



## Winthrop P. Rockefeller Cancer Institute

### Cancer Institute Research Space Policy

To request a reallocation of research space, please complete the Research Space Allocation Request (<https://is.gd/CISpaceRequest>).

#### PURPOSE

The Winthrop P. Rockefeller Cancer Institute (CI) is committed to creating a collaborative environment where people have opportunity to interact and succeed. The purpose of this policy is to provide guidelines for optimal and equitable recommendations for laboratory and research work space assignments by the CI Space Committee.

#### SCOPE

This policy will apply to all investigators who require research space in the CI for the conduct of their cancer-related research.

#### POLICY

All research space in the Cancer Institute is delegated at the discretion of the Executive Director of the CI. The CI Space Committee will use criteria outlined below to recommend research space assignments to the Executive Director. In addition, the CI Space Committee will periodically review space assignments to ensure that laboratory space is efficiently utilized. Space does not belong to any program or individual and shall be allocated to programs, services, and groups in accordance with the guidelines established in this policy. Space assignments are not permanent.

#### PROCEDURE

##### Description of Research Space

There are two lab configurations that are designed to meet different researcher needs and preferences.

*Conventional:* These are self-contained laboratories. For this configuration, space is assigned as individual laboratories based on the amount of funding held by the investigator. In addition, there are common spaces nearby for large and shared equipment (*e.g.*, freezers, centrifuges). Desk space for students, research technicians and assistants is within the four walls of each lab. Tissue culture, microscopy and other procedures are typically done within the lab. *This design is available in the Walker Tower.*

*Open:* The concept of an open lab is that multiple researchers will be assigned “modules” within contiguous space. Each module represents 2 lab benches with approximately 200 sq. ft. of floor

space and adjoining desk modules with approximately 50 sq. ft. The amount of bench space assigned can be modified to accommodate changes in individual researcher needs. In addition, there are numerous procedure rooms that can be shared or used for specialized procedures (e.g., tissue culture, microscopy). The idea of open space is to group researchers with common research interests so that space and equipment can be shared and thus resources maximized. All investigators assigned space in the open configuration must understand that equipment and procedure rooms may be shared. *This design is available in the new tower.*

#### **Criteria and priorities for research space (UAMS Administrative Guide 16.1.16)**

- a. Priority for research space is highest for investigators with peer-reviewed, extramural funding, followed by beginning investigators, and then investigators who have temporarily lost their funding.
- b. The amount of assigned space will be based on need\* and commensurate with the level of extramural funding, including indirect costs. Generally, investigators who have extramural funding that meets 75% of the annual dollar amount of an average laboratory-based R01-type grant will be assigned the equivalent of 500 square feet of the conventional lab space.
- c. Additional space can be considered when the funding significantly exceeds this amount.
- d. Space needs for CI investigators who serve in the roles of co-investigators, inventors, core-lab directors, or participate on multi-investigator grants, or who have particular space needs because of, for example, necessary equipment, will be considered individually.

#### **Beginning investigators**

- a. New investigators will, as a rule, be assigned up to the equivalent of 500 square feet of the conventional lab space.
- b. Beginning investigators are expected to actively submit grant applications to develop a vigorous, extramurally funded research program.

#### **Research space for productive investigators who temporarily lose their funding**

- a. Investigators with 2 or more years of prior continuous extramural funding will continue to be provided laboratory space for a two-year grace period. After the two-year grace period, ongoing research space needs will be considered for unfunded investigators through annual review by the CI Space Committee.
- b. The grace period will only be in effect if the investigator demonstrates that substantial effort, as evidenced by record of grant submissions, is being devoted to obtaining extramural funding.

#### **Requesting Space**

Requests for space in the CI are submitted online via the campus operations MAC request page. The CI Space Committee will review the requests and make a recommendation to the Executive Director.

\*Need will be determined by several factors including amount and type of grant funding, number of research personnel, and equipment requirements.