

Guidelines for Use of Research Space at Douglas Research Centre

October 23, 2020

Preamble

The Space Committee's mandate is to optimize the use of research space within Douglas Research Centre (DRC) and to ensure there are agreed-upon principles underlying the allocation of space and establish guidelines for requests and allocation.

The committee is comprised of the four division leaders and is chaired by the Director of Administration of the DRC. The Research Space Committee will meet on a monthly basis to consider requests submitted using the *Space request form*.

Mandate

- Establish the principles regarding space allocation
- Determine the process of allocating space
- Establish the use of allocated space
- Serve as the oversight committee for research space allocation
- Conduct periodic reviews to adjust allocations according to the changing needs of our researchers
- Make recommendations to the executive committee of the DRC

Principles

- All Principal Investigators (PI) will be allocated an office and one additional spot for research staff or students.
- Associate members are not eligible to receive dedicated research space.
- New recruits will be allocated a pre-determined allotment of research space for a maximum of three years, based on letters of offer, in keeping with the spirit of the current guidelines. After this initial period, the recruit's research space allocation may be adjusted based on the criteria outlined in this guideline.
- Requests for allocated space for core facilities or other shared infrastructure may be submitted by researchers and must include an indication of the number of users and frequency of use. Details of the space needs, including any special requirements (temperature, BCL standards, etc.) must be provided along with the space request.

Procedure for the allocation of wet & dry lab space

Given the current infrastructure at DRC, the basic wet lab planning unit is the number of workstations per lab. The basic dry lab planning unit is the number of seats in a standard office space. Research workstations/offices for students and trainees working outside of a wet or dry lab will be allocated based on space available in the division. Housing and shared equipment are excluded from these allocations.

Allocation of wet lab for PIs

Space will be allocated based on a PI's three-year average operating funding as Principal Investigator from eligible external funding sources managed at Douglas (excluding infrastructure funding such as CFI), taking into consideration the needs for space for specific equipment.

Adjustments associated with team, training and other non-direct research operating funds will be addressed on a case-by-case basis. Another factor that will influence space allocation is the number of full-time students and postdoctoral fellows currently supervised by the PI. Specific needs for individual labs will be taken into consideration.

Table 1. Funding ranges & Associated Bench Allocations

Funding from	To	Wet lab number of additional seats
–	\$ 25,000	–
\$ 25,001	\$ 150,000	2
\$ 150,001	\$ 250,000	3
\$ 250,001	\$ 400,000	4
\$ 400,001	\$ 600,000	6
\$ 600,001	\$ 900,000	8
\$ 900,001	\$1,200,000	10
\$1,200,001	\$ 2,000,000	14

Space allocation of dry labs

Space allocation for dry lab space is based on a three-year average research operating fund from eligible external funding sources excluding infrastructure grants. A dry lab is based on number of seats within a standard office size, the number of full-time students and postdoctoral fellows currently supervised by the PI.

Table 2. Dry lab module funding range

Funding from	To	Dry lab number of additional seats
-	\$ 10,000	-
\$ 10,001	\$ 100,000	0,5
\$100,001	\$ 175,000	1
\$ 175,001	\$250,000	1,5
\$250,001	\$400,000	2
\$ 400,001	\$600,000	2,5
\$ 600,001	-	2

Terms of use for research space

- Allocated research space is assigned to a PI or a core facility or shared infrastructure for a period of three years and its use will be monitored.
- The space committee members will review the use of space after the three-year period.

- Research lab space cannot be reassigned by one PI to another PI.
- A PI is responsible for providing space within his/her allocated space for members of his/her research team.
- When a PI leaves the Douglas Research Centre or vacates a space, the space available will be reassigned by the space committee.
- A PI on sabbatical leave retains the use of his/her allocated research space, including office space while on leave.
- In cases where a researcher must relinquish his/her space for not respecting the terms and conditions of the agreement, the research space committee will recommend the reassignment of the space.

