Why do we survey space?

Federal regulation, primarily 2CFR Part 200 (Uniform Guidance), require MIT to inventory and evaluate the functional use of Institute space at least biennially. The purpose of the survey is to determine the portion of Institute space allocable to MIT’s sponsored programs. Space, and its survey-determined functionalization, is the basis for the allocation of the majority of MIT’s “Facilities” cost pools and the accuracy and timeliness of space inventory information is a critical element in MIT’s recovery of more than $150 million dollars in space related F&A (Indirect) costs annually.

What space do we survey?

MIT's space survey is designed to capture the following specific space information:

- **Research Laboratory Spaces*** ---
  % sponsored research activity
  % other sponsored activity
  % non-sponsored activity

- **Administrative HQ Spaces*** ---
  all rooms used by the DLC for administration of the DLC

- **HHMI Spaces*** ---
  all rooms occupied by HHMI Investigators

*Rooms not surveyed include:*

- **Laboratory Support Spaces*** ---
  allocation is based on the average % information provided for Laboratory space

- **Classrooms/Teaching Laboratories*** ---
  allocation is 100% instruction

- **Other Rooms (offices, conference rooms, etc.)*** ---
  allocation is based on the DLC's split of direct charged S+W
  Sponsored Research/Other Sponsored Activities/Instruction

Who participates in the space survey?

The space survey is a joint effort of the Office of the Vice President for Research (VPR), the Office of Campus Planning (OCP), and the various departments, labs, and centers (DLCs).
DLC administrators actually perform the space survey and determine the % of allocation of space usage & methodology, with guidance/support from VPR and OCP.

OCP maintains the institute’s space inventory and space inventory system. Prior to the kick-off of the space survey they will have reviewed their records and conducted extensive fieldwork to ensure that the inventory is as up-to-date as possible.

VPR coordinates the communication of the space survey, reviews DLC responses for reasonableness, and approves DLC responses for finalization in the OCP Institute’s space inventory system (Techspace). Once the survey is complete, OCP will provide a copy of the updated space inventory to VPR for incorporation in F&A rate calculations.

What data/tools are necessary for surveying space?

Survey respondents might find the following resources helpful in completing the space survey:

1) DLC space maps/floorplans (Techspace)
2) Workpapers/notes from prior surveys
3) Knowledge of DLC renovations/space changes
4) Knowledge of room occupants and their funding sources (used to determine method of allocating space)

How is space surveyed?

GENERAL PROCEDURES FOR SPACE SURVEY:

Upon receiving notification from VPR that the survey is open, administrators will:

1) Access their DLC’s data from the OCP Techspace website using any computer (use the “Techspace Quick Card” for instructions on how to use the site).
2) Review room lists on Techspace or download it to excel/word. Print function is available directly if so desired.
3) Carefully read the accompanying instructions
4) Gather data to confirm/update prior space survey data
5) Gather data on new rooms/room uses
6) Direct any clarifying questions to VPR or OCP, as appropriate
7) Make applicable changes to space usage allocation on the OCP Techspace website directly.  
   Ensure all space is validated and complete (in green status). Finalize Submission on the OCP Techspace website.
8) Ensure survey is completed and nothing was questioned by VPR via their review, prior to the published survey end date (August 6)

GUIDANCE:
For Research Laboratory Spaces ---
Estimate the percentage (0% - 90%) of Sponsored Research use
Estimate the percentage (0% - 90%) of Other Sponsored Activities use
(Estimated non-sponsored/instruction activity will be calculated as 100% minus the percentages entered in steps 1 + 2)

For Administrative HQ Spaces ---
Identify each Administrative HQ room ........
   1) Interdepartmental Laboratories (Director paid on Lab Director Account 14430XX)
      HQ space = rooms occupied by individuals actually paid from the Lab Directors account and their support staff
   2) All other DLCs
      HQ space = rooms occupied by Deans, Directors, Department Heads [including Assistants and Associates] and their support staff
      HQ space = rooms occupied by individuals paid on the DLC’s HQ account
      HQ space = rooms predominantly used for HQ administrative activities

For HHMI Spaces ---
Identify rooms on the list occupied/used by HHMI investigators
Estimate the percentage of HHMI use

LAB ALLOCATION & USAGE GUIDANCE:
Use of labs by students (RAs) paid on sponsored research accounts should be recorded as Sponsored Research use

Use of labs by individuals (Fellows/Affiliates) not paid on sponsored research accounts should be recorded as Other Sponsored Activities use

Use of labs for teaching is Instruction use
Use of labs to accomplish goals not supported by sponsored funds is **Non-Sponsored use**

Where labs are used for multiple activities, estimation of the relative percentage of each could be based on proportional funding, space, time, or a combination of these factors. The DLC’s are charged with coming to an acceptable methodology and maintaining documentation of such methodology for when MIT Space Survey is audited.

**SPACE ALLOCATION USAGE DEFINITIONS**

**ORGANIZED RESEARCH**

*Organized research* means all research and development activities of an institution that are separately budgeted and accounted for. At MIT these activities result from sponsored agreements and are captured in cost collectors between 6000000 and 9999999 processed through the Office of the Vice President for Research.

*Subsets of Organized Research are:*

*Sponsored research* means all research and development activities that are sponsored by Federal and non-Federal agencies and organizations. This term includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.

*University research* means all research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds. University research, for purposes of this document, must be combined with sponsored research under the function of organized research.

**OTHER SPONSORED ACTIVITIES**

*Other sponsored activities* means programs and projects financed by Federal and non-Federal agencies and organizations, which involve the performance of work other than instruction and organized research. Examples of such programs and projects are health service projects and community service programs. At MIT these activities result from sponsored agreements and are captured in cost collectors in number ranges below 6000000.

**INSTRUCTION AND DEPARTMENTAL RESEARCH**

*Instruction* means the teaching and training activities of an institution. This term includes all teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions, such as a summer school division or an extension division.
**Sponsored instruction and training** means specific instructional or training activity established by grant, contract, or cooperative agreement. For purposes of the cost principles, this activity may be considered a major function even though an institution's accounting treatment may include it in the instruction function.

**Departmental research** means research, development and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for. Departmental research, for purposes of this document, is not considered as a major function, but as a part of the instruction function of the institution.

**QUESTIONS and HELP:**

1) Questions relative to completing this survey or room use allocation should be directed to Tiffany Melendez (tmelende@mit.edu) or Joe Foley (joefoley@mit.edu).

2) Questions relative to room assignment type or technical issues with these web pages should be directed to Space Accounting at x5-5145 (Addison Wooles, awooles@mit.edu).

3) Collective questions may also be sent to the general mailbox at vpr-spac-survey@mit.edu – this will reach us all.