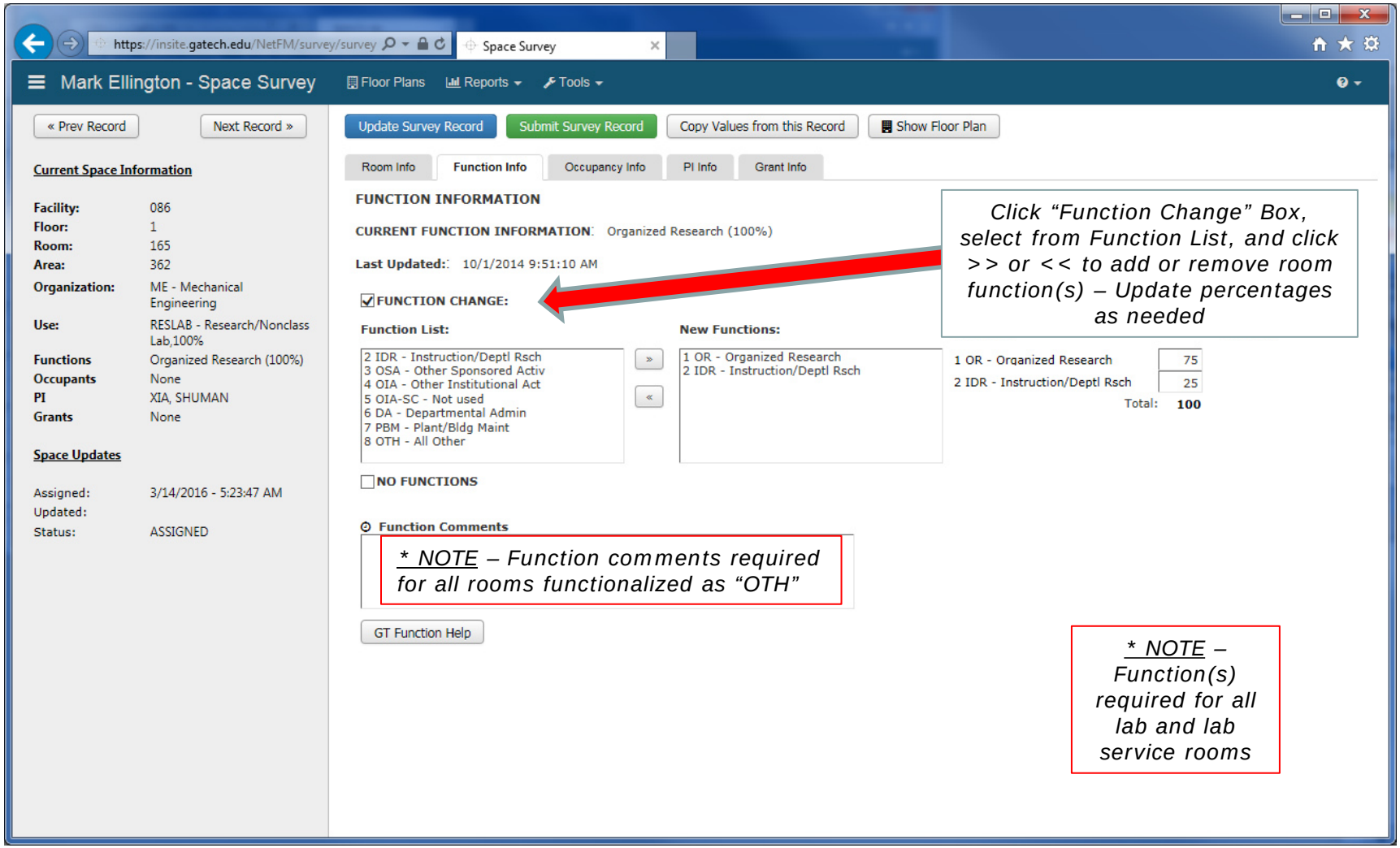
Click "New Use Assignment" Box and select from Use List to change room type

Use "Room Comments" to clarify room type or to indicate situations such as vacant spaces under renovation.

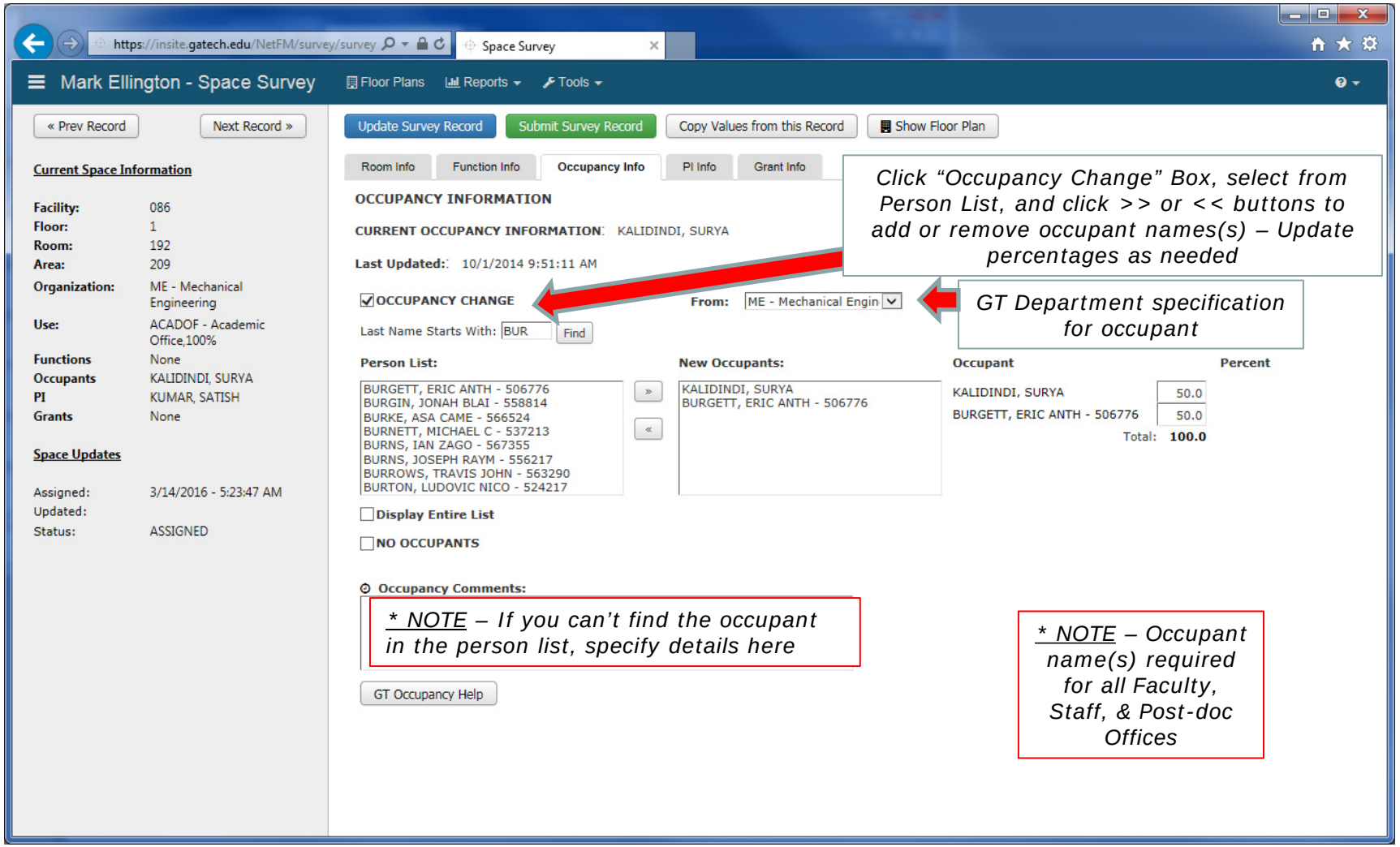
Enter seat or workstation count for classrooms, conference rooms, labs, offices, etc.

If room does not belong to your organization, indicate here and click "Reassign Survey Record"

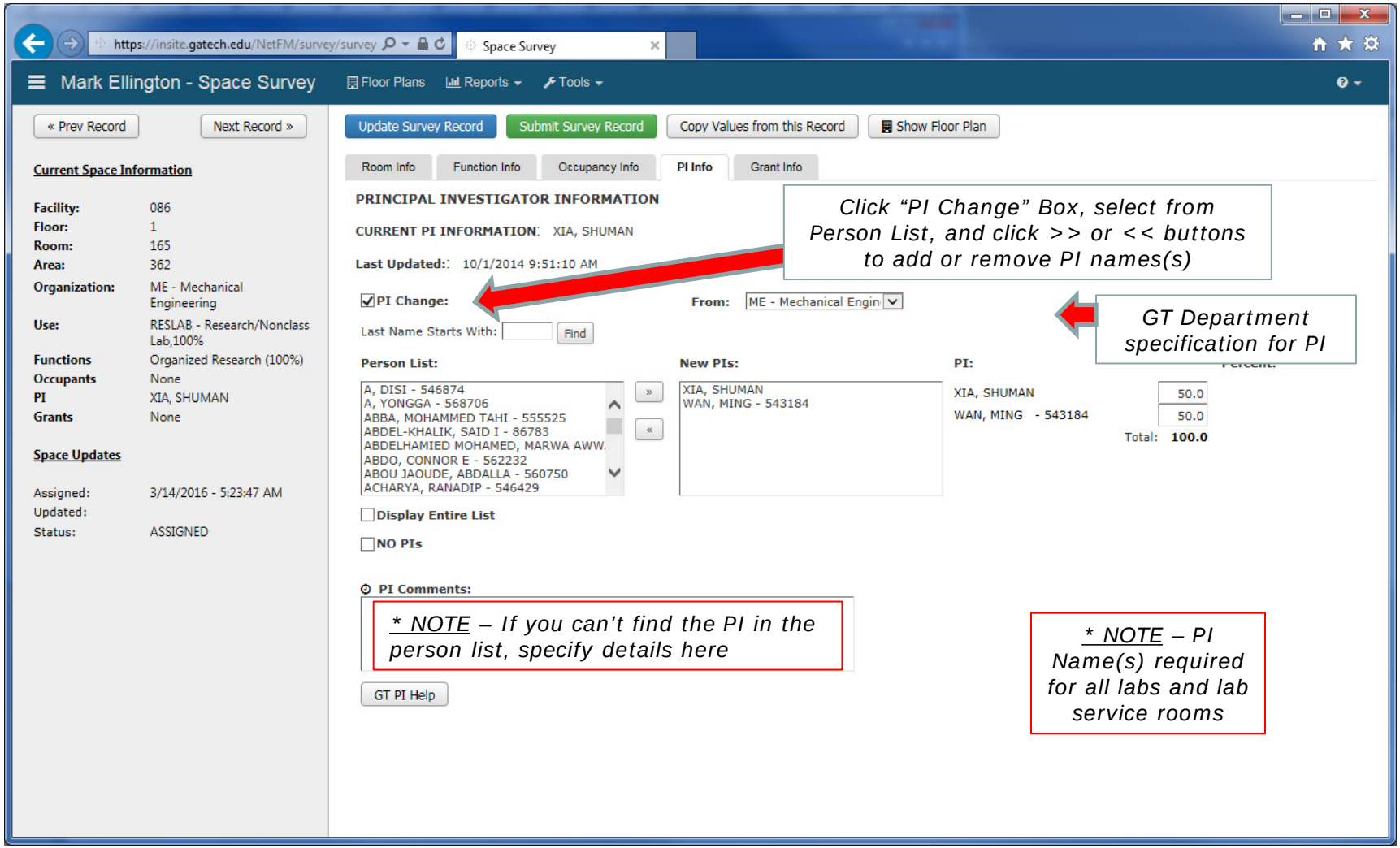
Individual Room Display
Function Info Tab



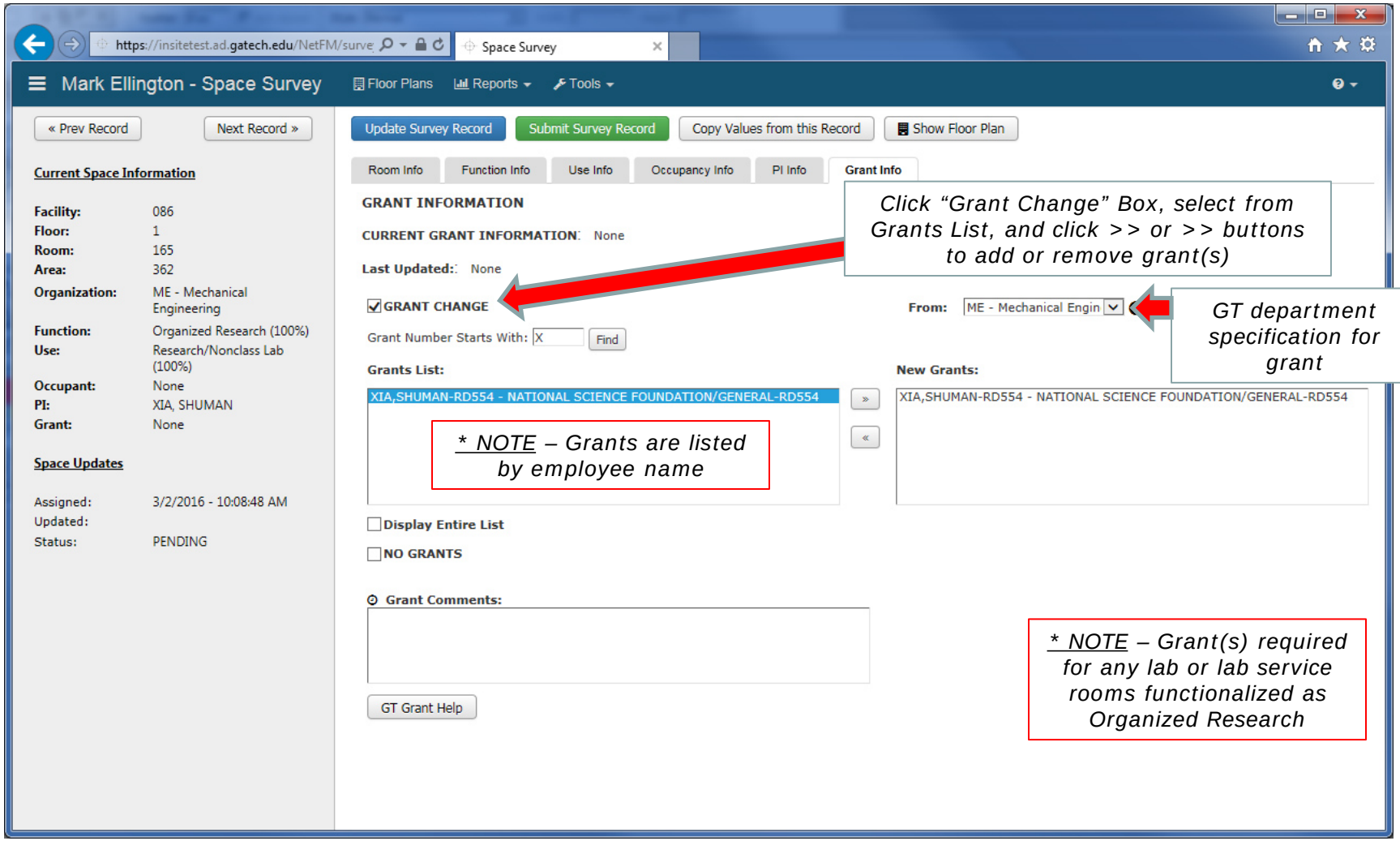
Individual Room Display
Occupancy Info Tab



Individual Room Display
PI Info Tab



Individual Room Display
Grant Info Tab



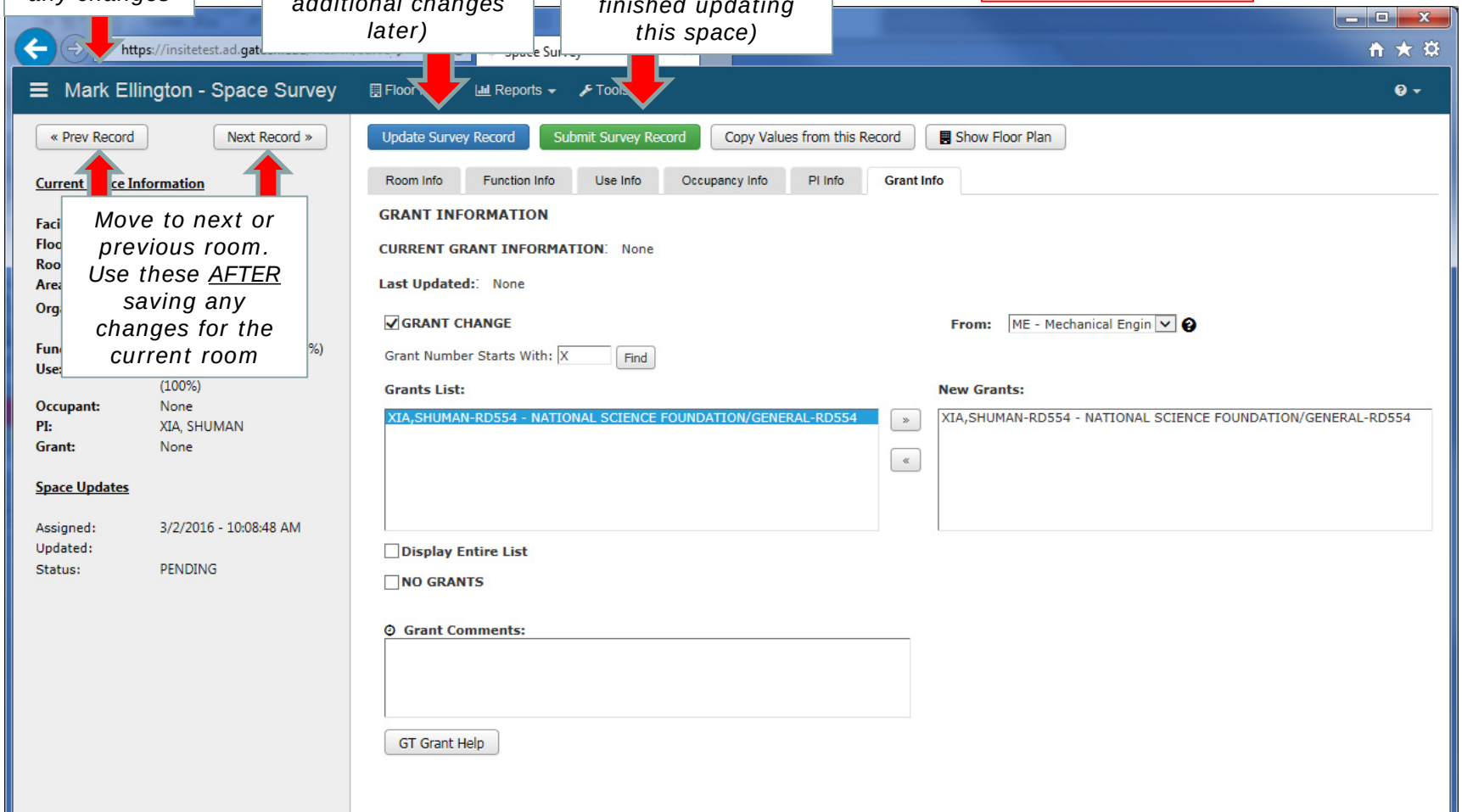
After making changes to a room
Update or Submit?

Click on name (or select under Tools) to return to Survey List AFTER saving any changes

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

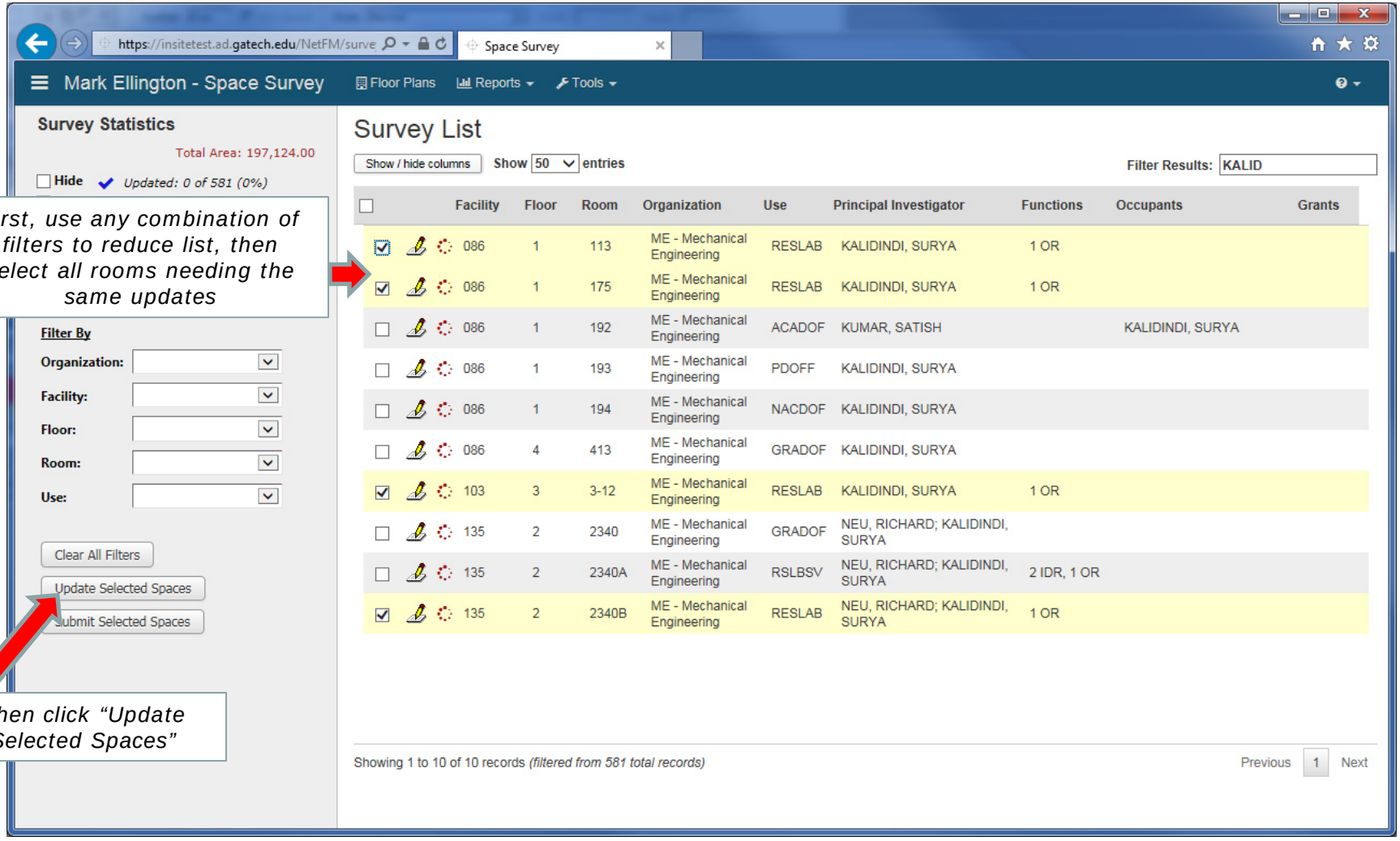
Click to save AND submit space; then moves to next room (This means you are finished updating this space)

NOTE: You can still update rooms even after you have submitted them



Advanced Usage - Multiple Room Update

Select Rooms to Update

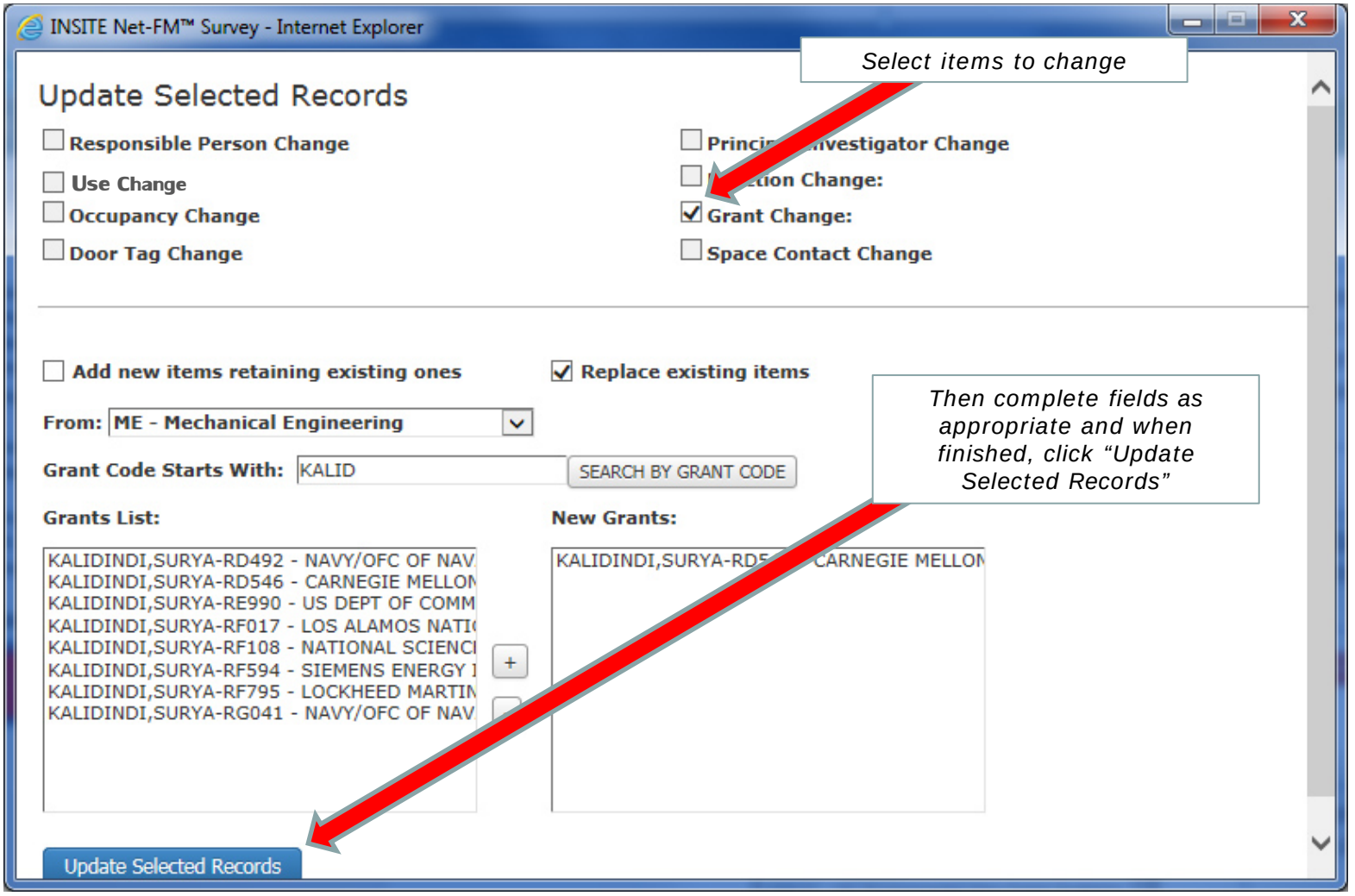


First, use any combination of filters to reduce list, then select all rooms needing the same updates

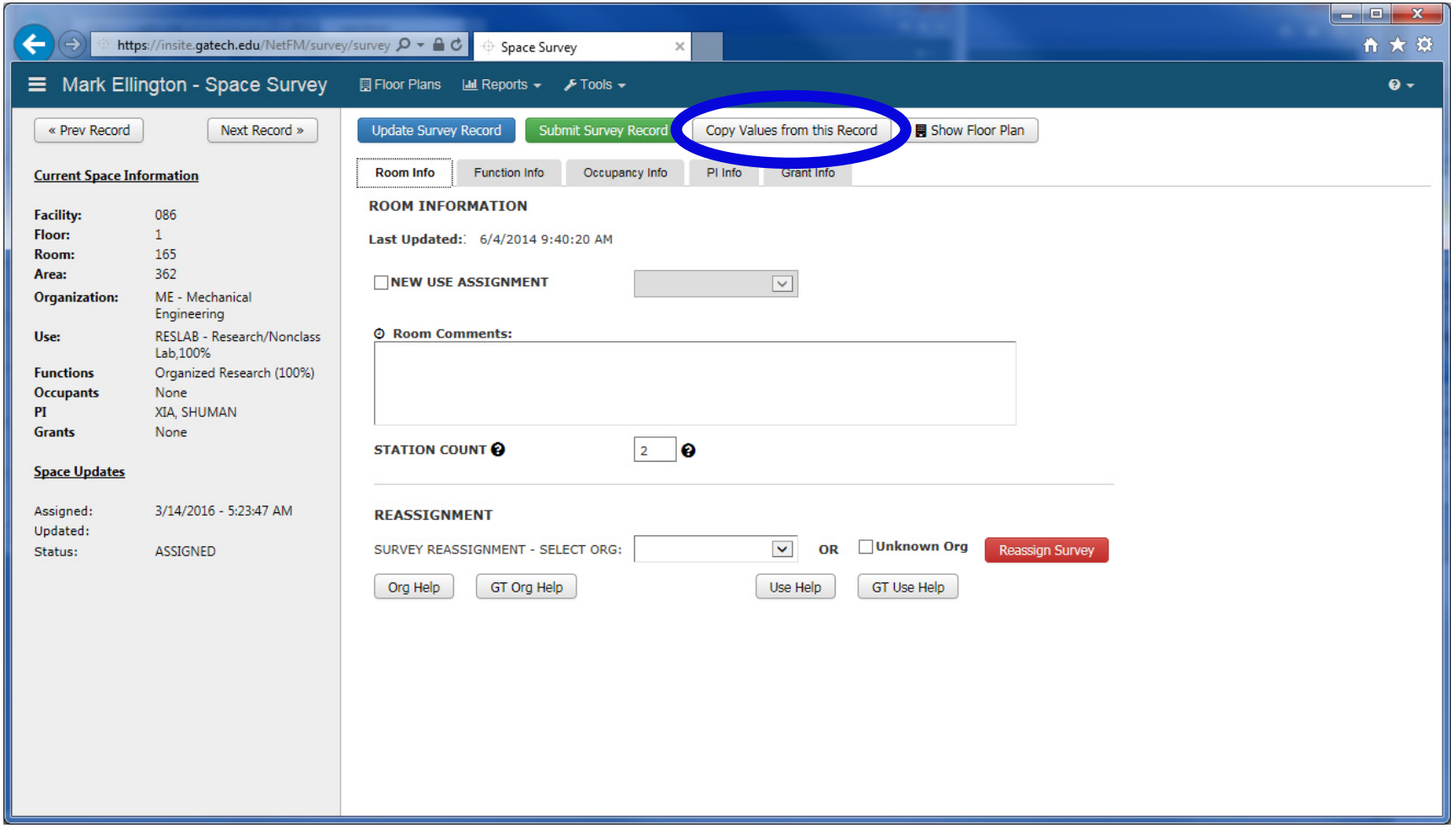
Then click "Update Selected Spaces"

Advanced Usage - Multiple Room Update

Specify Fields to Update for the Selected Rooms



More Advanced Usage
Copy Values from this Record…



More Advanced Usage

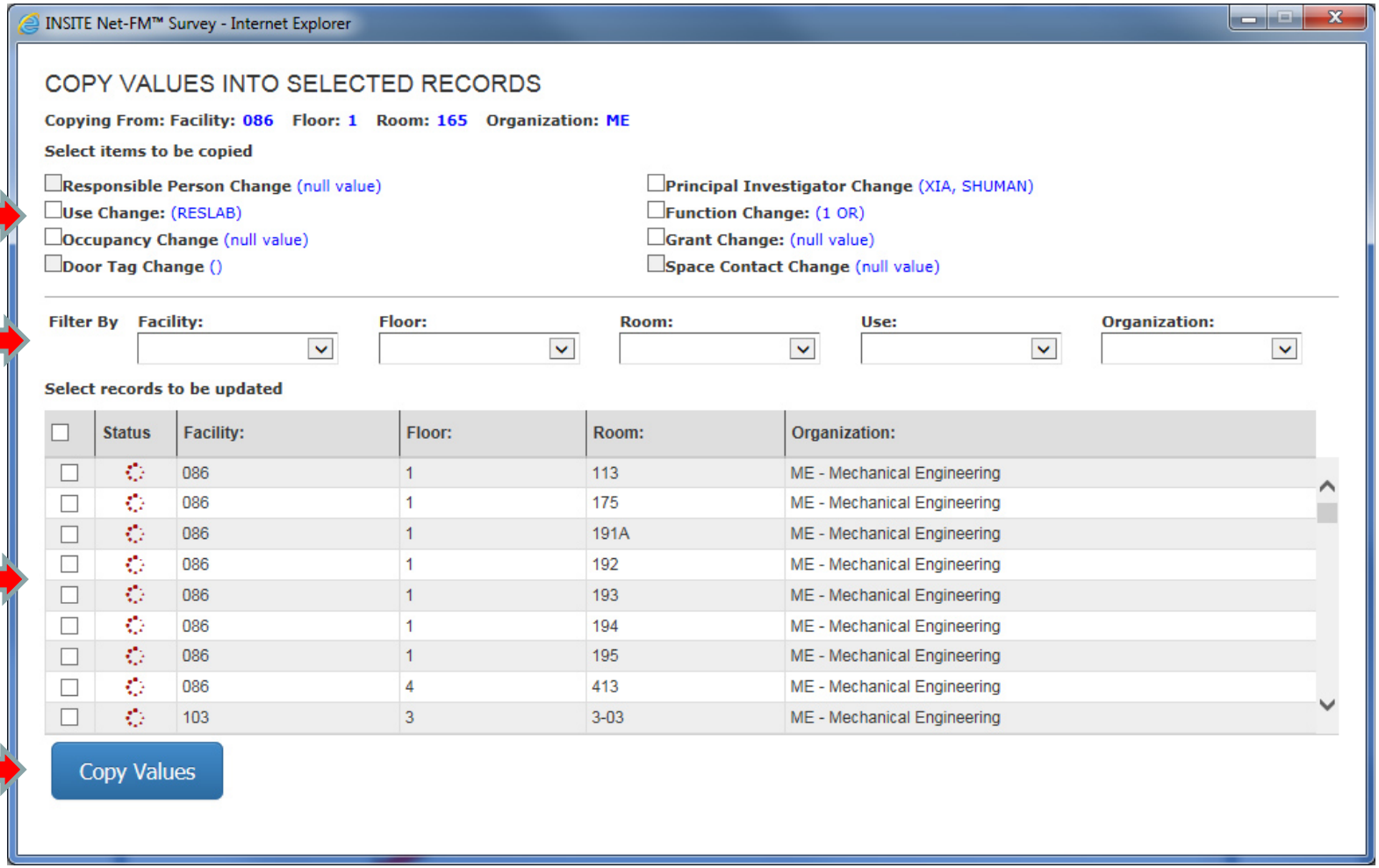
Copy values into selected rooms

Select items to copy

Use filters to narrow list of rooms

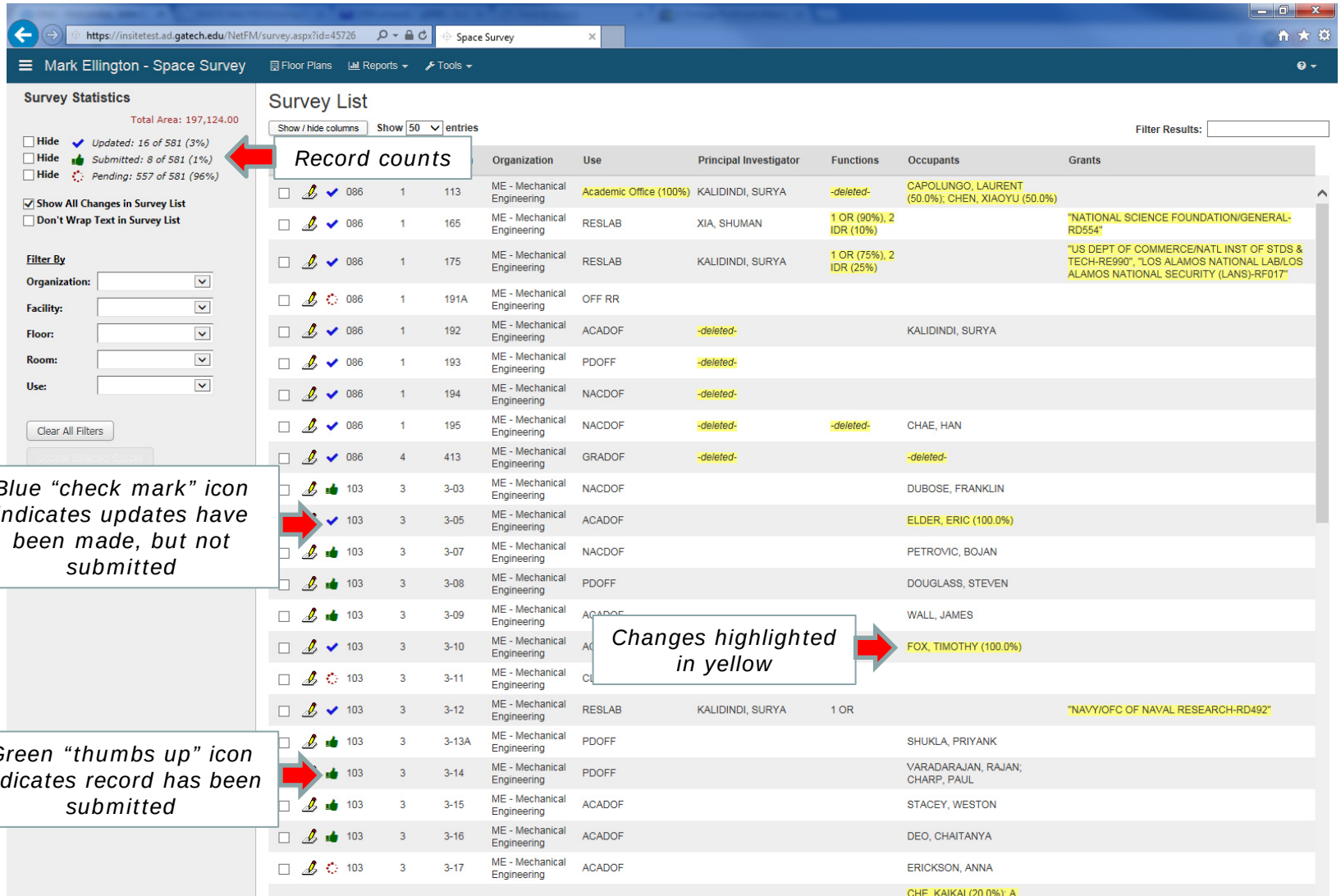
Use check boxes to select rooms to receive copied items

Click "Copy Values" when ready



Survey List

After updating spaces



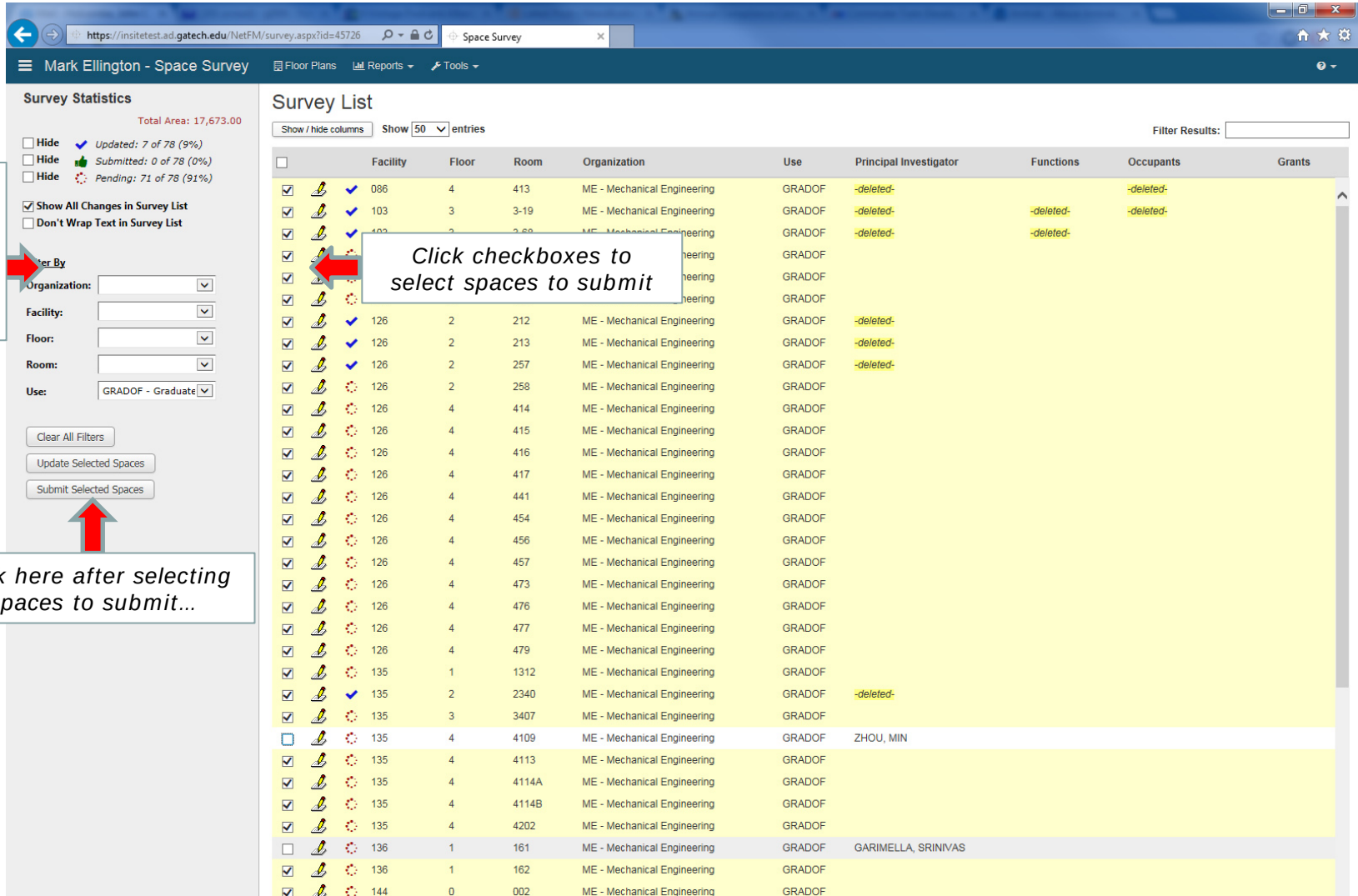
Survey List

Submitting Multiple Spaces

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

Click checkboxes to select spaces to submit

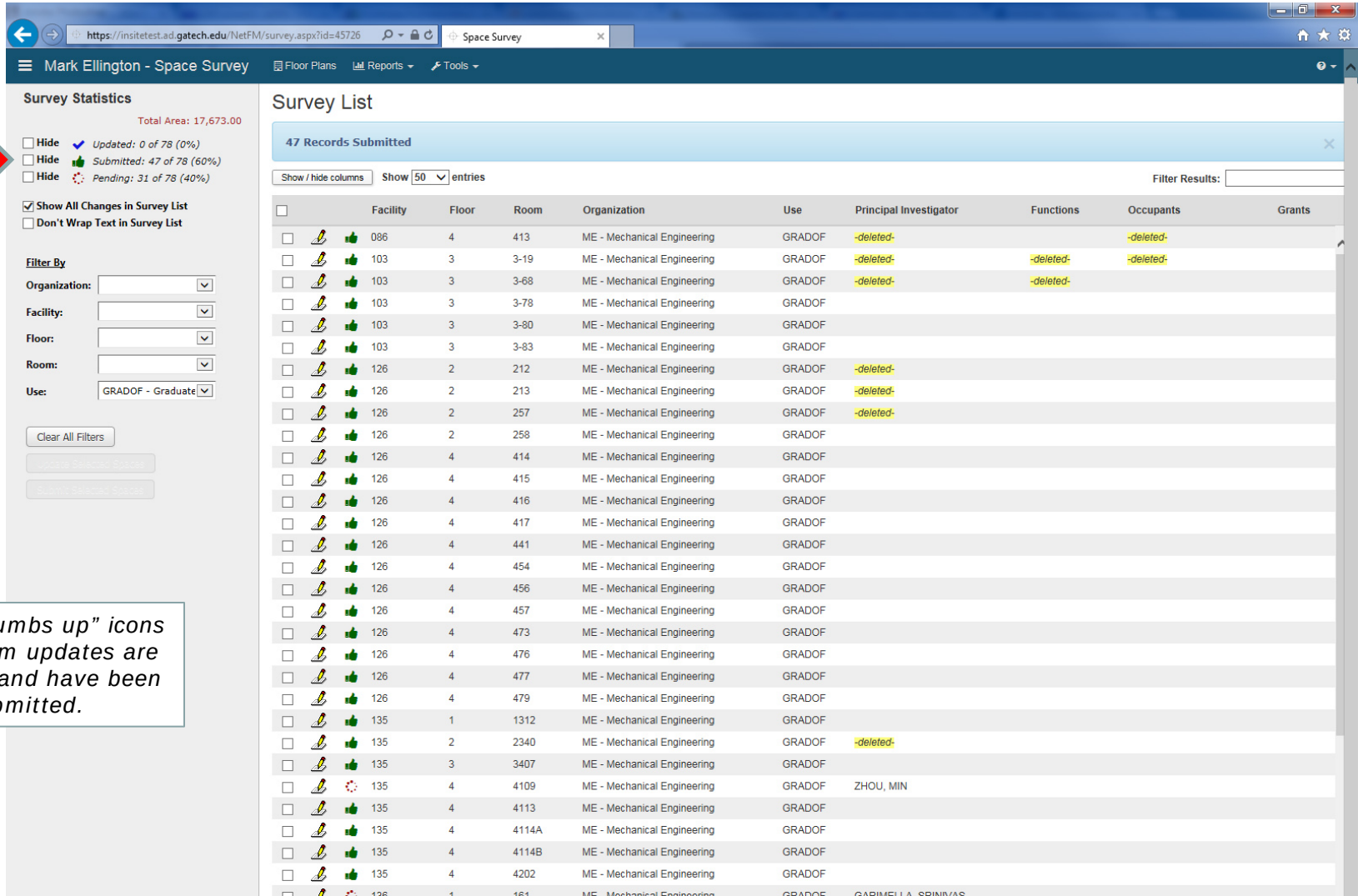
Click here after selecting spaces to submit…



Survey List

After Submitting Multiple Spaces

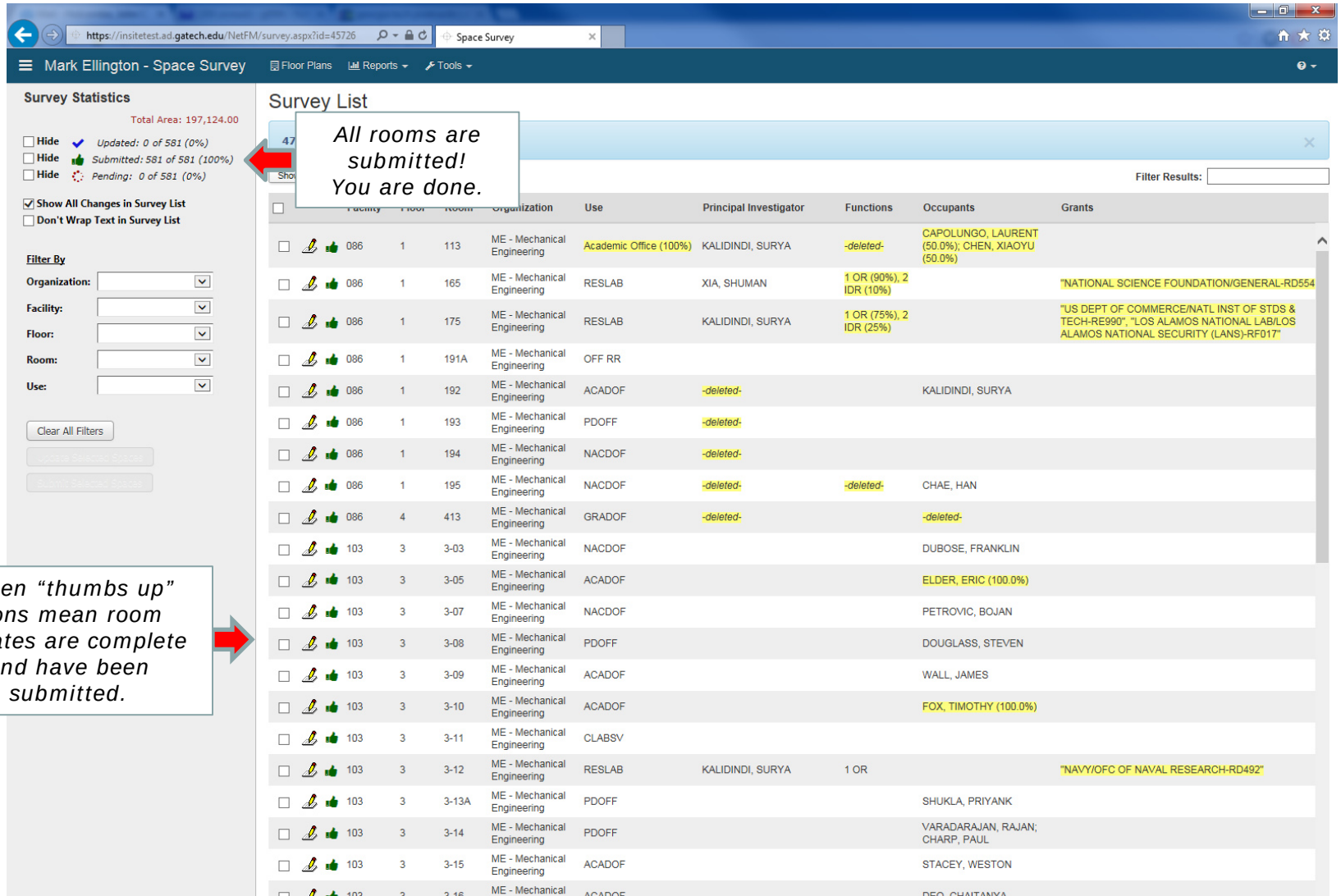
New Submitted count



Green "thumbs up" icons mean room updates are complete and have been submitted.

Survey List

Goal – All Rooms Submitted



Facility	Floor	Room	Organization	Use	Principal Investigator	Functions	Occupants	Grants
086	1	113	ME - Mechanical Engineering	Academic Office (100%)	KALIDINDI, SURYA	-deleted-	CAPOLUNGO, LAURENT (50.0%); CHEN, XIAOYU (50.0%)	
086	1	165	ME - Mechanical Engineering	RESLAB	XIA, SHUMAN	1 OR (90%), 2 IDR (10%)		"NATIONAL SCIENCE FOUNDATION/GENERAL-RD554
086	1	175	ME - Mechanical Engineering	RESLAB	KALIDINDI, SURYA	1 OR (75%), 2 IDR (25%)		"US DEPT OF COMMERCE/NATL INST OF STDS & TECH-RE990", "LOS ALAMOS NATIONAL LAB/LOS ALAMOS NATIONAL SECURITY (LANS)-RF017"
086	1	191A	ME - Mechanical Engineering	OFF RR				
086	1	192	ME - Mechanical Engineering	ACADOF	-deleted-		KALIDINDI, SURYA	
086	1	193	ME - Mechanical Engineering	PDOFF	-deleted-			
086	1	194	ME - Mechanical Engineering	NACDOF	-deleted-			
086	1	195	ME - Mechanical Engineering	NACDOF	-deleted-	-deleted-	CHAE, HAN	
086	4	413	ME - Mechanical Engineering	GRADOF	-deleted-		-deleted-	
103	3	3-03	ME - Mechanical Engineering	NACDOF			DUBOSE, FRANKLIN	
103	3	3-05	ME - Mechanical Engineering	ACADOF			ELDER, ERIC (100.0%)	
103	3	3-07	ME - Mechanical Engineering	NACDOF			PETROVIC, BOJAN	
103	3	3-08	ME - Mechanical Engineering	PDOFF			DOUGLASS, STEVEN	
103	3	3-09	ME - Mechanical Engineering	ACADOF			WALL, JAMES	
103	3	3-10	ME - Mechanical Engineering	ACADOF			FOX, TIMOTHY (100.0%)	
103	3	3-11	ME - Mechanical Engineering	CLABSV				
103	3	3-12	ME - Mechanical Engineering	RESLAB	KALIDINDI, SURYA	1 OR		"NAVY/OFC OF NAVAL RESEARCH-RD492"
103	3	3-13A	ME - Mechanical Engineering	PDOFF			SHUKLA, PRIYANK	
103	3	3-14	ME - Mechanical Engineering	PDOFF			VARADARAJAN, RAJAN; CHARP, PAUL	
103	3	3-15	ME - Mechanical Engineering	ACADOF			STACEY, WESTON	

Issues:

- Coding 100% Organized Research in all research labs
- Old Comments/ Functions of non lab space
- Use Room Comments Field when possible
- Grant Info- Multiple Grants in a Room? Grant assigned to multiple spaces?
- Co-PIs – Grants List
- 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?

gcspacesurvey@lists.gatech.edu

	Key Contact
Floor Plans Room Numbers Room Organization Assignment	John Holcombe / Amanda Jones
Function Definitions Space Survey Requirements	Jonathon Jeffries
Funding of research performed in Lab	Unit Financial Officer

Slides posted at grants.gatech.edu >Policies and Procedures> Manuals and Notices> G&C Manuals

WHITING-TURNER