

**UPDATED MAY 2025 PER SPACE MANAGEMENT COMMITTEE FEEDBACK  
APPROVED BY POLICY COUNCIL ON 12/18/24 TO SEND TO SENIOR LEADERSHIP:  
College of Education Research Space Management Guidelines**

These College of Education Research Space Management Guidelines are based on the [University Space Management Recommendations](#). Any text taken directly from the document is indicated with quotation marks.

“All space, whether owned by the state or the auxiliaries, is university space and allocation decisions are ultimately the President’s responsibility. Space allocations or reallocations by university leadership do not imply a permanent obligation or ownership by an entity or individual, but rather current commitments based upon program priorities and continued program space justification.”

“As defined in the Facilities Inventory and Classification Manual (FICM), research is a space category used for laboratory experimentation, research or training in research methods, professional research, and observation within a specific program for sponsored research or any other type of extramural funding (whether sponsored with federal or non-federal government, foundation, corporate, private or institutional funds).”

### **College of Education Office Space Allocation**

Within the College of Education, all faculty, lecturers, staff and graduate teaching assistants should be assigned suitable space to carry out their responsibilities. Suitable office space will be determined and assigned by department leadership, though the Dean’s Office may review office space assignment decisions when necessary.

- a. Faculty and full-time lecturers shall generally be assigned private office space. Full-time staff will also generally be assigned private office space, but office sharing may be warranted and/or necessary when staff perform very similar duties and require shared resources (e.g., documents, equipment). Part-time lecturers and graduate teaching assistants will generally share assigned office space.
- b. Given the limited amount of on-campus office space in departments, faculty and staff cannot be assigned more than one on-campus office
- c. Postdoctoral researchers, research faculty, visiting faculty and emeriti may, depending on their contribution to the Department, College, and/or University, be temporarily assigned to private or shared on-campus and Research Foundation office space as determined by the unit’s head administrator (i.e., Chair for Department space; Dean for College space). Such temporary assignment of office space should only be made when all current faculty (including those on FERP), lecturers, staff and graduate teaching assistant office space needs are adequately met. The assignment of temporary office space managed by the College will be reviewed on an annual basis. The assignment of temporary office space managed by departments should also be reviewed on a regular basis as explicitly described in their department space management guidelines.

### **College of Education Principles for State-side and San Diego State University Research Foundation (SDSURF) Research Space Implementation**

#### ***State-side Space:***

- Spaces must adapt to changes in research priorities, faculty needs, and student enrollment, keeping in mind the equipment investments that allow the spaces to serve a program's needs.
- Research space assignments are not permanent. Accordingly, assessment of space allocation will be an ongoing process and will include evaluation of ongoing utilization of existing research facilities, assessment of evolving research needs, and evolution of anticipated future research space needs.
- Any existing space allocation on campus that is used for research activities as defined above will continue to be allocated to that project.
  - Regarding the re-allocation of any existing space on campus used for research activities due to faculty leaving the university or a project ending, priority will be given to those faculty with external funding (with larger grants/contracts prioritized over smaller grants/contracts) and who demonstrate a compelling need for research space based on metrics such as active IRBs, record of consistent publication and grant activity, and number of personnel associated with the project(s). These allocations would be determined by the Dean.
- The campus office assigned to tenured/tenure-track faculty upon starting their faculty position can also be used to conduct research and scholarship.
- No additional space on campus is provided for tenured/tenure-track faculty to conduct their research.
  - If additional state-side space within the College of Education does become available to house research activities, the same priorities will be utilized to guide allocation decisions, which would be determined by the Dean.
- Research professors, lecturers, post-doctoral fellows, and those in any other adjunct positions who may conduct research are not provided with any State-side space to conduct research.
- A limited number of projects that include a research component may be allocated state-side space if available, based on the following criteria: 1) the project fits with college priorities; and 2) the project primarily provides consultation, education, and/or training. Also, projects funded by philanthropic grants that meet the above criteria may be provided space if available. These allocations are to be determined by the Dean based on alignment with the College Strategic Plan or college priorities when without an active strategic plan.
- If changes to space occupancy are approved by the Dean, Planning, Design & Construction ([pdc.fis@sdsu.edu](mailto:pdc.fis@sdsu.edu)) and/or Access Control ([accesscontrol@sdsu.edu](mailto:accesscontrol@sdsu.edu)) are to be notified in order for updates to be reflected in the university's space database, the Facility Information System (FIS).

### ***SDSURF Space:***

Assignment of SDSURF space is a collaborative effort between the college, department, SDSURF, PI and sometimes other faculty, staff and/or university representatives. Requests and needs for space within SDSURF or off-site properties shall be identified during the proposal routing process. Space is assigned to researchers with full F&A or other means of covering space expenses through a process that includes a request and description of activities/use from the PI, input from the department chair, a review of available space and associated expenses, a space coverage analysis based on funding, timing, and best assessment of future funding and research requirements. The amount of space assigned to a faculty member and project is based upon the space *needed* to successfully accomplish the project goals, even if the space coverage analysis determines that more space can be covered. These spaces are to be

occupied by the PI directly associated with the grant funding that covers the space, and whose research activities are to be conducted in the space.

Space in SDSURF-owned buildings is identified by SDSURF working in cooperation with the Associate Dean for Research and the Principal Investigator (PI). “These spaces are to be occupied by the PI directly associated with the grant funding that covers the space, and whose research activities are to be conducted in the space.” All SDSURF space must be paid for in one of two ways:

1. When the research grant DOES NOT HAVE full F&A at the current on-campus rate of 50.5% or higher.
  - a. Budget for the space in the grant’s direct costs. A lease is signed between the PI and the Foundation with approval from the Dean.
2. When the research grant DOES HAVE full F&A at the current on-campus rate of 50.5% or higher.
  - a. The PI does not pay rent out of the project’s direct costs. The space costs are covered by a combination of the full F&A funds going to SDSURF and a “space maintenance fee” paid by the College. The Dean approves these final space assignments via a Research Space Assignment Agreement.

SDSURF can help negotiate a lease with an off-site landlord when space is unavailable in SDSURF-owned buildings or when programs need to be situated within specific communities due to research populations. In such cases, the project must allocate rent as a direct line item in their budget to cover lease expenses, which may include rent, common area maintenance (CAM), utilities, and other related costs.

#### **Services Provided by SDSURF When Occupying SDSURF-Owned Space**

	Full F&A Projects	Rent-Paying Projects	Notes
Full-service utilities, janitorial, and grounds maintenance	Y	Y	
Standard furniture	Y	N	No furniture is guaranteed in rent-paying project space (see below).
Access to any surplus furniture if available	Y	Y	Rent-paying projects can request any surplus furniture from SDSURF for no cost but must cover any other required furniture costs.
Moving, space planning, design, and office tenant improvement construction	Y (as required and based on funding)	N	Rent-paying projects must cover any moving, space planning, design, and improvement construction if needed.

Shared conference rooms scheduled based on availability (in many SDSURF buildings)	Y	Y	
Unrestricted faculty and staff parking	Y	Y	
Data and telephone infrastructure and installation	Y	N	Rent-paying projects must cover any data and telephone infrastructure and installation costs.
Recurring telephone monthly fees	N	N	All projects must cover the cost of this service.
Mail shuttle services with central mailroom locations	Y	Y	

Work that is funded from multiple sources that include both full F&A grants and non-full F&A grants may have a hybrid arrangement with SDSURF where full F&A funds are used to cover the costs of some of the space and a lease is signed for the remainder of the space.

### How the Amount of SDSURF Space is Allocated

#### ***“Full F&A Space:***

The amount of space provided for a research project is determined by several factors, with examples as follows:

- Space coverage analysis based on the dollar amount of full on-campus research F&A of 50.5% or rent budgeted.
- The amount of space needed to accomplish project goals (location/adjacencies, etc.) *even if the space coverage analysis determines that more space could be covered [COE italics]*.
- Number of employees (occupant load & use).
- Unique space or lab needs and requirements for tenant improvements.
- Space availability and timeline.”

#### ***“Rent-Paying Space:***

- Proposal submitted with rent budgeted using the current university-approved rate. This rate is full-service and discounted from commercial market rates.
- If a proposal is awarded, the PI works with the dean or associate dean of research, SDSURF, and the school director/department chair to begin space assignment and planning discussions.
- Space is provided based on the amount of rent, number of employees, specific project needs, and the amount of space available.”

### How the College of Education Addresses Reductions or Gaps in Funding

SDSURF performs semi-annual grant funding analyses for PIs with full F&A SDSURF space and will notify the college of any upcoming reductions or gaps in funding that may result in the

space being partially or fully uncovered. If an upcoming reduction/gap is identified, then the Associate Dean for Research will contact the PI to review productivity and discuss a timeline and plan for covering the cost of the space. Productivity includes metrics such as active IRBs, papers submitted, accepted, or published in academic journals, grant proposals submitted and awarded, and serving as primary mentor of graduate or undergraduate students in research.

- For example, an agreement may be made to continue the full coverage of rent for a specific period of time while the PI is actively writing grants or is awaiting further information on funding of a grant under review. These arrangements are made under the assumption that the PI will secure full F&A funding to support the space.
- At the end of this period, the agreement will be reviewed based on the PI's activity and other factors such as submitted proposals and the likelihood of future awards with anticipated funding to cover the space costs. If there is no clear timeline for securing sufficient funding, the college will cover the space at the university-approved rental rate, or the space will need to be vacated or reduced to what the PI can cover, with an agreed-upon departure date.

For rent-paying space, the project must let SDSURF know if their funding is ending. The lease is set up typically to match the project term. Discussions on continued funding should be initiated by the PI a few months before the end of the lease.

### **Submitting Grants When Space Allocation Has Not Been Made**

- When submitting new grant proposals, if additional space (as well as other infrastructural and financial resources) will be needed to perform the new project, the PI/co-PI must notify the Dean's Office before a grant proposal is submitted. Routed grant proposals will not be approved by the College without such prior notification. Normally, at the time of proposal submission, explicit agreements will be made about how the additional resources will be provided to the PI/co-PI. However, there may be circumstances where a commitment of additional resources cannot be made at the time of proposal submission, but efforts will be made during agency proposal review to determine what additional resources can be made should the grant be awarded. In these cases, explicit communication will be provided stating the College's intent to explore the possibility of providing the additional resources, but ultimately the College may request the proposal be withdrawn or award declined if the additional resources cannot be secured by the College. This possibility of proposal withdrawal/award declination will be explicitly communicated to the PI/co-PI at the time of proposal submission.

### **Termination of Space Assignments**

- Termination of SDSURF space occurs if costs are not fully covered through either full F&A projects or rent. SDSURF space occupied by faculty who leave the university may continue to be occupied if the grant(s) funding the space continues to be overseen by College of Education faculty.

### **College of Education Emergency Continuity Plan**

- In case of emergencies such as power outages, floods, or other circumstances that reduce or prevent access to research space, faculty and research staff will work remotely.