



UNIVERSITY OF CENTRAL FLORIDA

Facilities and Business Operations

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Orlando, FL 32816

Research Space Utilization Rubric Instructions

Introduction

In Fall of 2023, the university completed an institution-wide space utilization study. The objective of the study was to identify opportunities to advance strategic goals, including achievement of Florida Preeminence, through improved space planning practices. Among its findings, the study recognized the need to optimize research space on campus and reduce rental obligations off campus.

The Provost is requiring the use of Research Space Guidelines and a supporting evaluation rubric to advance these efforts. Colleges and centers should use these tools to assess their space utilization and identify research space needs or opportunities for reassignment. The primary goal of the rubric is to provide data that can inform leadership in best supporting existing research efforts and attracting additional faculty.

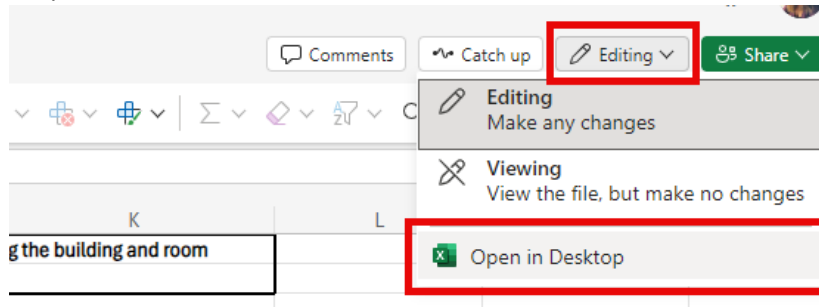
Per the Research Space Guidelines, an assessment of research space utilization requires consideration of both quantitative and qualitative metrics. Accordingly, the rubric is comprised of both of these types of metrics to assess space utilization. Department leadership will be tasked with entering select qualitative and quantitative data into the rubric.

The rubric evaluates utilization of individual research lab spaces and is not a performance assessment of faculty or associated personnel. The rubric was designed with flexibility in mind, recognizing that no two units are the same. Rubrics should be kept sufficiently up-to-date to permit responsible space allocation decisions. In any event, rubrics shall be completed a minimum of every three (3) years.

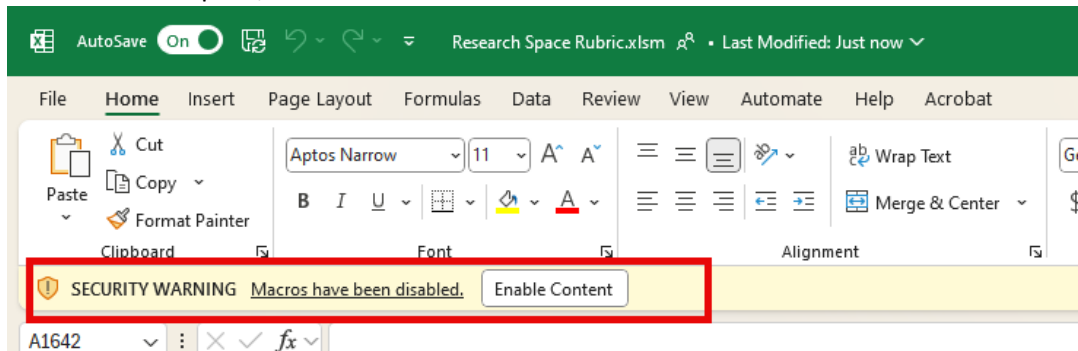
The guidelines and rubric were developed by Real Estate & Space Administration in consultation with university leadership, the Research Council, the University Space Committee, and other university stakeholders.

Accessing the Rubric

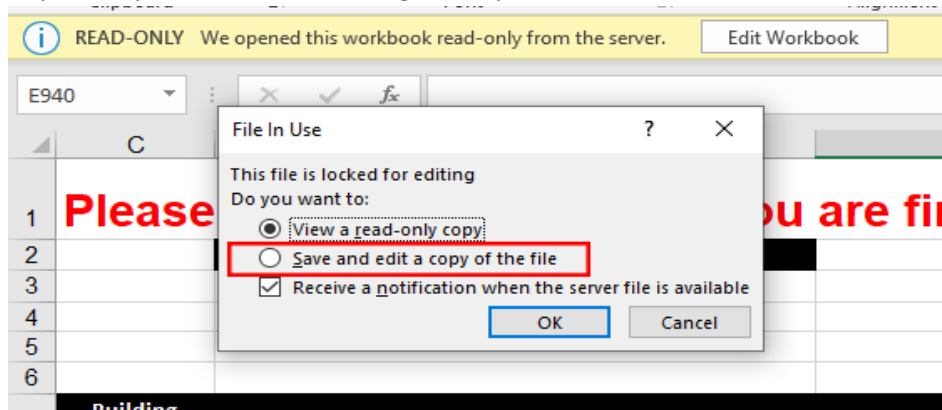
1. Click the following link to open the rubric: [Research Space Rubric.xlsm](#)
2. The document will open in the web version of Excel. Macro enabled workbooks do not function properly in the web browser. For full functionality, open the workbook using the desktop version of Excel. To do this:
 - a. In the Excel web version, click the **Editing** button, then select **Open in Desktop** from the dropdown menu.



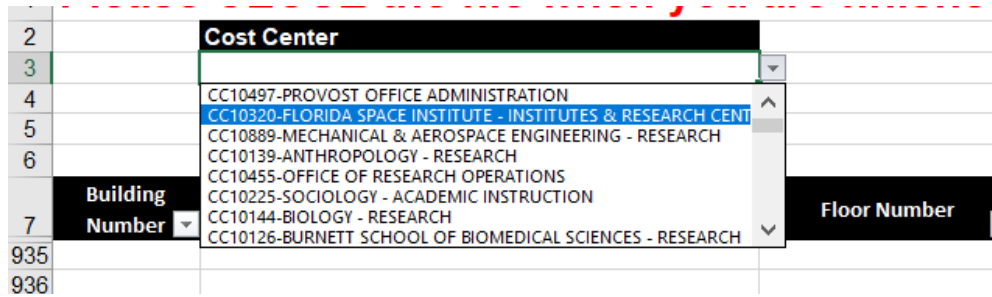
- b. When Excel opens, select **Enable Content** to enable macros.



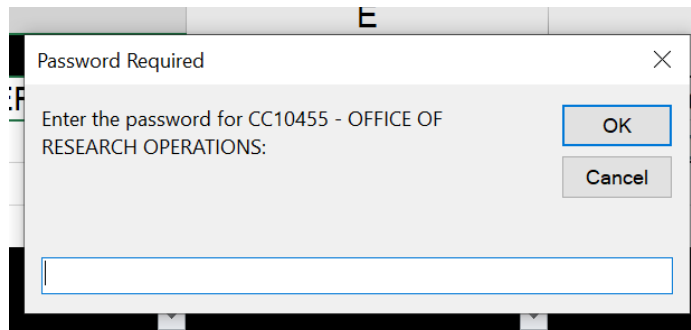
3. Upon opening the file, you may also receive a notification that the file is being used. Should you receive a **File in Use** notification, please save the workbook to your local drive. Once work is completed, email your finished Excel file to the space admin team. This step should only be completed if you are prevented from editing directly from the linked file.



- To access the rubric specific to your cost center, use the dropdown menu titled **Cost Center** in the top left corner.

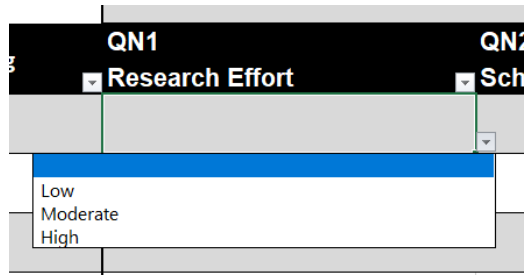


- When selecting a cost center, you will be prompted to enter a **password**. Use the password provided to you by the space admin team.

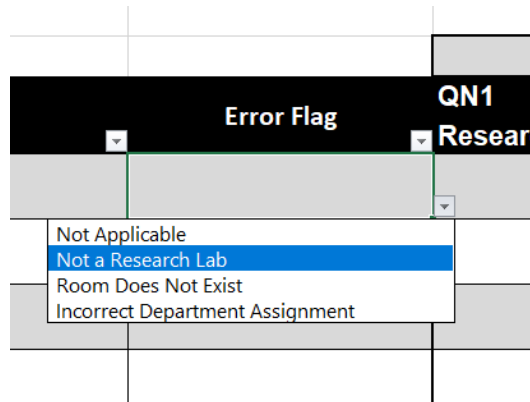


Using the Rubric

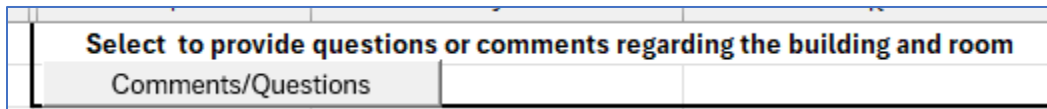
- Upon accessing your cost center's rubric, you will notice a room list in the first column. Click into the corresponding empty cells to enter your response. Clicking the cells will generate a dropdown menu. For easier data entry, the **copy (ctrl + c)** and **paste (ctrl + v)** commands can be used to enter repetitive entries *within the same column*.



2. If a room has appeared on your rubric in error, use the dropdown menu within the **Error Flag** column to notify the space admin team.

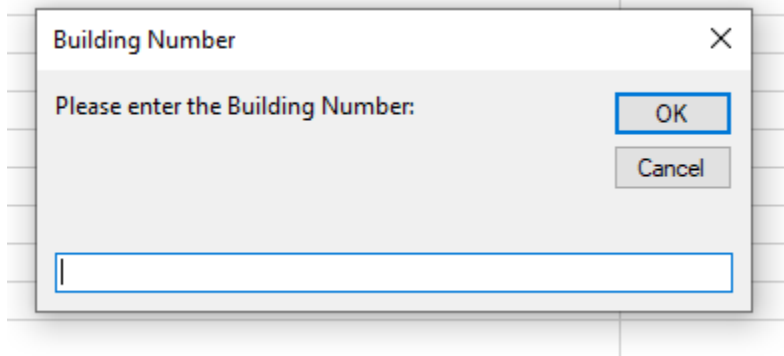


3. If desired, click the **Comments/Questions** button to quickly send an email to the space admin team.

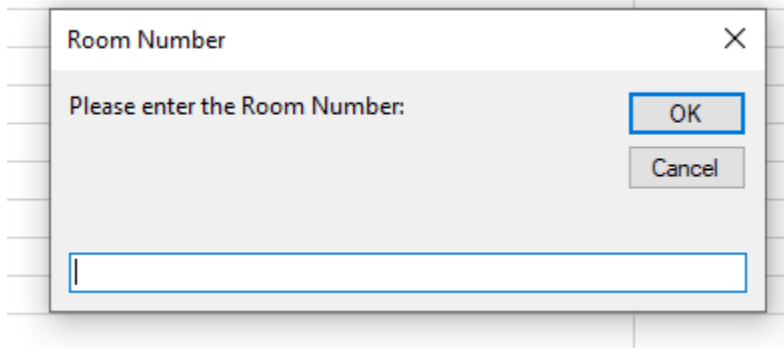


Clicking this button will generate a series of tasks:

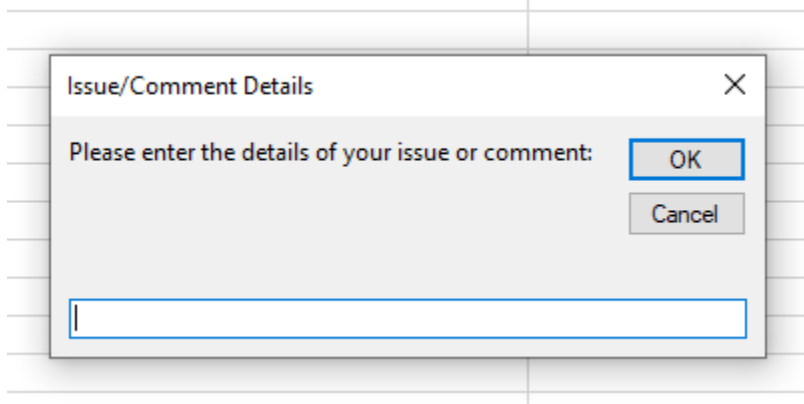
- a. Enter building number, if known. Building name is sufficient.



- b. Enter room number in question. If needed, multiple rooms can be listed. For general comments, this field can be left blank



- c. Enter your comment. If preferred, this field can be left blank. You will have an opportunity to enter your comment directly in Outlook in the next step.



- d. After completing these three prompts, a new auto populated message will open in Outlook. You may need to hover over Outlook on your taskbar to find it. Edit the message as needed and send.

Rubric Questions

Quantitative Questions:

- QN1 Research Effort.** Each department shall identify the number of proposals submitted over the prior three years as *low, moderate, or high*. The numeric range of proposals shall be determined at the department level and be available for review should additional analysis of assessment results be needed.
- QN2 Scholarly Output.** Each department shall identify the quantity, quality, and impact of scholarly achievements activities occurring in assigned space over the prior three years as *low, moderate, or high*. The numeric requirements for each threshold shall be determined at the department level and be available for review should additional analysis of assessment results be needed
- QN3 Student Research.** Each department shall identify the number of recent graduates over the prior three years who have benefitted from activities in assigned space as *low, moderate, or high*. The numeric range of graduates shall be determined at the department level and be available for review should additional analysis of assessment results be needed.

Qualitative Questions:

QL1 Room Requirements. Identify whether research activities require the use of a wet, damp, or dry lab. These labs are further defined as:

- **Wet Labs** typically house activities and experiments that utilize chemicals, potentially hazardous liquids, and biological materials to support research and testing. Wet labs are appropriately equipped with the proper plumbing utilities such as piped gases and pure water systems, mechanical ventilation systems that support continuous outside air changes, and an electrical infrastructure adequate to support the research and associated equipment.
 - ❖ *Fields:* Includes, but not limited to, Life Sciences, Pharmaceutical, Medical Technology, Molecular Biology, Organic Chemistry, Physical Chemistry, Pathology, Bioprocessing, and Forensics.
 - ❖ *Equipment:* Chemical fume hoods, biological safety cabinets, freezers, growth chambers, refrigerators, incubators, centrifuges, evaporators, scales, balance tables, storage and distribution of gases.
 - ❖ *Physical Environment:* Controlled environment to include once-thru air, drain and vent services, DI water, eyewash/safety showers, extreme cleanability. Hazards: Chemical, Biological, Physical, Safety, Ergonomic.
- **Damp Labs** require a slightly different infrastructure-based type of laboratory environment than a wet lab. Damp labs focus on the electrical, optical and technology sciences, which have greater requirements for clean power sources, higher electrical capacity and voltage needs, and can have specific constraints regarding radiation, electromagnetics, and vibration sensitivities of spaces. These spaces might include lab with isolated slabs, high-bays, maker spaces, machine shops, etc.
 - ❖ *Fields:* Includes, but not limited to, Cleanroom, Optics, Engineering, Physics, Electronics, Robotics, Biomedical, Imaging, Material Characterization, Simulation, Power and Energy Design, and Automated or Electric Vehicles.
 - ❖ *Equipment:* Anechoic chambers, magnetic resonance imaging, computerized tomography.
 - ❖ *Physical Environment:* Controlled environment may include humidity and temperature control, clean power, dust control, advanced vibration control. Hazards: Physical, Safety, Ergonomic.
- **Dry Labs** are typically a lesser infrastructure-intensive type of lab typically utilized for applied or computational mathematical analyses, computer-generated modelling or simulations, coding, data analysis, and other analytical processes that do not pose significant hazards or risks. Dry labs that pertain to nanofabrication research and production require a “cleanroom” level of constructed containment that can maintain a very low levels of airborne particulates. Dry lab space can also include research workspace for RAs and Post Docs, for the parts of their job that is performed away from the hazards of wet or damp labs.

- ❖ *Fields*: Includes, but not limited to, Computer Science, Bioinformatics, Technology, Information Systems, Humanities and Social Sciences.
- ❖ *Equipment*: Computers, Machines
- ❖ *Physical Environment*: Computer lab, evaluation, and creative arts environments. Ergonomic hazards only.

- QL2 Research Impact.** Each department shall identify the impact of research occurring in the room, including societal benefits, technological advancements, and contribution to knowledge as *low, moderate, or high*.
- QL3 Collaboration.** Each department shall identify, in the *affirmative or negative*, whether room activities provide support for innovative research and in particular, interdisciplinary collaborations.
- QL4 Shared Space.** Each department shall identify, in the *affirmative or negative*, whether room occupants share space or equipment.
- QL5 Stewardship of Space.** Each department shall identify, in the *affirmative or negative*, whether the current use of the space is meeting all relevant compliance requirements and aligns with strategic objectives.
- QL6 Room Utilization.** Each department shall identify whether the size of assigned space is *too large, satisfactory, or too small* for its affiliated research activities.

Research Expenditures

Real Estate & Space Administration has prepopulated *research grant expenditures per square foot by room* into the rubric utilizing data previously submitted by each department. Given that the Excel form is used to collect *new* data, these expenditures will not be visible in the file. However, research grant expenditures per square foot by room are used as a metric to calculate each room's score.

The process for calculating research grant expenditures per square foot by room is outlined below:

- Department provided grant expenditures are divided by the total assignable square footage of research spaces assigned to that grant award. This calculates the *expenditure per square foot by grant award*.
- Expenditures per square foot by grant award is then multiplied by the assigned square footage of each research space to determine the *expenditures per room by grant award*.
- All grant expenditures per room are then added together to determine the *total grant expenditures by room*.
- Total grant expenditures by room are then divided by the square footage of the associated room. This determines the *research grant expenditures per square foot by room*.

Timeframes

It is the expectation that every research space assigned to a college or unit for an assessment of utilization be completed a minimum of every three (3) years. Completed assessments shall be submitted to Real Estate & Space Administration and retained by the college or unit.