Western Michigan University

Facilities and Administrative Rate Proposal

Space Utilization Survey

FY 2021
Space Utilization Survey

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- What is a Space Survey
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Why do we need to do a Space Utilization Survey?

- The space survey supports the development of the University’s Facilities and Administration (F&A) cost rate proposal.
- Once developed, this rate is negotiated with the Federal Government and allows WMU to recover the costs associated with its sponsored programs.
- Uniform Guidance 2 CFR, Part 200 provides guidance on the identification and documentation of costs subject to reimbursement.
  - “Direct” costs
  - “Administrative” costs
  - “Facilities” related costs
- Because the Administrative portion of the F&A rate is capped, and the Facilities components is not capped we have to maximize the Facilities portion of the rate.
- The space statistics (results of the space survey) are the main vehicle for allocating the Facilities portion of the F&A rate.
Why do we need to do a Space Utilization Survey?

- Results of the space survey are used for allocating the following costs to organized research, instruction and other functions of the university:
  - Building depreciation
  - Equipment depreciation
  - Interest
  - Operations and Maintenance expense

- Departments selected to participate in a space survey:
  - FY 2021 organized research expenditures
What is a Space Utilization Survey

- A space survey is the process of assigning institutional space into Uniform Guidance 2 CFR, Part 200 functional categories based on space use.
- The results are used to calculate the percentage of space that is used to support both the direct and indirect cost functions and support the subsequent allocation of space related costs to those activities.
- Space use assignments must match with accounts used to fund activities performed in the space. Organized Research accounts are coded as Research – function 2.
- Functional use of the space is the most critical component of the F&A proposal.
Direct Functions Categories

- Instructional and Departmental Research
- Organized Research
- Other Sponsored Activities
  - Includes Public Service
- Other Institutional Activities
  - Includes Bookstores, Athletics, etc.
Direct Functions Categories

- Instructional and Departmental Research
  - Instruction – space used for all teaching and training activities including course preparation, classroom instruction, study areas for student, academic advising, graduate student studies and related work, activities involving credit or non-credit courses.
  - Departmental Research – space used for general research that is not separately budgeted and accounted for. This includes preliminary research and individual research efforts that do not receive external or specific internal funding. For example start-up funds.
Organized Research

Space used in conducting research and development activities that are SEPARATELY BUDGETED AND ACCOUNTED FOR.

Must be supported by one or more grant accounts (fund 25-30).

Must be coded as organized research in the financial system (fund 25-30),
Direct Functions Categories

- **Other Sponsored Activities**
  - Space devoted to programs and projects financed by federal and non-federal sponsor.
  - Involves the performance of work other than instruction and departmental research and organized research. Includes conferences and seminars.

- **Other Institutional Activities**
  - Space used for animal research facilities and diagnostic facilities— including caging and quarantine space- this does not include rooms where research (procedures) are taking place.
Indirect Functions Categories

Facilities Component - uncapped

- Depreciation – Building and Equipment
- Operation and Maintenance Expenses
  - Custodial
  - Utilities
  - Security/Police
  - Environmental Health and Safety
  - Grounds maintenance
- Interest Expense - buildings
Indirect Functions Categories

Administrative Components – capped at 26%

- General Administration and General Expenses
  - Accounting Services, HR, Payroll, etc.
- Departmental Administration
  - Chairs and departmental offices staff
- Sponsored Programs Administration
- Library
- Student Administration and Services
Indirect Functions Categories

- Departmental Administration
  - Space used by department heads, faculty or clerical staff for administrative purposes. This includes common use space that is utilized by the entire department that may include:
    - Copy Rooms
    - Conference Rooms
    - Break Rooms
    - File Rooms
Coding Space
Single Function Space

- Supports one function – assigned 100% to the function
  
  - Faculty Office – faculty who may perform departmental research and instructional activities and is not involved in externally funded research. Paid from instructional funds.
    
    - 100% Instructional/Departmental Research
Coding Space
Multiple Function Space

- Space used in support of more than one function
  - Allocate to the individual functions performed in each room on the basis of useable square feet of space OR the percentage of time/funding spend on each function.
Coding Space
Multiple Function Space

- Faculty Office
  - Instructional activities (teaching, advising, etc.)
  - Organized Research activities (preparing reports for projects, etc.)
  - 20% Organized research
  - 80% Instruction/departmental research
Coding Space
Multiple Function Space

- Faculty Lab
  - Instructional activities - non funded external research, overseeing non externally funded graduate students’, etc.
  - Organized Research activities - working on organized research projects.
  - 75% Organized research
  - 25% Instruction/departmental research
Coding Space
Multiple Function Space

- Research Lab – two staff people, 1 @ 40 hours per week, paid from organized research funds, 1 @ 25 hours per week, paid from departmental research funds
  - 60% Organized research
  - 40% Instruction/departmental research
Coding Space

- Space use assignments must match with accounts used to fund activities performed in the space
- When assigning a room as organized research there must be an externally funded project associated with the use/occupant of the room
- Matching space to base
Room Occupants

- Faculty
- Faculty emeritus
- Professional Researchers
- Research Assistants
- Post Docs
- Graduate Students
- Undergraduate Students
- Visiting Professors
Room Occupants

- Who occupies the space
- What functions does the occupant perform
  - Instructional – class preparation, etc.
  - Departmental Research – not externally funded research
  - Organized Research – externally funded project
  - Other Sponsored Activities – not instructional or organized research
  - Departmental Administration
  - General Administration
  - Student Administration
Room Occupants

- It is very important to know who actually occupies a room and the funding sources for those people prior to assigning the space to functions.
- Occupant types can change the room functional use assignment depending on how they are funded.
- Visiting Professors, Faculty Emeritus should be coded Other Institutional Activities – unless they have a research source of funding.
- Post Docs are coded just like faculty.
- Graduate students should have an instructional function as well as research function in rooms they work in.
Room Use Codes

- **100** – Classroom Facilities
- **200** – Laboratory Facilities
- **300** – Office Facilities
- **400** – Study Facilities
- **500** – Special Use Facilities
- **600** – General Use Facilities
- **700** – Supporting Facilities

- Classroom facilities will not be a part of the space survey as they are all coded instructional.
- See Room Use Codes listing for specific room type definitions.
Completing The Survey

- Space Survey – data from (TMA) SRM
  - https://www.fm.wmich.edu/ap/space-claim/
- Functional Definitions
- Room Type Definitions
- Space Survey FAQ
- Space Survey General Information
- Departmental Expenses FY 2021
Data Collection

- Office of Research and Innovation (ORI)
  - will provide a spreadsheet to collect data required to complete the survey
- Room Occupants – who uses the room
- Room Functional Usage (percentage of use)
  - Utilize the Departmental Expense listing to code functional usage provided by ORI.
  - Coding for Organized Research requires a externally funded department ID
F&A Cost Components

- **Facilities**
  - Building Depreciation $6.90
  - Equipment Depreciation $1.70
  - Interest $2.90
  - Operations & Maintenance $14.80
  - Library $0.70
  - Facilities Total $27.00

- **Administrative**
  - Sponsored Project Administration
  - Departmental Administration
  - General Administration
  - Administrative Total $24.00

F&A Rate – Research – On-Campus $51.00