

DEPARTMENT OF PEDIATRICS RESEARCH SPACE POLICY

Background:

In the spring of 2008 the Chair asked the Department's Research Advisory Committee to develop recommendations for allocation of research space. Based upon their recommendations and further review of policies available from other departments and guidance from the Stanford School of Medicine (SSoM), the following policy is adopted *effective January 3, 2009*.

Principles:

Research space is assigned to individual faculty members at the discretion of the Chair under the guidance of the Department of Pediatrics' Space Policy. These decisions will be based on context and present circumstances according to each faculty member's need, space availability, departmental priorities, extramural research support, and departmental finances.

Goals:

- Retention of current faculty
- Recruitment of new faculty
- Promoting high quality/impact research productivity
- Fiscal responsibility

Terminology:

Research space: all "wet" lab space and "dry" office space used for research program activities.

Faculty Office Space: Space used exclusively by a faculty member. It is usually not included in their research space allocation.

Shared space: Research space shared by more than one investigator, including department cores. This shared space is included in an individual faculty member's allocation and attributed to each faculty member based on its proportional use in the Departmental space audit. Core facilities of the SSoM are not usually included in a faculty member's research space allocation.

Guidelines:

Research space needs may vary according to the specific type(s) of research being performed and the building wherein the space is provided. The amount of assigned space is influenced by the annual Department of Pediatrics audit reported to the SoM for purposes of calculating Operating Budget space costs¹. General guidelines² for wet lab research will be: Assistant Professors: 4-8 benches, Associate Professors: 8-12 benches and Professors: 12-15 benches. The committee and Chair recognized that suitable benchmarks for the various types of dry lab research were not available and a policy for dry lab research space required further development.

Limits on research space:

Regardless of the level of funding, a single faculty member has a limit of 18 benches "On Campus". There is no upper limit for "Off-Campus" space³ as long as the researcher maintains Indirect Cost Recovery per sf (IDC/sf) greater than or equal to the 75th percentile of the SSoM 3-year running average.

¹ IDC recovery is used as this is how the Department pays the SSoM for research space. Faculty have a responsibility to obtain high IDC grants (e.g. NIH). However research programs can be developed via extramural direct cost recovery from competitive grants with waivers of full IDCs (e.g., AHA, ALA, etc).

² numbers of benches, sf and indirect costs per sf foot are based on available data (may be revised).

³ For the purposes of this policy only, "off-campus" refers to space outside of the main Stanford University campus and not to the NIH definition of "off-campus".

Annual Review and Changes in Assigned Space:

Faculty members with allocated research space will receive a report on their space allocation and IDC recovery, along with a copy of this Departmental policy. Division Chiefs will also receive reports for all faculty in their Division as well as unassigned Division space (if any). This should include data on the most recent past year and the 3-year running average:

- Specific space assigned, including square footage
- Space IDC recovery (\$)
- Space Costs (\$)
- Space Recovery Over [Under] Costs (\$)
- IDC/square foot (\$/sf)
- SSoM ranking (percentile)

The Research Advisory Committee will receive comparable reports on all department members with assigned research space.

The faculty member's research space and their recoveries will be part of the member's annual review by their Division Chief who will assess their allocation based upon their stage of career, funding and research productivity. Should the review suggest a change in the amount of allocated research space, according to parameters outlined below, then the Division Chief will inform the Chair and provide recommendation for either incremental space or a plan of action to help the researcher's program recover depending upon the relevant circumstances.

a) Increases in assigned space:

Increased research space may be considered when:

- IDC recovery per sf (IDC/sf) has been maintained and is projected to be $\geq 75^{\text{th}}$ percentile of the SoM 3-year running average;
- the initiation of a new research program, supported by the Division Chief and Chair;
- substantial increase in Extramural Direct Costs from non-NIH competitive grants.

b) Decreases in assigned space:

For Associate Professors and Professors if:

- $\text{IDC/sf} \leq \text{SSoM } 50^{\text{th}}$ percentile 3-year average
- When academic productivity of high impact is judged to be poor.

After the Chair has reviewed the recommendations and previous annual reviews and recommendations the Chair will either:

- Support a further plan of action to help the researcher's program recover as developed by the Chair, Division Chief and Investigator or
- laboratory space will be decreased.

Newly appointed faculty:

- Newly appointed Assistant Professors will be given a grace period to achieve IDC/sf criteria for up to, but no longer than, 5 years or until they are evaluated for promotion to associate professor, whichever comes first.
- Newly appointed Associate Professors or Professors will be given a grace period of three years after their initial appointment.