HSSAC Research Space Review

Instructional Guide
Agenda

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Introduction

Purpose of the Review

The Health Sciences Space Advisory Committee ("HSSAC") conducts periodic research space reviews (approximately annually) for departments and organized research unit (ORU) to measure productivity in university-owned research space.

In 2017, the review mechanism (surveys) shifted from paper-based to an on-line tool. The data collection categories remain the same as does the importance of responding by the deadline with accurate and complete information. HSSAC makes space allocation recommendations (including reallocation of space) to the Vice Chancellor based on these research space reviews.

The Planning and Space Management ("PSM") team is here to help. Contact us with any questions – prmcas@ucsd.edu
Introduction

Process/Roles/Timeline

PSM
- Holds preliminary Kick-off meeting with Department stakeholders to establish roles and deliverables.

DBO
- Finalizes space changes in FIM

PSM
- Launches review in online tool (email with link to survey will go to Primary DBO).

DBO
- Routes individual surveys in review package to PIs and Fund Managers for completion
- Logs in with UCSD Single Sign-On and completes survey(s)
- Attaches current CV
- Reviews surveys for their department(s) and issues Approvals to PSM.
- Attaches Chair Letter (or can email to PSM)

PI/Fund Managers
- Reviews surveys for their department(s) and issues Approvals to PSM.
- Attaches Chair Letter (or can email to PSM)

DBO
- Reviews surveys for their department(s) and issues Approvals to PSM.
- Attaches Chair Letter (or can email to PSM)

PSM
- Walks Space with HSSAC Rep (Captain)
- Provides summary report to HSSAC for review
Online Space Review Tool

https://som.ucsd.edu/space

Requires Business Systems or AD Sign on
Selecting Space Review & Survey

Choose department space review
Choose faculty member to edit
### Survey Sections

<table>
<thead>
<tr>
<th>PI:</th>
<th>Department:</th>
<th>Survey name:</th>
<th>Start Date:</th>
<th>Due Date:</th>
<th>Survey ID:</th>
</tr>
</thead>
</table>

- **Space**
- **Other People Working in the Space**
- **All Funds**
- **Comments**
- **Attachments**

**Actions:**
- Decline Space
- Approve Space
- Decline Funding
- Approve Funding
- Approve and Lock
- Delete Survey

[Generate Survey Report]
Space

- Pre-populated list of offices and/or labs assigned to the PI in Facilities Information Management (FIM) ucsd.tririga.com
- Click on “Instructions” for more detail

<table>
<thead>
<tr>
<th>Department</th>
<th>Survey Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Survey ID</th>
</tr>
</thead>
</table>

### Instructions for Space Section

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Percentage Assigned</th>
<th>ASF</th>
<th>Room Type</th>
<th>Comments</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altman Clinical Translational Research Institute</td>
<td>2W1025</td>
<td>100%</td>
<td>64</td>
<td>211 - Research Office ($)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Altman Clinical Translational Research Institute</td>
<td>2W106</td>
<td>100%</td>
<td>122</td>
<td>211 - Research Office ($)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surgery Research Laboratory</td>
<td>100</td>
<td>100%</td>
<td>203</td>
<td>210 - Research Laboratory / Studio ($)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Add New Space

- New Space data added and waiting for SPACE-ADMIN approval.
- Space data edited and waiting for SPACE-ADMIN approval.
- Space data deleted and waiting for SPACE-ADMIN approval.

Note: You can either add/edit/delete or approve/decline the change made to the data.
Editing Space

- Click the edit icon for the space to be edited
- % assigned to that PI
- We discourage you from changing the room type
- Enter comments to explain changes
Deleting Space

• Click the delete icon for the space to be deleted
• Confirm that you want to delete the space from this survey

Note: make sure you increase/add this space on corresponding survey (another PI or Department Unassigned or Department Shared)
Adding Space

- Click on “Add New Space”
- Select a building from the drop-down menu (buildings included in the review)
- Select a room number from the drop-down menu
- Enter the % occupancy (in decimals)
- We discourage you from changing the room type
- Enter Comments (explaining the change)

**Note:** make sure you decrease/delete this space on corresponding survey (another PI or Department Unassigned or Department Shared)
Employees – list all paid UCSD employees working in the space

- Click on “Add New Employee”
- Start to enter the full last and first name of the employee
- The cell will auto-populate based on UC Path
- Enter the % time (in decimals) the employee works in the reviewed space
- Enter comments (if necessary)
Unpaid Staff—list all unpaid persons working in the space

- Click on “Add New Unpaid Staff”
- Unpaid staff includes:
  - Volunteers
  - Visiting Scholars
  - Affiliates
  - Anyone working in the space that is not a UCSD employee
- Enter the last and first name of the person
- Enter the % time (in decimals) in the reviewed space
- Enter comments (if necessary)
Use the following section to list funding for your research in the spaces listed previously. The funding must be currently active as of the date this survey was distributed. If the grant or contract has expired, do not include it on the survey response. For grants and contracts that are in a no-cost-extension status, include the total amount of direct cost remaining of unspent no-cost-extension dollars.

- Awarded
  - PI Grants
  - Program Projects and Center Grants
  - Grant Support for Faculty Working in Your Space
  - Fellowship Support
  - Training Grant Support
    - Additional
  - Clinical Trials
  - Laboratory Service Agreements
  - Recharge Core
  - Other Funds
  - Pending Funds
General Guidelines

• The goal of the space review is to use current funding to estimate funding for the next year
• All awards and funding need to be active at the time the survey is submitted
• UCSD Project and Task Numbers are required for all funding
  • Use Notice of Award (“NOA”) for awards (grants, program center / project, funding for people working in your space)
  • Use ORACLE for clinical trials, subaward (received at UCSD), recharge, Lab Service Agreements (“LSA”), fellowships, awards in NCE
• “Total Project Direct Cost” – Direct costs for full project period
• “Previous 12 Month Direct Costs in Space” – Reporting of current award period for awards or 12 month lookback of actuals (Review Period) – direct costs received by / allocated to UCSD for work in the space being reviewed. (See previous slide for Review Period explanation).
  • For grants that are currently active at the time of the reporting, provide annual direct costs awarded
  • For grants that are in no-cost extension, provide the carry forward amount only
  • For clinical trials or recharge accounts that accrue monthly, report the total direct cost income over the previous 12 months
• If information cannot be validated it is excluded
Review Period Defined

- **Review Period** – Use ORACLE for clinical trials, subaward (received at UCSD), recharge, Lab Service Agreements (“LSA”), and fellowships is a 12 month lookback ending the month of the due/end date of the survey (email communications and survey tool show this date) -Example:
  - Survey End Date (due date) – Oct 16, 2017
  - **Review Period** – November 1, 2016 – October 31, 2017
- Award Dates – Awards entered must be active the month the survey is submitted
  - New Awards – If funding has not arrived at UCSD during the Review Period, record the award in the Pending Awards section
  - Expired Awards – Awards that end at any point during the Review Period are excluded
Direct Cost Reporting

- Use Notice of Award ("NOA") for awards (grants, program center / project, funding for people working in your space)
  - For grants that are currently active at the time of the reporting, provide annual direct costs awarded
  - For grants that are in no-cost extension, please follow the Direct Revenue Reporting instructions
Direct Revenue Reporting

Use ORACLE for clinical trials, subaward, recharge, Lab Service Agreements ("LSA"), fellowships

For clinical trials or recharge accounts that accrue monthly, report the total Direct Cost income over the previous 12 months, or if no revenue, list expenses over the previous 12 months

Accounting Period: choose date range to match Review Period

Currently using the following reports to validated revenue
- UCSD-DSH Project Balances with Expenditure Details Dashboard (Doesn’t always show revenue so that is why we pull the General Ledger)
- General Ledger Panorama (If you know the account code, list it in the comments)
Awarded Funds

PI Grants and Contracts
Program Projects and Center Grants
Grant Support for Faculty
Fellowship Support
Training Grant Support
PI Grants and Contracts

- PI is the primary awardee on the grant
  - If Co-PI note in comments
- Award is active (not pending or expired)
  - If a no-cost extension note in the comments and use the instructions on slides 18 & 19
- Active UCSD project number required
- “Previous 12 Month Direct Costs in Space” – Current Award Period - Use Notice of Award (“NOA”) for awards (grants, program center / project, funding for people working in your space)
  - See Slide 17 (for example of NOA)
Program Projects and Center Grants

- Award for Program operating in the space
  - Example: CTRI Grant
- Award is active (not pending or expired)
  - If a no-cost extension note in comments
- Active UCSD project number required
  - If sub-awardee note project number in comments
    - use the instructions on slides 18 & 19
- “Previous 12 Month Direct Costs in Space” – Current Award Period - Use Notice of Award (“NOA”) for awards (grants, program center / project, funding for people working in your space)
  - See Slide 17
Grant Support for Faculty in Space

- Junior Faculty are the primary awardees on the grants
  - If Co-PI note in comments
  - Awardee names verified with employees in space
- Award is active (not pending or expired)
  - If a no-cost extension note in comments
- Active UCSD project number required
  - If sub-award note project in comments
- “Previous 12 Month Direct Costs in Space” – Current Award Period - Use Notice of Award ("NOA") for awards (grants, program center / project, funding for people working in your space)
  - See Slide 17
Fellowship Support

Salary support awarded to Fellows

Award is active (not pending or expired)
  • If a no-cost extension note in comments

Active UCSD project number required

“Previous 12 Month Direct Costs in Space” -- 12 month lookback (Review Period) of direct costs awarded/allocated to UCSD for work in the space being reviewed. (See slide 18 & 19 Review Period explanation).
Training Grant Support

- Grants for Training Support
- Award is active (not pending or expired)
  - If a no-cost extension note in comments
- Active UCSD project number required
- “Previous 12 Month Direct Costs in Space” -- 12 month lookback (Review Period) of direct costs awarded/allocated to UCSD for work in the space being reviewed. (See slide 18 & 19 Review Period explanation).
Additional Funds

Clinical Trials
Laboratory Service Agreements
Recharge Core
Other Funds
Clinical Trials

- PI is the primary awardee on the clinical trial
  - If Co-PI note in comments
- Includes industry initiated clinical trials (PI initiated clinical trials should be captured in the PI Awarded Funds section)
- Award is active (not pending or expired)
  - If a no-cost extension note in comments
- Active UCSD project number required
- “Previous 12 Month Direct Costs in Space” -- 12 month lookback (Review Period) of direct costs awarded/allocated to UCSD for work in the space being reviewed. (See slide 18 & 19 Review Period explanation).
Laboratory Service Agreements (LSA)

- PI is the named provider in the LSA
- Award is active (not pending or expired)
  - If a no-cost extension note in comments
- Active UCSD project number required
- “Previous 12 Month Direct Costs in Space” -- 12 month lookback (Review Period) of direct costs awarded/allocated to UCSD for work in the space being reviewed. (See slide 18 & 19 Review Period explanation).
Recharge Core

- PI is the sponsoring faculty member of the recharge core
- The recharge core operates in space being reviewed
- Core is active (not pending or expired)
- Active UCSD project number required
- “Previous 12 Month Direct Costs in Space” -- 12 month lookback (Review Period) of direct costs awarded/allocated to UCSD for work in the space being reviewed. (See slide 18 & 19 Review Period explanation).
Other Funds

- This can include:
  - Bridge Funding
  - Start-Up Funds
  - Endowments
  - Gift Funds
  - Academic Senate Grants
- Award is active (not pending or expired)
  - If a no-cost extension note in comments
- Active UCSD project number required
- “Previous 12 Month Direct Costs in Space” -- 12 month lookback (Review Period) of direct costs awarded/allocated to UCSD for work in the space being reviewed. (See slide 18 & 19 Review Period explanation).
Pending Funds
Pending Funds

- Two scenarios to include in the Pending Section:
  1) Successful application for award but funds are not yet received by UCSD during Review Period. Attach NOA to survey.
  2) Application / proposal for funds has been submitted but award status is unknown. Use comments to explain or provide additional details.
### Funding Summary for PI

<table>
<thead>
<tr>
<th>Fund Type</th>
<th>PI Name</th>
<th>Issuing Inst. Grant #</th>
<th>Grant Title</th>
<th>UCSD Grant Fund #</th>
<th>Project</th>
<th>Task</th>
<th>Start Date</th>
<th>End Date</th>
<th>Total Project Cost</th>
<th>Annual Direct Cost In Space</th>
<th>Comments</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI Grants</td>
<td></td>
<td>1206AA05783B-01</td>
<td>Identification and Characterization of Novel Genetic Variants in Alcohol Use Disorder and Excessive Drinking</td>
<td></td>
<td></td>
<td></td>
<td>Sep 20, 2010</td>
<td>Aug 31, 2024</td>
<td>$300,000</td>
<td>$180,000</td>
<td>year 1 award. Required 10% in</td>
<td></td>
</tr>
<tr>
<td>PI Grants</td>
<td></td>
<td>1F50DA027844</td>
<td>Center for Genetic Studies of Drug Abuse in Outbred Rats</td>
<td></td>
<td></td>
<td></td>
<td>Jul 15, 2010</td>
<td>Apr 30, 2024</td>
<td>$200,000</td>
<td>$200,000</td>
<td>This is the carry forward from the previous P50 award</td>
<td></td>
</tr>
<tr>
<td>Program Projects and Center Grants</td>
<td></td>
<td>1F50DA027844</td>
<td>Center for Genetic Studies of Drug Abuse in Outbred Rats</td>
<td></td>
<td></td>
<td></td>
<td>Jun 18, 2014</td>
<td>Apr 30, 2019</td>
<td>$10,059,001</td>
<td>$765,657</td>
<td>$500,000 - Department charges. Annual DC from $1,770.53 to $1,090.834 per year. Year 7: number listed. Year 8 starts May 1, 2020.</td>
<td></td>
</tr>
<tr>
<td>Funding Funds</td>
<td></td>
<td></td>
<td>Genetic relationship between importance and nicotine abuse: DBA-2FDTZ</td>
<td></td>
<td></td>
<td></td>
<td>Jul 1, 2018</td>
<td>Jun 30, 2021</td>
<td>$749,346</td>
<td>$249,130</td>
<td>Year 2 allocation. Year 3 funds will be transferred in July.</td>
<td></td>
</tr>
<tr>
<td>PI Grants</td>
<td></td>
<td>1U54DA042096</td>
<td>Genetics of Nicotine seeking and Sensitivity for drug abuse in outbred rats</td>
<td></td>
<td></td>
<td></td>
<td>May 1, 2017</td>
<td>Feb 20, 2022</td>
<td>$347,626</td>
<td>$55,096</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Identifying information removed (PI Name, Issuing Grant #, Grant Title, and Project Number)
Comments

• Please include any additional comments that should be included / presented to the Health Sciences Space Advisory Committee
Attachments

- Each PI should attach a copy of their Curriculum Vitae (CV)
  - You can browse your files and choose the CV
  - Once chosen click the upload button and it will be included with the Space Survey.
- Attach NOA, Agreements, Commitment Letters, screen shots, etc. to explain financial entries
Survey Approval

- Initial – Information can be entered by anyone with access (access is enabled by PSM team)
- PI Approved – locked to PI

- Department Approved – locked to PI and DBO

- Admin Approved – Final approval, locked to everyone
PSM Validation Process

• Common PSM Comments/Questions for Departments that require clarification:
  • Financial
    • PSM is unable to validate funding amount through Kuali and ORACLE
    • Funding entry is missing information (usually project number)
    • Duplication of awards
    • Listing awards for other PIs (without explanation in comments)
    • Attachments do not reflect dollar amounts entered
  • Space
    • Space was removed / decreased on one survey without corresponding change on another survey (net result is loss of department space)
    • Space was added / increased on one survey without corresponding change on another survey (net result is increase of department space or over assignment of space)
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QUESTIONS?

THANK YOU!
From Planning and Space Management

prmcas@ucsd.edu