



RESEARCH SPACE ALLOCATION POLICY AND PROCEDURES

Initial discussions

Research space needs are expected to be initially discussed with Deans, Associate Deans Research (ADR), School Executive Directors, Departmental Heads, and Research Cluster Leaders.

If these needs are not resolved through these initial discussions, then research space needs will be resolved by the University of Saskatchewan (USask) Health Sciences using the USask Health Sciences Research Space Allocation Policy and Procedures.

Purpose

It is the goal of the USask Health Sciences to maximize the use of all space within the Health Sciences Building while simultaneously supporting faculty in their roles as teachers, mentors, and researchers, plus their highly qualified personnel (HQP) in their roles as learners and future researchers.

Background

The USask Health Sciences, under the leadership of the Associate Provost, Health, and in consultation with USask Health Sciences Research Advisory Committee (RAC) and USask Health Sciences Research Space Governance Committee (RSGC), is responsible for the day-to-day administration of all research space in the Health Sciences Building and for any changes in research space allocation or policy. USask Health Sciences has final approval on all space allocations, including research space allocations for faculty, HQP, and academic professionals in the Health Sciences Building.

USask Health Sciences has established procedures for the allocation and reallocation of research space in a building designed with collaboration in mind. Available space is a finite resource. As such, a policy that allows research efforts to flourish via a fair and transparent research space allocation procedure is crucial.

Policy

Eligibility for the assignment of research space will be based upon the review of a clear research plan that is backed with sufficient funding to provide confidence in the sustainability of the research project.

Research space allocation decisions will consider the suitability of available space(s) for the proposed research projects as well as, if applicable, co-location with colleagues (in accordance with the cluster concept for collaborative use of research labs). If such co-location is not possible, or the applicant is not a member of a research cluster, suitable bench space or office space will be provided in other research areas where capacity exists.

To ensure that research space is not idle, research space will be allocated on an as-needed basis and *not* in anticipation of a future need. As such, research space will be reallocated when projects are completed or when HQP have concluded their appointment.

Future needs will be discussed annually with Deans, Associate Deans Research, School Executive Directors, Departmental Heads, and Research Cluster Leaders. The assignment of a specific desk or bench space will be based on justification of need.

Wet lab space

Wet lab bench space sufficient for conducting and completing supervised research projects will be made available to eligible researchers and their HQP.

Dry lab space

Dry lab space will be made available as appropriate to eligible researchers and their HQP. In many cases, dry lab research will require access to a shared workspace where analytical or computational tools are available for use by multiple researchers and their HQP.

Procedure

To be considered for research space within the USask Health Sciences Building, faculty members or research supervisors must complete USask [Health Sciences Building Research Space Application Form](#) (located on the Health Sciences website) in consultations with their Dean, Associate Deans Research, School Executive Director, Departmental Head, or Research Cluster.

USask Health Sciences will review requests with relevant cluster leads, Departmental Heads, School Executive Directors, Associate Deans Research or Deans as appropriate. USask Research Advisory Committee (RAC) will meet bimonthly to discuss research priorities, needs and utilization of research facilities, and challenges or issues concerning the allocation of research space.

Matters to be considered in the allocation of research space needs include:

- the nature of the research and its placement within health science research clusters.
- placement for individuals not affiliated with health science research clusters.
- specific requirements of the research and the duration of the project.
- personnel who hold positions at USask and require research space.
 - **NOTE:** New faculty are deemed to have priority in the assignment and location of research space.
- research funding available for the establishment and continuity of the research project.

Matters *not* considered relevant in the allocation of research space include:

- historical allocation of research space and its location.
- historical usage of research laboratory space.
- faculty seniority
- measures of research activity other than actual requirements based upon existing personnel and their research projects.

To facilitate the management of the researcher, and/or HQP shared space, USask Health Sciences will:

- annually review research space assignments with cluster leaders, Department Heads, School Executive Directors, Associate Deans Research and Deans
- maximize the efficient use of space by making changes in space assignments to best meet the needs of research clusters and individuals not affiliated with research clusters.

The allocated research space will become available for reallocation when:

- research projects are completed.
- the researcher and/or HQP are no longer utilizing their assigned space or have left the university.
- funding or resources become unsustainable and research projects are suspended or terminated. Where new projects are considered a continuation of a program of research, these will be considered a priority in the allocation of freed-up space.

Advance consultation

Where researchers intend to submit large grant requests to facilitate significant expansion of research space needs, they should consult with USask Health Sciences in order to provide sufficient planning time to accommodate a future request. Should such proposals be successful, the Health Sciences will develop a strategy for meeting increased requirements as the research program(s) grow.

Likewise, when units initiate searches for new faculty members, the potential research needs of a successful candidate should be brought to the attention of the Health Sciences. During negotiations with the selected candidate, the Health Sciences should be consulted to enable the allocation of space appropriate to needs.

Approved by RAC: December 7, 2021