



OFFICE OF RESEARCH

ALLOCATION OF RESEARCH SPACE INTERNAL POLICY

I. OVERVIEW AND PURPOSE

In an effort to optimize the use of research space within the UTHealth School of Dentistry (UTSD) and to ensure transparent, agreed-upon guidelines and principles, we have established the policy described herein.

The purpose of the current policy is to:

- Establish the principles regarding research space allocation within UTSD;
- Describe the process of assigning and allocating research space;
- Establish the fundamental terms of use of allocated space.

II. GUIDING PRINCIPLES

- Research space is an essential and limited resource for advancing the research mission of UTSD and UTHealth.
- Research space belongs to the institution and decisions on allocation are based on programmatic needs and priorities as determined by the Dean and the Associate Dean for Research, with input from the UTSD Research Committee and department chairs. In select circumstances, the Dean and his/her Office have the ultimate authority to allocate space and may do so at his/her discretion.
- Research space consists of wet and dry lab spaces, clinical research spaces, shared equipment and facilities, as well as areas occupied by research personnel.
- Qualitative and quantitative metrics and measures are used to assign and optimize use of research space for current and anticipated research needs.
- Research space assignments are not permanent and may require alterations as research activities change.
- The Office of the Dean may hold approximately 20% of research space in a strategic reserve which may be allocated at its discretion.
- Space deemed underutilized or vacant may be reassigned or repurposed to improve utilization.
- Office space is not considered research space and, in general, will be determined jointly by the Associate Dean for Research and respective department chair.
- Research conducted at UTSD facilities must only support institutional interests and must adhere to all UTHealth policies and procedures, including but not limited to policies regarding health and safety, research conflict of interest, as well as nondiscrimination and anti-harassment policies (please refer to UTHealth Handbook of Operating Procedures (HOOP) for details; <https://www.uth.edu/hoop/index.htm>).

III. RESEARCH SPACE ALLOCATION AND REVIEW CRITERIA

Research space allocation to investigators will be based upon expectations outlined in each individual faculty job offer letter. An investigator is defined as a faculty member hired to conduct research and to whom at least 50% protected research time is provided within the job offer or revisions thereof. Faculty members whose primary functions are not related to research and that do not hold a minimum of 50% protected research time are not considered investigators for the purpose of this policy.

While there is no “gold standard” for allocation of research space, research expenditures and extramural awards carry the greatest weight. Research space reallocation will be evaluated based on the quantitative and qualitative metrics below. Under exceptional circumstances, the metrics listed below may be modified by the Associate Dean for Research based on building configuration and other factors. These metrics serve as guidance and not the sole criteria for evaluating research space use. Additional elements may be considered in the evaluation. These metrics may be revised by the Dean and/or Associate Dean for Research based on reassessment of research needs and priorities.

a. Proportion of research activity supported by external awards*

- Total externally-sponsored research expenditures (direct and indirect costs) (\$) / sq. ft.
- Total research expenditures (direct and indirect costs) (\$) / sq. ft., regardless of funding source
- Indirect costs (\$) / sq. ft.

b. Impact and number of grant submissions

- Number of research grant submissions per year as PI (includes MPI and co-PI)
- Number of research grant submissions per year in other roles (co-I, collaborator)
- Impact of research grant submissions (i.e., federal/state, foundation, indirect costs allowed or not)
- Small grant mechanisms (< 10K)

d. Duration of sponsored projects

- Current and past
- Elapsed time since last funding

e. Quality and impact of the research being conducted

- Number and quality of peer-reviewed publications attributable to work performed in the research space, and as outcome of funded projects
- Number and type of scientific presentations (international/national vs. local)

f. Alignment of the research activity with UTSD’s strategic plan

- Includes strategic priorities within departments
- Expansion of research centers/cores
- New research developments

g. Proportion of effort dedicated to research (versus instruction or service)

h. Active-research personnel density and equipment needs

i. Access and availability of shared facilities

- Type of research conducted in the space (e.g. computational, heavy equipment, collaborations)
- Human research, microbiology research, animal model research

- j. Faculty career stage and trajectory**
- k. Support for post-doctoral trainees including dental residents
- l. Compliance with environmental health and safety regulations

IV. RESEARCH SPACE SURVEY FREQUENCY

Research space use will be assessed every three years by the Associate Dean for Research and presented to the Office of the Dean, based on the metrics outlined above. In certain circumstances, it may be necessary to reallocate or reclaim research space at other intervals. In such cases, the Associate Dean for Research will work with research faculty and respective department Chairs of the need for research space reallocation and to determine reallocation timelines.

In cases of departure of a faculty member with allocated research space, this space will revert to the Office of the Dean for reallocation.

V. RESEARCH SPACE REALLOCATION REQUESTS

Requests for space reallocations can be made using this form ([Request Form Link](#)) and submitted to Ms. Sandra Jung at the Office of Research (Sandra.Jung@uth.tmc.edu), for review by the Associate Dean for Research and the Dean. Upon approval, investigators will be able to coordinate any changes with Office of Research staff. Please note that this form does not pertain to space renovations or any changes in laboratory infrastructure (please see HOOP 210; <https://www.uth.edu/hoop/policy.htm?id=c1182fdf-52ed-4ef2-9a29-3cfecb739120>).

Questions about this policy should be directed to the UTSD Office of Research at Mary.C.FarachCarson@uth.tmc.edu with copy to Sandra.Jung@uth.tmc.edu.

NOTE: *Start-up funds and *ad hoc* funding, such as from a Department Chair, are not considered external research funding. **Any tenured or research non-tenure track faculty member who satisfies at least a minimal number of research productivity measures as defined above and/or by their Department may be allowed to retain a portion of research space or share research space to support their research efforts. In cases of prolonged and documented inactivity, complete reallocation of an entire research space may be considered.