

College of Arts and Sciences

Research Space & Equipment Committee Guidelines and Procedures*

Approved by:

CAS Research Space and Equipment Committee on August 17, 2010
Dr. Donna Henry, Dean of the College of Arts and Sciences on September 22, 2010
Department Chairs from Science Units on September 22, 2010

Revised with CAS Faculty recommendations: November 23, 2010

I. Mission

The mission of the Research Space and Equipment Committee (RSEC) is to ensure the best utilization of current and the planning of future research space and equipment in the College of Arts and Sciences.

II. Committee Charge

The charge of the Committee is to work collaboratively with faculty and the administration to plan for current and future research space needs. Critical issues that must be considered for the allocation of research space in the current shared system include:

- Development of space allocation guidelines so that faculty members are assured of an equitable process to secure research space to meet their needs (outlined below).
- Application of these guidelines to allocate research space to accommodate current (and future) science faculty needs.
- Assistance to researchers, when necessary, in identifying appropriate space during the preparation of proposals.
- Review of requests for new or additional research space.
- Review of faculty concerns on space use and/or allocation.
- Notification to parties (and the Dean) of the committee's decision on space requests and concerns.

The Committee is also responsible for developing strategies for resolving problems related to the use of research space, support and special facilities, and equipment. The Committee will produce an annual report (including a spreadsheet) outlining changes in research space utilization and providing an update of related research and equipment information to the Dean of the College of Arts and Sciences (CAS).

III. Committee Composition and Structure

The Committee, appointed by the Dean of the College of Arts and Sciences in consultation with the chairs, is comprised of six representative science faculty from departments actively engaged in research activities; the committee reports directly to the Dean.

Members of the Committee shall serve for a period of two years and are eligible for reappointment by the Dean of the College of Arts and Sciences. Initial terms will be staggered. The chair(s) of the Committee shall also be appointed by the Dean of the College for a term of two years. Ad hoc subcommittees may be formed as necessary to accomplish specific tasks identified by the Committee. At least 50% of the voting members of the Committee must be present for a quorum to be established. Deliberations by the Committee cannot proceed without a quorum being present. The Committee shall operate based upon consensus whenever possible. If a consensus is not possible the chair(s) of the Committee shall call for a vote. Motions are approved by a simple majority (greater than 50% of the voting members). Space requests should be made, whenever possible, during the regular academic year to ensure that a quorum of Committee members will be present to review the request.

A conflict of interest arises whenever a space allocation or equipment issue directly involves a Committee member (e.g., the member is a primary user of the laboratory space and/or piece of equipment). In such instances, he or she must recuse himself or herself from any and all deliberations by the Committee related to the application in question. The Committee may invite an applicant to provide additional information and/or to answer specific questions related to the application at one of its meetings.

IV. Domain of Responsibility

The domain of responsibility for the Committee includes Whitaker Hall, AB7, the Vester Marine and Environmental Science Research Field Station, the Harvey Kapnick Education and Research Center, the Egan Observatory, and other research space that shall be identified by the University as being assigned to the College of Arts and Sciences. The Dean of the College may also designate additional space to be placed within the domain of the Committee. Assignment of space does not imply ownership, as all facilities, regardless of the original source of construction or acquisition funds, rests with the University and its Board of Trustees.

The assignment and use of all research space is covered under the guidelines of the Research Space and Equipment Committee. Research space includes the following: (1) wet laboratories: bench space for biological, chemical, and/or field sample processing and analysis; (2) dry laboratories: space for electronics, data processing, Geographic Information Systems, and imaging (including graphics production); (3) animal laboratory facilities; (4) human subject laboratory space; (5) instrument core facilities: unique instrumentation available to all investigators; (6) computer laboratories (non-

FINAL

instructional); (7) other common laboratories: space used by several investigators and where shared equipment is present; and (8) support space: walk-in coolers and freezers, archival space, general facilities or support equipment for use in research.

Research space does not include teaching laboratories and teaching prep rooms.

V. Criteria for Space

The philosophy of research space use in the College of Arts and Sciences follows three simple criteria:

1. All laboratory space shall be viewed as common space with individual laboratories organized by common functionalities.
2. Lab use will be coordinated by a Lab Coordinator. The Lab Coordinator will facilitate activities among the other primary users, reaching decisions by consensus among the primary users.
 - a. Primary users are defined as faculty members who conduct the majority of their research in that particular lab space including, but not limited to, storage of their supplies and equipment used in their research.
 - b. Flex users are defined as transient personnel that may require sporadic use of space in a particular lab as related to the functional provided in that laboratory.
3. Individual labs have the authority to accommodate/satisfy the below tenets using their own internal policies and philosophies.
 - a. Lab coordinators should strive to ensure the other primary users of the lab space are in agreement with space use and allocation.
 - b. In the event that space issues cannot be resolved internally (within a lab), then the issue may be brought before the RSEC for hearing (outlined below).

VI. Tenets for Space Use and Allocation

The following general overlying tenets should be followed when allocating research space:

1. All scientific faculty wishing to pursue research should get access to research space.
 - a. Research space will be allocated in designated functional labs (i.e., organic chemistry in the organic chemistry lab)
 - b. Safety is an overriding priority when allocating space.
 - c. Space is not assigned in perpetuity and may be expanded and contracted in accordance to these tenets on a case by case basis (outlined below).
2. All space should be considered flex space.

FINAL

- a. Unless space is NOT limiting and/or an activity requires a degree of longevity (to be decided upon by primary lab users of a given space; see criterion #3 above).
- b. Otherwise, bench tops should be cleared to allow for other users (whenever possible; see Section V, Criterion #3).
 - i. Uses must be compatible.
3. Student users of lab space should be considered temporary and transient – i.e., they should work within available flex space and/or allocated advisor space
 - a. Based on consensus of principle lab users (Section V, criterion #3).

Due to anticipated shortages in available research space, research space needs have to be prioritized. The following criteria shall therefore be used to guide research space allocation or reassignment, in order of priority:

1. Research that is supported through extramural or intramural funds.
 - a. Quality of research will be based on productivity:
 - i. peer-reviewed publications or patents received
 - ii. submitted patents
 - iii. oral presentations at national or international meetings
 - iv. poster presentations at national or international meetings
 - v. presentations at local or regional meetings (off-campus)
 - b. Collaboration
 - i. accommodates other lab users
 - ii. collaborates with other faculty members in research
 - iii. involves students in their research
2. Non-funded research that directly involves students (either graduates or undergraduates) resulting in publications or external presentations at regional, national, or international meetings.
3. Non-funded research that supports programmatic needs of the College and/or University.
 - a. Student projects
 - i. Under direct supervision of their supervisor(s).
 - ii. Meeting Section V, criterion #3.

A request for research space that does not address the above criteria will also be considered on a case by case basis.

Courtesy faculty, students, or other collaborators (paid or unpaid) will be expected to use the research space of their FGCU faculty sponsors or the core research facility. If space in addition to that assigned to the FGCU sponsor is required, it is the responsibility of the faculty sponsor to make an application to the Committee on the collaborator's behalf.

Research space is not assigned in perpetuity and may therefore be reallocated based upon programmatic needs, the level of research activity present, the duration of specific research projects, or the vacation of space for other reasons.

VII. New Faculty Hires

The Dean will provide a list of new faculty lines to the RSEC so the committee can plan for future research space and equipment needs. Ideally, these lists should be provided as soon as possible after the positions are advertised to provide ample time for discussion and resolution. The RSEC suggests that search committees and department chairs consider research space and equipment needs in their routine list of interview questions, the answers of which can be provided to the RSEC so the committee can best accommodate the new faculty hire's needs. The RSEC will assign research space using the above tenets (Section VI). In the event that current lab users of the space are in disagreement with the space assignment, they can request a meeting with the RSEC to present their case. The procedure for such requests is outlined below in Section XI.

VIII. Incentives

As research space in the College of Arts and Sciences is limited, all researchers must understand that available space is shared. As some users will embrace this philosophy more than others, incentives are outlined below to facilitate buy-in to this space allocation approach. The basic premise in this approach is the "good neighbor policy".

Researchers are asked to consider and respect other lab user needs. They should be accommodating, welcoming, and respectful of the other users. All users in a particular lab should strive to reach consensus on lab space and equipment use. Equipment and instrumentation should be open to other users (according to Section IX below). All users must realize and accept that research space is not assigned in perpetuity, and may be expanded and contracted to meet overall college research needs.

Adherence to this "good neighbor" policy will be a factor in considering research space and equipment requests such as the following:

1. Additional space
2. College/ORSP-funded equipment
3. Service contract renewals
4. Research personnel office space

IX. Instrument Guidelines

1. All instruments purchased with CAS or appropriation funds constitute shared equipment. Equipment obtained by a PI on an individual grant (without university funds or assistance) may be designated as solely individual equipment but if a PI makes that decision they are individually responsible for all maintenance and repair. A current list of instrumentation residing within the college is provided in the appendix.
2. Each shared instrument will have a principal user assigned by the science chairs. Typically this will be someone knowledgeable about the instrument (and probably the heaviest user).
3. A borrower must notify the principal user before utilizing an instrument. It is presumed that a reasonable request will never be turned down; if anyone wishes to use an instrument on their own without involving the principal user in the project, the principal user may ask them describe their expertise in writing (½ page e-mail should suffice).
4. The principal user will place a log book on the machine; all users must be checked out by the principal user, or designee, and must log in before use.
5. For heavily used machines a sign-up sheet may be placed on the machine, users must sign up with reasonable advance warning, the principal user may designate a reasonable daily hour limit, if needed.
6. The principal user will initially decide where the instrument can be located, subject to approval of bench space from the research space committee.
7. The principal user can terminate use by someone who uses the instrument irresponsibly. Examples of abuse include breakage, a demonstrable lack of knowledge about the machine, or poorly supervised student use.
8. In the event that problems cannot be resolved between users, then the procedures outlined in Section XI will be followed.
9. Any abuses of authority by the principal user are grounds for re-assigning the instrument to someone else.

X. Process for requesting additional space

1. During the grant proposal process, an investigator may need additional space for personnel and/or equipment beyond the tenets listed in Section V. In such cases, the PI must submit a space request form to the RSEC and ORSP *prior to grant submittal*, or the space request may not be met. The space request form is provided in the appendix.

XI. Resolution of space or equipment use problem

1. In the event that a space or equipment use problem arises, the following steps should be followed:
 - a. Attempt to resolve within lab through consensus.
 - b. If the above does not work, bring concern/issue up in front of the RSEC. The petitioner(s) should be prepared for the following procedural steps.

- i. The request/concern should be justifiable;
 - ii. If possible, potential solutions should be offered;
 - iii. The RSEC will investigate the issue, including interviews with other affected lab users and on-site laboratory visits;
 - iv. Affected users will be asked to come before the RSEC for discussion of the request/concern.
 - v. The RSEC will issue a ruling according to tenets and policies outlined in Sections V – IX.
 - vi. The RSEC will issue its ruling no more than 30 days after receiving the request.
- c. If the involved parties are not satisfied with the RSEC's ruling, then the ruling can be appealed to the Dean of the College of Arts and Sciences.
- i. Anyone wishing to appeal must submit their request to the dean no later than 7 days after receiving the RSEC ruling.
 - ii. The dean will issue her/his ruling no more than 14 days after receiving the request.

XII. Evaluation of Space Use

1. At the beginning of each fiscal year (by September 1), each Lab Coordinator will provide the RSEC a list of projected activities and needs for the upcoming year.
2. By the end of each fiscal year (June 30), each Lab Coordinator will provide the RSEC with an activity report summarizing lab usage and descriptions of how needs were (not) met.
3. By the end of each fiscal year (June 30), the RSEC will use the above information to provide the Dean of the College of Arts and Sciences with an inventory of research space usage and available equipment as well as a list identifying the assignment of research space to specific investigators or programs.
4. The above data will then be used to evaluate current space allocations on a biannual basis. Space will be reallocated according to these findings following the guidelines provided in Sections V – IX above.
5. As new faculty members will continue to be hired in the coming years without a concomitant increase in research space, the RSEC will also work diligently with the Office of the Dean and with the Office of Research and Sponsored Programs to develop a plan for acquiring and renovating additional research space as necessary.

XIII. Meetings

Meetings shall be held monthly as needed. Similarly, the chair(s) may call special meetings as the need arises. The Committee chair(s) shall notify all Committee members of meeting times and locations.

FINAL

A draft agenda as well as any requests for research space shall be provided by the chair(s) to Committee members one week in advance of regularly scheduled monthly meetings. Minutes shall be taken for each meeting (regular or special) and shall be distributed to all Committee members for review at least one week prior to the next regularly scheduled meeting.

Reporting

After reviewing requests for research space, the Committee shall report its findings and make a recommendation to the Dean of the College of Arts and Sciences regarding the allocation or reallocation of research space. These recommendations shall be made to the Dean in a timely fashion after the meeting in which the deliberation took place.

The Committee shall also compile an annual report regarding its activity and submit it to the Dean of the College of Arts and Sciences by the end of the fiscal year. The annual report shall provide an updated inventory of research space utilization, any changes in the allocation of research space that occurred during the fiscal year, any recommendations for changes in space allocation based upon an evaluation of current space utilization, and any recommended changes in the guidelines regarding research space allocation.

Revisions to Guidelines

The Research Space and Equipment Committee may recommend revisions to the procedures presented herein. Such recommendations shall be submitted in writing to the Dean of the College of Arts and Sciences for approval. The Dean may in turn consult with the ex officio members of the Committee or other knowledgeable individuals before rendering a final decision on the recommendations. The decision of the Dean shall be transmitted in writing to the chair(s) of the Committee and the guidelines shall be revised accordingly.

* Adapted from guidelines developed by the Charles R. Drew University of Medicine and Science and by the College of Medicine, University of Arizona

Table of Contents

| | |
|--|-----|
| Space Request Form | A-2 |
| List of instrumentation residing in the College of Arts and Sciences | A-3 |

College of Arts and Sciences

Request for Research Space

Requestor's Name _____

Please fill out this form and forward to the chair of the Research Space Committee (Michael Parsons, mparsons@fgcu.edu).

Nature of the request:

___ initial space (i.e., you have no space currently)

___ more space for: newly funded research ___; student research ___; other _____

___ space reallocation

Type of space needed:

___ space for an instrument or other equipment

___ bench space

___ storage space

___ other _____

Functionality of space needed:

___ ecological/organismal

___ histological

___ analytical/instrumentation

___ wet or dry chemistry

___ molecular

___ flex space

___ microbiology

___ animal

___ human subjects

___ other _____

Briefly stated, why is this space needed? _____

| Instrument | Principal User | Location |
|---|-----------------------|-----------------|
| array imager | Isern/Michael | AB7 319 |
| Forte bio layer | Isern/Michael | AB7 319 |
| gene analyzer | Isern/Michael | AB7 319 |
| Teco micro array | Isern/Michael | AB7 319 |
| Typhoon imager | Isern/Michael | AB7 319 |
| ultra-centrifuge | Isern/Michael | AB7 319 |
| Fisher low temperature incubator | Isern/Michael | AB7 320 |
| floor incubator/shaker | Isern/Michael | AB7 320 |
| Max Q 5000 centrifuge | Isern/Michael | AB7 320 |
| mid sub-ambient incubator | Isern/Michael | AB7 320 |
| pass-thru autoclave | Isern/Michael | AB7 320 |
| pass-thru autoclave | Isern/Michael | AB7 320 |
| Thermo Sorvall RC6+ centrifuge | Isern/Michael | AB7 320 |
| Turner Model 10 AU Fluorometer | Parsons | AB7 320 |
| CO ₂ incubator | Isern/Michael | AB7 321 |
| CO ₂ incubator | Isern/Michael | AB7 323 |
| Olympus BX41 light microscope | Volety | AB7 326 |
| Olympus BX51 Epifluorescence/DIC Microscope | Parsons | AB7 326 |
| Olympus IX71 inverted microscope with epifluorescence | Volety | AB7 326 |
| PhytoPam | Thomas | AB7 326 |
| Microtome HM 325 | Volety | AB7 327 |
| TBS Tissue Embedder | Volety | AB7 327 |
| Fisher Low Temperature Incubator (2) | Volety | AB7 328 |
| New Brunswick C1 Platform Shaker | Volety | AB7 328 |
| Recirculating Water Bath | Volety | AB7 328 |
| Thermo 1300 A2 Biosafety Cabinet | | AB7 328 |
| Thermo 818 Algae Incubator | Parsons | AB7 328 |
| VWR Plant Incubator (current not working) | | AB7 328 |
| Water Baths | Volety | AB7 328 |
| Bran+Luebbe AA3 Nutrient Autoanalyzer | Loh | AB7 422 |
| Branson 3510 Sonicator | Coticone | AB7 422 |
| Harvey Sterile Max table top sterilizer | Loh | AB7 422 |
| Mettler Toledo top loading balance | | AB7 422 |
| Microbalance - Mettler Toledo | Loh | AB7 422 |
| MJ Research PTC-200 Thermal Cycler | Coticone | AB7 422 |
| Shimadzu TOC Analyzer | Loh | AB7 422 |
| Soxhlet Extractor | Rumbold/Loh | AB7 422 |
| Thermo Scientific muffle furnace | Loh | AB7 422 |
| Beckman DV 350 UV/Vis Spectrophotometer | | AB7 423 |
| Cary 6000i UV-Vis-NIR Spectrophotometer | | AB7 423 |

| | | |
|---|-------------------|---------------|
| Covaris 2000 | | AB7 423 |
| Dart mass spec | | AB7 423 |
| Drying Oven | McManus | AB7 423 |
| Fisher Isotemp Incubator | | AB7 423 |
| Flash 2000 Organic Elemental Analyzer | Loh | AB7 423 |
| Iatroscan MK5 | Volety | AB7 423 |
| Labconco Freeze Dryer | Volety | AB7 423 |
| Nippon MA-2 Mercury Analyzer | Rumbold | AB7 423 |
| Perkin Elmer AS-71 | | AB7 423 |
| Tecan genios pro plate washer | | AB7 423 |
| Thermo Aminco Bowman II fluorometer | | AB7 423 |
| Thermo-Finnigan LTQ LC-MS | Parsons | AB7 423 |
| Thermo-Finnigan Surveyor HPLC | Parsons | AB7 423 |
| Thermo-Finnigan Trace DSQ GC-MS | Loh | AB7 423 |
| Thermo-Finnigan Trace GC Ultra FID | Loh | AB7 423 |
| Microtox Analyzer Model 500 | Barreto | AB7 424 |
| Misonex Sonicator | Barreto | AB7 424 |
| Perkin Elmer LS55 Fluoroscan Spectrometer | Barreto | AB7 424 |
| Perkin Elmer Raman Station 400 Spectrometer | Barreto | AB7 424 |
| Shimadzu OV-2450 Spectrophotometer | Barreto | AB7 424 |
| Tecan Plate Reader | Barreto | AB7 424 |
| BioDoc-It Imaging System | Urakawa | AB7 449 |
| BioRad D-Code | Urakawa | AB7 449 |
| Boekel Shake-N-Bake Hybridizer Oven | Urakawa | AB7 449 |
| Caliper TurboVap 500 Evaporator | Loh | AB7 449 |
| CEM MarsXpress digesting microwave | Rumbold | AB7 449 |
| Drying Oven | Rumbold | AB7 449 |
| Eppendorf centrifuge 5810R | Volety | AB7 449 |
| Fisher centrifuge | | AB7 449 |
| Fisher Isotemp 220 water bath | | AB7 449 |
| Flow cytometer | Volety | AB7 449 |
| Flow Cytometer | Volety | AB7 449 |
| GeneSys 10vis spectrophotometer | | AB7 449 |
| Mettler Toledo AL204 balance | | AB7 449 |
| MP FastPrep 24 | Urakawa | AB7 449 |
| Precision water bath | Volety | AB7 449 |
| Turner Trilogy Fluorometer | Parsons | AB7 449 |
| Olympus BX41 microscope with epifluorescence | Volety | Vester |
| Denver APX-2001 top loading balance | | WH 105 |
| Ohaus Pioneer top loading balance | | WH 105 |
| Olympus SZX12 compound microscope | Tolley | WH 105 |
| Perceival Environmental Chambers (4) | Cruz-Alvarez/Ueda | WH 105 (hall) |
| Fisher Isotemp 3006D chiller (2) | Tolley/Erdman | WH 110 |

| | | |
|---|-------------------|---------------|
| Johnson & Johnson Clinical Diagnostics blood analyzer | Erdman | WH 110 |
| Parr 6300 Bomb Calorimeter | Tolley | WH 110 |
| Thermo Neslab RTE17 - heater/chillers (2) | Tolley/Erdman | WH 110 |
| Vapro 5520 vapor pressure osmometer | Tolley/Erdman | WH 110 |
| Fisher Drying Oven | | WH 126 |
| Hobart Tissue Emaciator | | WH 126 |
| Precision Drying Oven | | WH 126 |
| Shandon Citadel 1000 Tissue Processor | Volety | WH 126 |
| Denver APX-1502 top loading balance | | WH 127 |
| Mettler Toledo AL204 balance | | WH 127 |
| Retco GM200 Tissue Grinder | | WH 127 |
| Fisher Isotemp Oven | | WH 237 |
| Leica Petrographic microscope (2) | | WH 237 |
| MALVERN Master Sizer 20000 counter | Savarese | WH 237 |
| Olympus BO61 | Savarese | WH 237 |
| Wild M32 Petrographic microscope | Savarese | WH 237 |
| Fisher Isotemp Incubator (2) | | WH 237 (hall) |
| So-Low -80 freezer | | WH 237 (hall) |
| Thermo -80 freezer | | WH 237 (hall) |
| Thermo Precision drying oven | | WH 237 (hall) |
| Stereoscope | | WH 242 |
| Beckman Coulter Avanti J-20 XP | | WH 263 |
| BioRad Mycycler Thermal Cycler | | WH 263 |
| Boekel Microcooler II | Ueda | WH 263 |
| Edvo Cycler | Cruz-Alvarez | WH 263 |
| Eppendorf 5417C centrifuge (2) | Ueda/Cruz-Alvarez | WH 263 |
| Fisher Isotemp Block Heater | Ueda/Cruz-Alvarez | WH 263 |
| Fisher Isotemp Incubator | Ueda | WH 263 |
| IEC Micro-MB centrifuge | | WH 263 |
| Labconco Biosafety Cabinet | | WH 263 |
| Lab-Line Biotronette Mark III Environmental Chamber | | WH 263 |
| New Brunswick C2 Platform Shaker | Cruz-Alvarez | WH 263 |
| New Brunswick C25 Incubator Shaker | Ueda/Cruz-Alvarez | WH 263 |
| Nikon light microscope | | WH 263 |
| Precision water bath (2) | | WH 263 |
| Revco -80 freezer | Ueda/Cruz-Alvarez | WH 263 |
| Roche LC Carousel centrifuge 2.0 | | WH 263 |
| Roche Light Cycler 2.0 | | WH 263 |
| Stovell "The Belly Dancer" Hybridization water bath | Ueda/Cruz-Alvarez | WH 263 |
| Thermo Hybrid PCR PX2 Thermal Cycler | Ueda | WH 263 |
| Thermo Savant DNA120 SpeedVac Concentrator | Ueda | WH 263 |
| Tuttnauer Value KLAVE 1730 autoclave | Ueda | WH 263 |
| BioTek Synergy HT Plate Reader | LaGier, A. | WH 264 |

| | | |
|---|-----------|--------|
| Boekel Model 260350 Rocker II | | WH 264 |
| IEC Micro MB centrifuge | | WH 264 |
| Olympus BMAX 60 Epifluorescence/DIC Microscope | Parsons | WH 264 |
| Olympus BMAX 60 SKY microscope | | WH 264 |
| VWR block heater | | WH 264 |
| VWR Plant Incubator | | WH 264 |
| Airclean 600 workstation | | WH 265 |
| BHG 2320 centrifuge | | WH 265 |
| BioRad MJ Mini Personal Thermal Cycler | LaGier, M | WH 265 |
| Clone Zone | | WH 265 |
| Coy Anaerobic Chamber | LaGier, M | WH 265 |
| Denver APX 200 balance | | WH 265 |
| Denver XS-2100 top loading balance | | WH 265 |
| Dynex MRX Revelation Plate Reader | | WH 265 |
| Eppendorf centrifuge 5415C | | WH 265 |
| Hamilton Bell VanGuard V6500 microfuge | | WH 265 |
| IEC Micro MB centrifuge (2) | | WH 265 |
| Imperial III incubator | | WH 265 |
| Lab Guard Class II Biosafety cabinet | | WH 265 |
| Olympus BX40 light microscope | | WH 265 |
| QL Model 12-140 incubator | | WH 265 |
| Thermolyne Series 5000 CO2 incubator | | WH 265 |