Facilities & Administrative (F&A) Rate Proposal
FY 2016 Space Survey Forum
February, 2016
Agenda

- Overview
- Space Survey Functional Usage
- Space Survey Process
- FacilitiesLink Features
- Coding space
- Completing the Space Survey
Overview

Why is a Space Survey Important

• The space survey is used to help develop UC Davis’ Facilities and Administrative (F&A) cost rate proposal.
• This rate is negotiated with the federal government and allows the University to recover the costs associated with supporting the research mission.
• The recovery of these costs is critical to the University’s ability to continue to engage in high quality research.
• F&A cost reimbursements at UC Davis are over $120 million per year.
Overview

Why Do We Need a Space Survey

• The functional use of space is the most critical part of the F&A proposal
  ➢ Allocation of facilities costs is based almost exclusively on space utilization
  ➢ Facilities costs are not capped
• As a result, Federal reviewers closely scrutinize survey results for accuracy
  ➢ They will physically audit the survey results
  ➢ Inconsistencies with space functions or supporting accounts can result in significant disallowances
Overview

How is the Space Survey Used

• The space survey classifies rooms based on the activities performed in the rooms, as well as the room’s occupants
  ➢ The room classifications are verified by the accounts supporting the activities in the room
• Space surveys results are used to allocate the following F&A costs to Organized Research, Instruction, and other functions:
  ➢ Operations and Maintenance (utilities, maintenance, etc.)
  ➢ Building Depreciation
  ➢ Interest
  ➢ Equipment Depreciation
Overview

Who Completes the Survey

- Information for the space survey comes from those who are familiar with the functional use of the space
  - Department managers (MSO/CAO)
  - Research administrators
  - Facility managers
  - Department chairs and principal investigators may provide information and approval
- Departments chosen for the Federal review will require interviews with the following individuals
  - Department Chair
  - MSO/CAO
  - Other individuals who filled out the survey
  - PI and other lab staff who are in the rooms during the review
Overview

Space Survey Timeframe

• The space inventory covers the period from
  
  **July 1, 2015 to June 30, 2016 (FY 2016)**

• Give your best estimate for how the space will be used during the entire fiscal year
Space Survey Functional Usage

Space Survey Room Types

- Federal Government allows for an alternative methodology for the survey instead of surveying all rooms
  - Only survey departments with a minimum research MTDC threshold and selected room types
  - Must have consistent treatment of room types across campus as either Surveyed or a default allocation
Space Survey Functional Usage

Space Survey Room Types

- UC Davis will only survey the following room types for the selected academic departments
  - 210 – Research Lab / Studio
  - 211 – Research Office
  - 225 – Research Lab / Studio Service
  - 226 – Research Office Service
  - 540 – Clinic
  - 545 – Clinic Service
  - 580 – Animal Quarters
  - 585 – Animal Quarters Service
  - 590 – Greenhouse
  - 595 – Greenhouse Service
Space Survey Functional Usage

Space Survey Components

Verify the Physical Information

- Building name
- Room number
- Room type
- Assignable square feet
- Department assignment
Information to Record

• Occupants
  - Investigators: PI
  - Other Occupants: research staff, graduate students, post-docs, and other users of the room

• KFS Accounts/grants supporting the activities in the room
  - For rooms with functional allocation to
    - Organized Research (OR)
    - Other Sponsored Activities (OSA)
    - Service Center/Recharge Operations (SC)

• Functional usage: What happened in a specific room during FY 2016
  - Assign the A-21 Functions
Space Survey Functional Usage

Space Inventory Musts

Interviews with knowledgeable departmental personnel

Personal knowledge

Functional usage categories (definitions)

Departmental room listing

Floor plans

KFS Account information

FacilitiesLink

Room occupants
Space Survey Functional Usage

Functional Usage Codes

Possible Functional Codes

- Organized Research (OR)
- Instruction and Departmental Research (IDR)
- Other Sponsored Activities (OSA)
- Service Centers/Recharge Operations (SC)
- Other Institutional Activities (OIA)
- Departmental Administration (DA)
- Renovation/Vacant (REN)
Organized Research (OR)

- Space used for research and development activities that are:
  - Separately budgeted and accounted for a specific project
  - Funded by third parties (sponsored research)
  - Both federal and non-federal
  - Includes University-funded grant programs
- Includes activities supported by cost sharing and research training grants
- *Excludes* contract-for-service activity, community service programs, seminars, symposiums, travel, participant support, etc., which are considered Other Sponsored Activities (OSA) or Instruction and Departmental Research (IDR)
Organized Research (OR) Continued

- Includes rooms in animal research facilities—procedure rooms, operating and recovery rooms, isolation rooms, and quarantine rooms directly related to research protocols, as well as rooms that house animals involved in research that are not generally removed from the facility for conducting research.

- OR room activities are supported by Accounts coded as:
  - SR – Sponsored Research
  - UR – University Research
Space Survey Functional Usage

Instruction (IDR)

• Space used for:
  ➢ The instructional activities of the University
  ➢ Fellowships

• Includes teaching and training activities, whether they are offered for credit toward a degree or certificate or on a non-credit basis, either through regular academic departments or separate divisions, such as a summer school or an extension division

• Classrooms and class laboratories are typically coded 100% IDR.

• Instruction room activities are supported by Accounts coded as:
  ➢ IDR – Instruction and Department Research
  ➢ FINA – Non-Sponsored Student Financial Aid (77XXX,78XXX,79XXX accounts)
  ➢ SFA – Sponsored Student Financial Aid (77XXX,78XXX,79XXX accounts)
  ➢ SI – Sponsored Instruction

*Note: Departmental Research and Instruction are combined under the same functional usage code (IDR).
Space Survey Functional Usage

Functional Usage Definitions

Departmental Research (IDR)

- Space used for research and development activities that are:
  - Part of one’s professional interest & not separately budgeted for a specific project
  - Supported by gift or endowment funds for which no formal application/approval process was required or does not support a specific research project
    - If used to cost share an organized research activity, the space should be classified as Organized Research (OR). It must be entered and accepted into the cost share tracking system.
- Includes seed funding and start-up funding
- Departmental research room activities are supported by Accounts coded as:
  - IDR – Instruction and Department Research

*Note: Departmental Research and Instruction are combined under the same functional usage code (IDR).
Space Survey Functional Usage

Functional Usage Definitions

Other Sponsored Activities (OSA)

• Space used for activities that:
  ➢ Are sponsored by third parties
  ➢ Are both federal and non-federal
  ➢ Involve the performance of work other than Organized Research or Instruction

• Includes contract for service activities, community service programs, seminars, symposiums, and conferences funded by third parties

• Clinical trials

• OSA room activities are supported by Accounts coded as:
  ➢ OSA – Other Sponsored Activities
  ➢ CT – Clinical Trials
Space Survey Functional Usage

Functional Usage Definitions

Service Centers / Recharge Activities (SC)

• Space used for approved recharge activities
  ➢ Self –supporting activities with regularly reviewed and approved rates. These operations charge users directly based on actual use of services or sale of products.
  ➢ Space will be functionalized based on billings
    ▪ F&A Rate Development Team will do this calculation and adjustment for you

• SC room activities are supported by Accounts coded as:
  ➢ SC – Service Centers
Space Survey Functional Usage

Functional Usage Definitions

Other Institutional Activities (OIA)

• Space used in conducting activities which do not correspond to any of the other listed definitions

• Includes the following types of space:
  ➢ Used by visiting faculty, visiting scientists, or other individuals that are not paid by UCD and emeritus professors
Space Survey Functional Usage

Functional Usage Definitions

Departmental Administration (DA)

• Space associated with departmental administration or operations supporting multiple functions
  ➢ Include time on campus committees
  ➢ Academic administrative duties
Space Survey Functional Usage

Functional Usage Definitions

Renovation/Vacant (REN)

• Space that is being renovated at the time the survey is being completed
• Space that is assignable to an occupant/department, but not in use for an entire 12 months
Survey Process

Methodology

• **Step 1:** Verify the physical attributes of each room such as building name, room number, room type, and approximate square footage for accuracy.

• **Step 2:** Identify the *Investigator(s)* who are assigned the room.

• **Step 3:** Identify the *KFS Accounts* supporting the activities of the room.
  - Most accounts have been pre-coded with an A-21 function
  - Space-to-Base match

• **Step 4:** Identify the *Occupants* of the room.

• **Step 5:** Assign the A-21 *Functions* to the room.
  - Must total to 100%

• **Step 6:** Review the coding for reasonableness.
  - While the ratio of space to dollars may not be a one-to-one relationship, it should be reasonable.
  - Accounts with A-21 functions different than the space functions must be corrected
If you have additional questions about any of the information on the UC Davis FacilitiesLink website, or need technical assistance with these pages, please contact Teri Greenfield in Capital and Sp

UCDAVIS

Accounting & Financial Services
Indirect Cost Surveys

This is the starting point for Indirect Cost Recovery survey efforts. The ICR process collects functional use and related data for research cost accounting efforts. The data gathered helps to document how campus facilities are used in support of sponsored awards and research work.

<table>
<thead>
<tr>
<th>Survey Total: 7,130 Spaces</th>
<th>13 Active / 9 Closed / 22 All</th>
<th>Maps / Earth</th>
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<tbody>
<tr>
<td>Survey Name</td>
<td>Fiscal Period</td>
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<tr>
<td>College of Agricultural and Environmental Sciences FY16</td>
<td>FY 15/16</td>
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<td>Complete Survey Database (All Surveys)</td>
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<td>2,354,520</td>
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Total: 13 Surveys

Access Report
Download: .xlsx .csv .tab .kml
FacilitiesLink
Identifying Departmental Space

- Each survey can be further defined by the FacilitiesLink Space Departments, by the Buildings (including floor and room), Room Use, Investigator, Fund/Award, Occupant, and/or Function.

<table>
<thead>
<tr>
<th>Building</th>
<th>Space</th>
<th>Room Name</th>
<th>Area</th>
<th>Room Use</th>
<th>Department</th>
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<tbody>
<tr>
<td>Dutton Hall</td>
<td>1200</td>
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<td>446</td>
<td>320 - Administrative Office</td>
<td>Accounting &amp; Financial Svcs</td>
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<tr>
<td>Dutton Hall</td>
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### FacilitiesLink

#### Selecting Space to Survey

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<th>Room</th>
<th>Area</th>
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</table>

**ICR - Training FY16**

- **64 Results**
- **89 Pending**
- **3 Approved**
- **92 Total**
## ICR Report View

### ICR - Training FY16

<table>
<thead>
<tr>
<th>Building</th>
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<td>3-8620001 - A&amp;FS: GENERAL FUND</td>
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<td>Clara Louise Masarat Abdel-Wahab Smith</td>
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<tr>
<td></td>
<td></td>
<td>Ileana Y Acevedo</td>
<td></td>
<td>DIR</td>
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<td><strong>IDR - Instruction and Departmental Research - 100%</strong></td>
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<tr>
<td>Dutton Hall</td>
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<td>J Michael Allred</td>
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<td></td>
<td>STDT 2</td>
<td>Accounting &amp; Financial Svcs</td>
</tr>
</tbody>
</table>
FacilitiesLink
Individual Room Survey

Step 1

ICR - Dutton - Space 1201

Update indirect cost information below. Assign an investigator for Space 1201 in Dutton Hall. Attach research awards to the space. Identify any physical occupants of the space. Finally, assign functional activity values for any research work that occurs in the space.

Survey: Training FY16
Fiscal: Fiscal Year 2015-16 F&A Base
Status: Pending Review

Building: Dutton Hall
Floor: 1 - 1st Floor
Space: 1201

Room Use: 320 - Administrative Office
Department: Accounting & Financial Svcs
Assignable: 896 ASF

Modified: N/A
Approved: N/A

Step 2

Investigator (Add)
Research (Add)
Occupants (Add)
Function (Edit)
Comments (Edit)
Individual with a cap icon are considered Investigators

- Listed as the Investigator on an Account or Fund in KFS
## Adding KFS Accounts

### Step 3

<table>
<thead>
<tr>
<th>Survey:</th>
<th>Training FY16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal:</td>
<td>Fiscal Year 2015-16 F&amp;A Base</td>
</tr>
<tr>
<td>Status:</td>
<td>Pending Review</td>
</tr>
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</table>

| Building: | Dutton Hall |
| Floor: | 1 - 1st Floor |
| Space: | 1201 |

| Room Use: | 320 - Administrative Office |
| Department: | Accounting & Financial Svcs |
| Assignable: | 898 ASF |

| Modified: | D. Sherwood, Jan. 19, 2016 |
| Approved: | N/A |

**Investigator**

| J Michael Allred |
| VICE CHAN ASC |

**Accounting & Financial Svcs**

| Phone: | <jmaliedy@ucdavis.edu> |
| Email: | +1 530 754 9863 |

**Research**

**Occupants**

**Function**

**Comments**
FacilitiesLink

Adding KFS Accounts

- Accounts that belong to the PIs that were added will appear at the top in yellow. All other accounts will appear afterwards.
- Most of the Accounts have been pre-populated with an A-21 Function Code
  - If function is incorrect or missing, update the A-21 field in the KFS Account Document
FacilitiesLink

Adding KFS Accounts

- You can select multiple accounts by checking the box to the right.
- **In order to save the accounts selected, scroll to the bottom and click the Add button.**
- This will allow you to search for any additional accounts that did not show up on the first page. If you forget to add the accounts and move to another page those selected accounts will not be added.
- When searching, Fund and Awd # = Account number and Title = Account Name

![ICR - Dutton - Space 1201 - Select Award](image)

This page displays a list of research grants, awards and sponsored projects. Use the search filters at the top of the page to narrow the selection. Click on an award to add it to the selected room or space.
FacilitiesLink

Adding Occupants

Step 4
FacilitiesLink
Adding Occupants

ICR - Dutton - Space 1206 - Add Occupant

Select a name to add as an occupant for Space 1206 in Dutton Hall. Change departments using the drop-down list or enter a search string at the right. Occupants are usually from the department listed as the owner of the room.

<table>
<thead>
<tr>
<th>Name</th>
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<th>Staff Directory</th>
<th>Organization</th>
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<td>LeGrand, Michael R</td>
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<td>062005 ACCOUNTING &amp; FINANCIAL SERVICE</td>
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<tr>
<td>Shenwood, Danielle E</td>
<td>ANL 4</td>
<td>Accounting &amp; Financial Svcs</td>
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Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Organization</th>
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</thead>
<tbody>
<tr>
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<td>Accounting &amp; Financial Svcs</td>
<td>062005 ACCOUNTING &amp; FINANCIAL SERVICE</td>
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<tr>
<td>Acevedo, Ilenea Y</td>
<td>DIR</td>
<td>Accounting &amp; Financial Svcs</td>
<td>062005 ACCOUNTING &amp; FINANCIAL SERVICE</td>
</tr>
</tbody>
</table>
FacilitiesLink
Assigning Space Function

| Survey: | Training FY16 |
| Building: | Dutton Hall |
| Fiscal: | Fiscal Year 2015-16 F&A Base |
| Status: | Pending Review |
| Floor: | 1 - 1st Floor |
| Room Use: | 320 - Administrative Office |
| Floor: | 1 - 1st Floor |
| Space: | 1201 |
| Department: | Accounting & Financial Svcs |
| Assignable: | 898 ASF |
| Approved: | N/A |

**Investigator** (Add)

- J Michael Allred
  - VICE CHAN ASC
  - Accounting & Financial Svcs
  - 062005 ACCOUNTING & FINANCIAL SERVICE
  - Phone: +1 530 754 9968
  - Email: <jmalired@ucdavis.edu>
  - Fiscal Period: FY 15/16
  - (Remove)

**Research** (Add)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Dates</th>
<th>Department / PI</th>
<th>FY2016 Amnt</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-0007427</td>
<td>ENGR. OPPORTUNITY FUNDS</td>
<td>-</td>
<td>Dean's Office, CoE</td>
<td>$0</td>
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<tr>
<td>CA</td>
<td>CALIFORNIA STATE UNIVERSITY 6536</td>
<td>N/A</td>
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<tr>
<td>3-0018082</td>
<td>ENGR. DEAN LOTTERY</td>
<td>-</td>
<td>Dean's Office, CoE</td>
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<tr>
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</tr>
<tr>
<td>3-0019900</td>
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<td>-</td>
<td>Dean's Office, CoE</td>
<td>$0</td>
</tr>
<tr>
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<td>[Sponsor N/A]</td>
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<td></td>
<td>$0.00 / SF</td>
</tr>
<tr>
<td>3-6620001</td>
<td>A&amp;FS: GENERAL FUND</td>
<td>-</td>
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<td>$0.00 / SF</td>
</tr>
<tr>
<td>3-0019980</td>
<td>ENGR. DEAN FED INDIRECT RETURN</td>
<td>-</td>
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<td>IDR</td>
<td>[Sponsor N/A]</td>
<td>N/A</td>
<td></td>
<td>$0.00 / SF</td>
</tr>
</tbody>
</table>

**Occupants** (Add)

- Ciara Louise Masirat Abdel-Wahab Smith
  - STOT 2
  - Accounting & Financial Svcs
  - 062005 ACCOUNTING & FINANCIAL SERVICE
  - Phone: <casmith@ucdavis.edu>
  - Fiscal Period: FY 15/16
  - (Remove)

- Ileana Y Acveedo
  - DIF
  - Accounting & Financial Svcs
  - 062005 ACCOUNTING & FINANCIAL SERVICE
  - Phone: <iacveedo@ucdavis.edu>
  - Fiscal Period: FY 15/16
  - (Remove)

- Kushagra Avora
  - IT ARCHITECT 5
  - Accounting & Financial Svcs
  - 062005 ACCOUNTING & FINANCIAL SERVICE
  - Phone: <kaavora@ucdavis.edu>
  - Fiscal Period: FY 15/16
  - (Remove)

- Joseph W Atwood
  - COLLECTIONS REPR
  - Accounting & Financial Svcs
  - 062005 ACCOUNTING & FINANCIAL SERVICE
  - Phone: <jwatwood@ucdavis.edu>
  - Fiscal Period: FY 15/16
  - (Remove)

**Function** (Edit)

**Comments** (Edit)

---

Step 5
FacilitiesLink

Assigning Space Function

ICR - Dutton - Space 2101 - Update Function

Update A-21 Function Codes for Space 2101 in Dutton Hall. Enter percentages for any of the cost categories that apply to the space. The sum of the percentages must add up to 100% for the room.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>Organized Research is comprised of all research and development activities that are budgeted and accounted for separately, under specific research project accounts.</td>
</tr>
<tr>
<td>IDR</td>
<td>Instruction and Departmental Research is used for teaching, training, curricular development, research and development activities supported by funds not restricted to a specific research objective or project.</td>
</tr>
<tr>
<td>OSA</td>
<td>Other Sponsored Activities is defined as programs and projects financed by Federal and non-Federal agencies and organizations which involve the performance of work other than Instruction and Departmental Research and Organized Research. These include Clinical Trials.</td>
</tr>
<tr>
<td>SC</td>
<td>Space in academic units used by recharge activities.</td>
</tr>
<tr>
<td>OIA</td>
<td>Non-sponsored activities not associated with any other defined Functional Use category</td>
</tr>
<tr>
<td>DA</td>
<td>Space supporting departmental/divisional general operations and administrative support activities.</td>
</tr>
<tr>
<td>REN</td>
<td>Space that is being renovated at the time the survey is being completed or space that is assignable to an occupant, but not in use for the entire 12 months</td>
</tr>
</tbody>
</table>

Total of Percentages (should equal) 100%

[Update] [Cancel]
FacilitiesLink

Approving Space

ICR - Dutton - Space 1201

Survey: Training FY16
Fiscal: Fiscal Year 2015-16 F&A Base
Status: Pending Review
Building: Dutton Hall
Floor: 1 - 1st Floor
Space: 1201
Room Use: 320 - Administrative Office
Department: Accounting & Financial Svcs
Assignee: 898 ASF
Approved: N/A

Investigator

J Michael Allred
VICE CHAN ASC
Accounting & Financial Svcs
062095 ACCOUNTING & FINANCIAL SERVICE
Phone: <jmailed@ucdavis.edu>
Email: +1 530 754 9868
Fiscal Period: FY 15/16

Research

340160082 ENGR: DEAN LOTTERY - Dean's Office, CoE $0
IDR [Sponsor N/A] N/A $0.00 / SF
340159980 ENGR: DEAN FED INDIRECT RETURN - Dean’s Office, CoE $0
IDR [Sponsor N/A] N/A $0.00 / SF

Occupants

Clara Louise Masrat Abd-Abdel-Wahab Smith
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Email: +1 530 752 3610
Fiscal Period: FY 15/16

Function

OR - Organized Research 90%
IDR - Instruction and Departmental Research 10%

Organized Research is comprised of all research and development activities that are budgeted and accounted for separately, under specific research project accounts.
Instruction and Departmental Research is used for teaching, training, curriculum development, research and development activities supported by funds not restricted to a specific research objective or project.

Comments

Pending
Approve
FacilitiesLink

Overview

• FacilitiesLink has built in functions to help you with the space survey
  ➢ Accounts coded to A-21 functions
    ▪ Help validate the **Space to Base** consistency
    ▪ Daily update from KFS
  ➢ Multi-Edit function
    ▪ Can functionalize multiple rooms at a time
    ▪ All attributes of the room must be exactly the same
      o Investigators
      o KFS Accounts
      o Occupants
      o Functions
Initial instinct is 100% Organized Research (OR), but...

- Are there individuals that work in the lab not funded from a sponsored research award?
- Are there other activities taking place in the lab that are not related to research?
- Are any students receiving credit for the work on the research project?
- Examples....
Example 1 – Research Lab
- One occupant only, lab is used for work on NIH research awards ABC and XYZ
- Occupant is paid 50% from ABC and 50% from XYZ and no other activities occurred in the room during the year

Answer: 100% OR
Coding Space
Research Laboratory Facilities

Example 2 – Research Lab

- One occupant only, lab is used for work on NIH research awards ABC and XYZ
- Occupant is paid 25% from ABC, 25% from XYZ while in this lab, and 50% departmental operating funds while in other space.

**Answer:** 100% OR
Example 3 – Research Lab

- Two occupants, lab is used for work on NIH research awards ABC and XYZ
- First occupant, paid 50% from ABC and 50% from XYZ while in this lab
- Second occupant, paid 50% from ABC and 50% from Startup funds while in this lab

Answer: 75% OR, 25% IDR
Example 4 – Research Lab

- Two occupants, lab is used for work on NIH research award ABC and “exploratory/start-up research”.
- First occupant, paid 50% from ABC and 50% department operating funds.
- Second occupant, paid 100% from department operating funds.

Answer: 25% OR, 75% IDR
Example 5 – Research Lab

• You are reviewing a research lab occupied by 4 research assistants.
• You have determined the only activity taking place in the room is research.
• You will need to determine the type of research (OR) or (IDR).
  ➢ Typically will need to look at how people are being funded – if funded from sponsored OR projects, then space is coded as OR. If funded from non-sponsored departmental funds, or not funded at all, then room is coded as IDR.
• You have determined that the room is funded by both sponsored and non-sponsored research and need to determine the appropriate mix.
• Consider that 3 of the RAs are funded from an OR grant, 1 is funded by the department, and all use the lab equally. What would be an appropriate allocation?
  ➢ Using FTEs, a 75% OR and 25% IDR split would be appropriate
• Maybe your review of the lab showed that the lab was not used equally and that the 1 IDR-funded RA spent considerable less time in the lab. What would be appropriate now?
  ➢ Use your judgment – something between 75% and 95% OR would be reasonable
Research Support/Annex Rooms

• These are rooms connected to the primary research lab) should generally follow the functionalization of the primary Research Lab.
• Examples include:

  • Lab – Research Service
  • Cold Room
  • Constant Temperature Room
  • Equipment/Instrument Room
  • Fume Hood Room
  • Glass Wash Room

  • Special Procedure Room
  • Dark Room
  • Sound Control Room
  • Tissue Culture Room
  • Warm Room
  • Chemical Storage Room
Usage changed during the year

- Allocate usage by time. For example, if a room was used half of the time for instruction and half of the time for organized research for six months, and exclusively for instruction for six months, then total use is calculated:
  - Instruction: \([(1/2 \times 6/12) + 6/12]\) = 75%
  - Organized Research: \((1/2 \times 6/12)\) = 25%

Room listing is not accurate

- The room listing is based on the Fall 2015 space inventory. If room detail is wrong, please briefly note the problem for follow-up, and let us know.
Coding Space

Areas of Special Consideration

• Space should only be considered 100% Organized Research (OR) if everything in that room is fully supported from OR funds and no other activities occurred in the space during the year
• Beware of patterns (i.e. all rooms 95% OR, 5% IDR)
• Functionalize based on 7/1/15-6/30/16 usage
  ➢ Project out the rest of the year if different than the use so far
Coding Space

Areas of Special Consideration

Other Considerations

- Professional judgment is the key; an “exact science” will become too complex.
- First-hand knowledge is required.
- Visiting professors and emeritus faculty are not Organized Research (OR).
- Seed money, overhead return funds, and Instruction/Department Research (IDR) are not OR.
- Pay attention to graduate research assistants, students in the space, and how they are funded.
- If research activity is supported through departmental funds for cost sharing purposes, the space should also be treated as OR.
  - These costs must be entered and accepted in the cost share tracking system
Graduate Students

- Space can be considered Organized Research (OR) space ONLY if the graduate student is funded from OR accounts.
  - If the student receives tuition or fee remission from the research award, an adjustment to IDR should be made to recognize the instructional portion of the remission.
- If graduate students are funded through departmental funds, that space should be coded as Instruction/Department Research (IDR).
- If any graduate students are utilizing lab space and not being paid, that space should be coded as IDR, depending on the activity of the student.
- If any graduate students are housed in research labs and don’t have a separate office, part of that room should be coded as IDR to account for the time they spend on coursework (can be minimal, but should be recognized).
Coding Space

Areas of Special Consideration

**Postdoctoral fellows**
- Functional usage follows salary or stipend source. If a postdoc is paid from Organized Research project funds or a research training grant, the space occupied is coded as OR.

**Visiting scholars**
- Functional usage follows salary or stipend source. A visiting scholar entirely funded by his or her home institution or government and who receives no funding through the campus occupies space that should normally be coded as Other Institutional Activities.
Undergraduate Independent Study Students

• Functional usage follows source of pay for employed undergraduate students. Space used by an undergraduate paid from Organized Research project funds would be coded as OR.

• Space used by undergraduates engaged in instructional activity, e.g., an Independent Study course (x99) or other paid or unpaid research experience program, should be coded as Instruction, even if the activity is related to Organized Research activities in the same space.

• Since undergraduates normally will occupy space for a fraction of an FTE, it is important to consider time occupied in estimating functional usage percentages. For example, if one undergraduate student is enrolled in a 4 unit independent study course was an occupant of a lab for one semester, and the normal load was around 16 units, the calculation might be: 1/4 time x 4 months/12 months = about 0.1 FTE. If the lab had a total of 10 occupants during the year, then each occupant used approximately 10% of the space. This undergraduate’s 0.1 FTE might then account for about 1% (0.1 x 0.1) of the functional usage of the space, which should be coded as Instruction.
Completing the Space Survey

Next Steps for FacilitiesLink Survey

- Validate you have access to the Indirect Cost Survey
  ➢ Contact Costing Policy & Analysis (afs-cpa@ucdavis.edu) if you do not have access to the Indirect Cost Survey
- Validate room basic data (room type/department)
- Add names of PIs
- Confirm/Add account numbers for Organized Research (OR), Other Sponsored Activities (OSA) and Service Centers (SC)
- Add occupants
- Functionalize the room according to previous examples
- Enter “Comments” as necessary
- Have all of your department’s OR funds been matched with space?
Completing the Space Survey

Timeline

• Space survey should be completed by April 30, 2016
• F&A Rate Team will then conduct follow-up interviews and review space with certain departments
• F&A Rate Proposal due to DHHS March 31, 2017
• DHHS will conduct an on-site review between summer and fall of 2017
Completing the Space Survey

Space Survey Recap

- Space survey captures the functional use of UC Davis space in FY 2015-16
- Only specific room types are included in the space survey
- Space and Account functionalization must support each other
- Maintain your documentation
- Professional judgment is key
- Space results WILL BE reviewed in person by DHHS
  - Specific attention will be paid to 100% OR rooms
  - Departments with mismatching Space-to-Base
- Ask if you have questions – we are here to help
Equipment Inventory

Equipment Inventory Update

• While completing the space survey, please verify your equipment inventory and update any equipment in CAMS that has been relocated

• Costing Policy and Analysis will be providing a list of equipment that must be updated due to the asset location not being a valid room in FacilitiesLink

• If a piece of equipment is located on-campus outside of a building or not in a FacilitiesLink room (e.g., on the roof, in a wall, etc.) please contact us. We will work with you to determine the proper designation to enter into CAMS.
Completing the Space Survey

Questions?
Completing the Space Survey

Contact Information

For additional resources:

Indirect Survey Questions
• Costing Policy & Analysis afs-cpa@ucdavis.edu (530) 752-1886

FacilitiesLink Questions
• Teri Greenfield tgreenfield@ucdavis.edu (530) 752-2437