

College of Education Space Policy for Lab Space, Externally Funded Grad Assists and Research Associates (1/21/25)

Introduction

The College of Education has limited space available to assign to research activities. The College recognizes quality research space facilitates recruiting and retaining graduate students, research associates, and faculty. Space is, however, a finite resource. To meet the shifting needs for externally funded research, the College must assign, or re-assign, research space based upon current and projected funding, greatest need, and strategic priorities.

Policy Purpose

To establish an agreed upon process for providing and reassigning space for externally funded research.

What is Outside of this Policy

Each academic department has a graduate assistant space. These spaces can be used for any funded graduate assistants and assignments are managed by the department chair or their designated staff.

Currently, these spaces include:

- CEPSE: 1st Floor Room 136 space
- EAD: 1st Floor Room 139 space
- TE: 3rd floor Room 300 spaces

Considerations for the Allocation and Reassignment of Space

The following items will be considered before space is allocated or reassigned.

- How many (headcount and FTE) undergrads, graduate assistants, research associates (including postdocs), and faculty are being funded?
- Is there a special space need for research equipment?
- Is there a need for storage and setup space for physical materials related to the grant?
- How much of the work is hybrid and in person?
- How long will the assistants and associates be funded?
- Can space be shared with another researcher/project/group/unit?
- What are the costs associated with new or reassignment of space? And who is covering the non-IDC costs?

- Is the space allocation or reassignment in line with MSU, State, and Federal building and safety and accessibility codes?
- Will the allocation or reassignment bring the space into alignment with the long-term needs, priorities, and mission of the College?

The Dean's Office will make a good faith effort to:

- Assign research space to research teams funded by external resources (contracts, grants, fee-for-service).
 - A team consists of 2 or more FTE (not headcount) funded by external resources.
 - External funding that supports equal to or less than 1.0 FTE is encouraged to use graduate assistant space assigned to the department.
- For every 1.0 FTE of research assistant or research associate funded by external resources (contracts, grants, fee-for-service), the College will make every effort to provide a dedicated workspace (i.e., desk, workstation).
- Research Associates are appointed on a fixed-term basis to work on research projects with MSU faculty. They are members of the academic staff who have received their Ph.D. Research Assistants are graduate students paid to work on grants/projects. Those with research assistantships will receive higher priority for space over hourly workers.
 - We will assign no more than two people per workspace (as defined above). Thus, a full-time research associate may have their own workspace, while research assistants will share workspace.
- Efforts will be made to assign large research teams to a single room dedicated to that team. If small teams are combined, efforts will be made to also provide a dedicated room for the combined team. If possible, large projects with multiple rooms will be assigned near each other.

Process

Requesting Space

1. All new or renewal space requests must be made with the space request form: [Space Request](#)
2. Once the request is submitted to the Facilities Manager, the Facilities Manager will set up a meeting with the requestor.
 - a. If necessary, the PI's Department Chair will be included to discuss impacts on the department, help assist the Dean's Office in providing space, or provide additional information regarding department space use related to this request.
3. The Facilities Manager works to complete the final contract based on the above meeting and it is sent back to the PI and, if needed, their Department Chair and Chief of Staff for review and approval.
4. Space is assigned/reassigned as appropriate.

Expectations

- Facilities manager will maintain an inventory of all allocated space.
- Department Chairs will provide updated information on the assignment of rooms at least once a year.
- Associate Dean for Research will provide information on funded research and end dates, where possible, as well as No Cost Agreement (NCA) information, at least once a year.
- Faculty can request research space throughout the year. We will reassign space as external funding changes.
- Assigned space must be returned within 90 days of the end of the originally agreed time of use unless a new agreement has been made. For funded research: If research funding unexpectedly terminates, the assigned research space must be returned within 120 days unless a new agreement has been made.
- The facilities manager will send reminders to those with space leading up to the return of the space starting at 6 months before space is expected to be returned.
- If a grant receives a no-cost extension (NCE) the PI(s) may request to keep their existing space or be assigned alternative space by contacting the Chief of Staff.
- Unless a grant contains language that requires equipment to be handled differently, all furniture, equipment and accessories funded by the college or grant will be returned to the college and available to be reassigned for other administrative or academic uses unless other arrangements are agreed upon in advance.
- When possible, the facilities manager will periodically check assigned research spaces and evaluate how the space is being used. These checks will typically happen around the third year of a grant and the final year of the grant. PI(s) will be contacted to discuss their assigned research space before any additional action is taken.

Returning Space

- Research space assigned by the Dean's Office returns to the Dean's Office for reassignment unless other arrangements are made by contacting and getting approval from the Chief of Staff.
- The Facilities Manager will remind faculty and Chairs when they should plan on moving from research space.
- The Dean's Office will assist moving files and equipment to PI's office or other on campus location.
- Any materials, physical data, or equipment in storage (basement, closets, etc) will be removed unless additional agreements for these items are made in advance.
 - Ensure there are plans to work with EHS (Environmental Health and Safety) regarding removal of any hazardous materials.
 - There is no guaranteed storage for your materials within Erickson Hall or IM Circle. Researchers are encouraged to digitize material for storage when possible.

- Researchers should have an archival plan for research – see the following links for more information on research data management and University policy:
 - <https://rio.msu.edu/research-data>
 - <https://lib.msu.edu/rdmg/>
 - <https://lib.msu.edu/rdmg/servcat/>
 - <http://www.archives.msu.edu/records/index.php>