

Title: Research Space Use Guidelines	
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Authorizing Title: Vice-President, Research	
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Reference: [Policy and Procedure Office Use Only]	

Introduction

Research space is a common resource and does not belong to specific Research programs. The purpose of the Research Space Use Guidelines is to ensure effective and efficient use of all research space in accordance with the St. Michael's Hospital Space Allocation Policy.

Guidelines

Workspace/Office Allocation Guidelines:

1. The following individuals are eligible for a dedicated Research Office space:
 - a. Those Managers or Directors who supervise employees, being directly responsible for the budgets used to pay those salaries.
 - b. Scientists, as defined in the "Policy and Procedure Regarding Appointments to the Li Ka Shing Knowledge Institute", who do not already have an office in a clinical setting
 - No individual will have more than one office
2. The following individuals are eligible for a workstation in an open concept setting:
 - a. Full-time employees and graduate students who do not supervise others
 - b. Scientists who have another off-site office
3. Part time employees who are on site greater than 50% of the time are eligible for a dedicated office or workstation. Part time employees who are on site 50% of the time or less will be required to share/rotate offices or workstations.
4. If available, shared offices may be considered for those individuals who:
 - a. Require a high degree of concentration
 - b. Frequently discuss sensitive materials such as confidential patient information (i.e.: biostatisticians, some research coordinators)

Laboratory Space Allocation Guidelines:

1. The following individuals are eligible for 6' of wet bench space:
 - Full time employees and graduate students from a recognized academic institution, doing wet bench research and spending greater than 50% of time on site

2. The following individuals are eligible for write-up space:
 - Full time employees and graduate students from a recognized academic institution, doing wet bench research and spending greater than 50% of time on site
3. Part time employees and graduate students who spend less than 50% of time onsite will be required to share/rotate 6' of bench space with other appropriate part time employees/students
4. Part time employees/students who spend less than 50% of time on site will be required to share/rotate write-up space with other appropriate part time employees/students

Process

1. Research Space decisions will be made by the procedure outlined in the Space Decision Making Mechanism
 - a. Research Space requests are submitted to Research Facilities.
 - b. These requests are evaluated and recommendations are made to the appropriate Director (Wet or Dry Bench)
 - c. The Director, in consultation with the Vice-President, Research, provides approval for space requests and changes
2. Research space utilization will be monitored annually by Research Facilities in consultation with the Research Executive.
3. Significant Research space decisions, approvals, adjustments, and plans will be reviewed by the Hospital's Master Plan Steering Committee

References

Space Allocation Policy, Master Plan Steering Committee

Revision #	Effective Date(s)	Next Review	Author or Reviewer
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