

LSI SPACE ALLOCATION POLICIES AND ADJUDICATION PROCEDURES

Contents

Preamble	1
General Space Policies:	2
Space Adjudication for LSI Members	3
Exception for new faculty members	4
Procedures for New Applicants to the LSI	4
a) Applicants already at UBC, or having a job offer from UBC who are not members of Cellular and Physiological Sciences; Biochemistry & Molecular Biology; Medical Genetics; Microbiology & Immunology; or Zoology	4
b) Applicants hired by the Departments of Cellular and Physiological Sciences; Biochemistry & Molecular Biology; Medical Genetics; Microbiology & Immunology; or Zoology	4
LSI Space Committee Terms of Reference	4
Mandate	4
Composition of the Committee	5
Reporting	5
Forms	5

Preamble

When the Life Sciences Centre (LSC) was constructed, the President and Provost at the time recognized that the LSC offered an opportunity to address two additional pressing needs: improving UBC's competitiveness for national biomedical research funding and providing modern research space for inadequately housed units in the Faculties of Science and Medicine. Thanks to additional financial support from the Canada Foundation for Innovation, Canadian Blood Services, Michael Smith Foundation for Health Research and other private donors, the Centre for Blood Research and the Centre for Disease Modelling were incorporated into the LSC. The President and Provost decided that an institute-like structure would best achieve their goals. The Life Sciences Institute, as it was named, would be distinctive in housing individuals and units from several Faculties. However, only individuals and groups with strong productivity would gain membership in the Institute. Overall responsibility for assignment of laboratory and office space in the LSI, including redistribution among groups, was vested in a space committee reporting to the LSI's Director and subject to the approval of the Office of the Provost & Vice-President Academic. The following policies are guidelines.

General Space Policies:

LSI space serves multiple roles. It is home to >80 research labs across 4 Faculties and it also plays a role as a recruiting tool for the University, Faculties, and Departments. The Director, working with the LSI Space Committee will be responsible for ensuring a balance between space for current users, reserving space for the future, and overall space management.

- 1) Space is allocated to individuals by the LSI. Neither Faculties nor Departments nor other types of Groups nor individuals are entitled to a fixed allotment of space.
- 2) Space allocation will be reviewed annually.
- 3) Space allocation will be based on a formula that incorporates current personnel numbers (FTEs) and funding level, with discretionary consideration for staffing levels and specialized equipment needs. Space will initially be allocated according to the following formula:
Researchers will be awarded one bay and associated equipment rooms for each 4 FTE, and be awarded half bays if required. In addition, researchers will obtain an additional half bay if their research funding is over \$200,000, one bay if over \$400,000 per annum, and one and a half bays if their funding exceeds \$600,000 per annum.
Calculations will be based on a 3-year rolling average of grant support. However, the space committee will decide if special equipment needs, or the number of people supported justify increasing or decreasing the space allotment calculated by this formula. The space allocation formula will be reviewed as necessary and established in consultation with the office of the Vice-President Academic. Calculations for new faculty members are outlined below.
- 4) Flexibility must be retained to deal with those whose work is expensive, but requires few people, or the converse. Flexibility must also be retained to deal with the overall needs of the LSI. These concerns may result in some researchers obtaining more or less space, and the space committee will determine this.
- 5) Space for individual researchers will be capped at 2000 square feet (5 bays plus associated equipment rooms). Each bay is about 245 ft², and comes with ~130 ft² of equipment rooms.
- 6) Alterations in space needs, both upward and downward, arise often due to long-term trends in grant support or longer-term changes in career path. The Space Committee will determine if temporary changes should be made, and whether flex space should be retained. The open plan facilitates temporary changes in space usage and efficient use of space for common equipment. Department Heads can bring space issues to the LSI Space Committee on behalf of individual researchers. .
- 7) Nine offices are assigned to each finger (half a wing representing contiguous research space). Each principal investigator in the finger is entitled to 1 of the 9 offices in that finger. The remaining offices will be proportionally shared amongst all labs in that finger for varied office use (e.g. trainees, visiting scholars, Core Facility managers) at the discretion of the Principal Investigators in the finger. Each student office can fit 5 to 6 desks.
- 9) The LSI does not offer space for commercial enterprises.
- 10) Retired professors will not normally be offered research or office space in the Life Sciences Institute, and will be expected to decommission their research and office space upon retirement, per the **LSC lab decommissioning protocol**, and with funds from their Department. Upon agreement of the appropriate Dean(s), retired professors with exceptional ongoing research careers, current funding and support from their Department will be assigned research and office space in the LSI.
- 11) Faculty members without an active lab are not entitled to LSI office space.
- 12) Failure for a lab or office to be completely decommissioned two months after the retirement or permanent departure date of a faculty member will result in the department being billed for all

costs associated with hiring a company to clean up the lab, and an additional administrative fee of \$2000. It is highly recommended that decommissioning be completed while the PI/lab staff are working in the LSI, as they have the knowledge to determine the correct disposition of all lab materials, and can close Biosafety permits etc.

- 13) Any costs associated with the setup of a new lab including renovations/furniture etc. are to be covered by the hiring department and/or faculty, and NOT the LSI or LSC. Similarly, any alterations required to a researcher's space must have funding, and are not covered by the LSI or LSC. 10 hours worth of labor per request are covered by Building Operations.
- 14) While collaborations with outside groups are encouraged, current members of the LSI are not allowed to formally 'sub-let' their research space to other investigators.

Space Adjudication for LSI Members

Space will be allocated according to a formula that takes into account a combination of; 1) research funding, 2) number of people in the lab, and 3) special equipment needs.

The LSI Space Committee realizes that the generic space in the building is not equally functional for all researchers. Thus, additional considerations will be weighed in every space request. For example, the need for tissue culture rooms and/ or fume hoods, the type of adjoining equipment room, access to environment rooms, etc. will be considered in deciding the best location for the researcher.

A) The following information will be obtained for each LSI member:

- 1) Departmental administrators will provide a list of all personnel in each lab over a 3-year period, and their employment level (FTE, undergraduate, graduate, fellow, staff, etc). Each investigator will have a chance to ensure the accuracy of these records.
- 2) RISE extended reporting will be used to obtain a list of grant and other support obtained in the past three years. **Grants in which the LSI member is sole PI count 100%, collaborative grants will be pro-rated** according to the proportion of budget controlled by the collaborator. The PI will list the funds from collaborative grants allocated to their lab and may be asked to provide documentation. These data will be used to calculate the average grant support over the past three years. Each investigator will have a chance to ensure the accuracy of these records.
- 3) The LSI member will provide a list of any extraordinary equipment needs.

B) The Space Committee will treat this information as follows to obtain the amount of space awarded to the LSI member.

1. Post-doctoral fellows, research associates, graduate students, technicians and visiting scientists in the lab within the past three years will be counted as 1 full-time employee. To be considered in the space calculation, undergraduate students must be paid full time (e.g. coop) or obtaining academic credit (e.g. directed studies). Paid undergraduates will be counted as 1/3 per 4 months and directed studies students will be counted as 1/3 per 6 credits (8 months). Volunteers will not be included in personnel numbers. The PI themselves is not included in this calculation.
2. To account for funding differences, and the fact that more funding usually means more equipment, **0.5, 1.0 or 1.5 bays is added for funding >200K per annum, >400K per annum, or greater than 600K per annum, respectively.**
3. Investigators who can make a case for the need to house specialized equipment will be awarded space to house this equipment.

The total number of bays allocated to each lab will equal the total number of personnel in the lab (calculated as per 1 above, 3 year average), divided by 4 (4 personnel per bay) plus the number of bays based on a 3 year average funding (calculated as per 2 above).

The base number of bays is always rounded up to the nearest half-bay.

i.e. Total # of bays = (3 year average lab personnel)/4 + extra bays based on funding

Exception for new faculty members

To give stability to new faculty who are LSI members, new faculty will get 750 square feet of space which they will retain until their tenure decision, or until funding and recruitment justify additional space. If funding or recruitment justify more space, they may apply for increased space. **The following statement can be used in a recruitment letter:**

New faculty members will be awarded two bays and associated equipment rooms during the pre-tenure period. In addition, a contiguous bay will be reserved for their use, so that when personnel and funding justify it, they will have access to a third bay. If further personnel and funding are obtained, they may apply to the space committee for additional space.

Procedures for New Applicants to the LSI

We expect that there will be intense pressure on LSI space for the foreseeable future. Before acceptance of new members to the LSI can begin, it is necessary to know the following:

- 1) How many new hires or retirements are expected in each department in the next 3 years
- 2) The amount of currently assigned space in the LSI, and the amount available.

a) Applicants already at UBC, or having a job offer from UBC who are not members of Cellular and Physiological Sciences; Biochemistry & Molecular Biology; Medical Genetics; Microbiology & Immunology; or Zoology.

Applications for space must be made to the LSI Director on the form for new applicants. Applicants that fall within the LSI mandate will be reviewed by the space committee.

The applicant may be asked to give a public seminar attended by research group members, and meet individually with LSI Investigators.

b) Applicants hired by the Departments of Cellular and Physiological Sciences; Biochemistry & Molecular Biology; Medical Genetics; Microbiology & Immunology; or Zoology.

Department Heads will inform the LSI Director before placement of the advertisement that they wish to recruit a potential LSI member.

LSI Space Committee Terms of Reference

Mandate

A. The LSI Space Committee will be responsible for coordinating requests, making recommendations about changes to space and for reviews of current and projected space needs. The Committee will maintain lists of current space allocations and Department hiring/retirement plans in order to minimize space conflicts, and expedite space requests. In addition, the Committee will adjudicate requests for changes in current laboratory and office allotments, both for short-term or for long-term occupancy.

B. The LSI space committee will be responsible for establishing clear rules for space allocation and use for the upper 4 research floors of the LSC. The Centre for Blood Research (CBR), manages its own space as part of its agreement to enter the LSC.

The LSI Director will administer use of space on the 4 upper research floors (excluding CBR), the first floor (the LSI Administration area in the West wing, classrooms reserved by LSI room bookings, as well as first floor research space in the East wing). All other space on the main floor (including all shared spaces) are under the "LSC 1st Floor Space Committee".

The LSI space committee will be responsible for reviewing requests for space for new Departmental recruits. These requests should be submitted by the relevant Department Heads (see below). The committee will also consider requests for changes in offices, changes in lab space and for temporary use of space for sabbatical visitors.

Researchers will have the flexibility to accommodate staffing changes in their own space and with cooperation and agreement, with other members of their finger, without having to go through the formal space committee process.

Composition of the Committee

The committee will consist of a Chair (appointed by the LSI Director) as well as the head from each of the departments of MICB, CAPS, BIOC, ZOOL and MEDGEN, the CBR Director and the LSI Director and Deputy Director.

Reporting

The committee will report and make written recommendations to the Director of the LSI. The Chair will be responsible for preparing these documents and for communicating with the investigator about the request.

Forms

[Space Form Link](#)