

GUIDELINES
for
ALLOCATION & MANAGEMENT of RESEARCH SPACE

A. INTRODUCTION

University space allocated in support of research and creative activities will be managed consistent with the MSU Space Management Policy (<http://www.montana.edu/policy/space-management/>) in alignment with recommendations and priorities listed below. Thoughtfully organized and assigned, research space will help unite faculty, students and staff in synergistic environments which optimize collaborations, while providing an optimal mix of lab, studio, office, and core equipment spaces. Proper balance of these spaces is essential in fulfilling the diverse and critical needs of Montana's land grant university; research, education, outreach, and service. It is recognized that quality research space is necessary to recruit, retain, and develop MSU's faculty, staff and students to their fullest potential. It is also recognized that inefficient use of research space limits our ability to invest financial resources in research. The University thus must be able to assign, or re-assign, an appropriate quantity and quality of space based upon current usage, greatest need, productivity, and strategic priorities.

B. PRINCIPLES

1. Research space encompasses all space that is primarily intended and used for conducting research and creative activities including space designated for:
 - a. Specific research or creative activities projects;
 - b. Training of individuals in research or creative activities techniques;
 - c. Functions that support research or creative activities such as animal care and use or irradiation; and
 - d. Spaces that directly serve one or more research or creative activities labs as an extension of the activities in those labs.
2. The Vice President for Research and Economic Development (VPRED) will convene and chair a Research Space Committee consisting of the Provost, Deans and other constituent representatives deemed appropriate by VPRED (e.g., Deans, Dept Heads, unit heads/directors).
3. The University Space Management Committee (SMC) delegates to VPRED, in conjunction with the Research Space Committee, the responsibility to manage the inventory of university research space allocated in support of research and creative activities. Allocations will be consistent with university policy and the principles set forth by the SMC and internal guidelines, principles and processes developed by VPRED, in conjunction with the Research Space Committee. Assignments of research space will be reviewed by VPRED and presented to the President for final approval.
4. It is incumbent upon the Research Space Committee, in conjunction with VPRED, to prioritize the assignment of research space in the best interests of MSU research and creative activities consistent with the university Space Management Policy and research space priorities listed in Section C below.
5. In order to meet the need of research and creative activities, VPRED, with the advice of Research Space Committee, is authorized to lease or rent space from non-university land owners/lessors, in accordance with university policy governing Real Property Leases.
6. All issues, conflicts, and appeals regarding research space will be presented to the VPRED. Solutions should be presented beginning with the department/unit level, then the college level, and finally VPRED.

7. Whenever possible, space will be assigned with consideration for program proximity, adjacency, continuity, interdisciplinary research collaborations and the associated costs.

C. PRIORITY HIERACHY

1. High-impact and mission-oriented research and creative activity.
2. Research and creative activities supported by external funding (non-University sources).
3. Assistant Professors as well as faculty who have current external funding or who have had external funding during the previous three-year period.
4. Faculty who have a productive research program and have optimally utilized assigned research space during the previous three-year period.
5. Research and creative activities involving doctoral students.
6. Research and creative activities involving postdoctoral trainees, professional degree students, master degree students, visiting scientists, or other research staff.
7. Research and creative activities involving undergraduate students.
8. Research and creative activities at the interface of classroom teaching.

D. PROCESS

1. The Research Space Committee will:
 - Advise VPRED regarding research space issues.
 - Review and make recommendations regarding research space requirements/allocations that cannot be fully met within and between colleges.
 - Review the research space inventory and allocations as reported by unit heads and Deans annually.
 - Other duties as assigned by VPRED.
2. VPRED will report the results of the research space inventory and space allocations to the university SMC annually.
3. VPRED will maintain an overall inventory of space allocated by the university in support of research and creative activities. VPRED, with the advice of Research Space Committee, will assign, manage, and periodically review all such research space assignments.
4. Unit heads/directors will solicit research space requests and review space allocations within their units annually and report results to VPRED and the Research Space Committee.
5. Deans will review research space requests and allocations for units within their colleges and report results to VPRED annually.
6. Research space requirements/allocations that cannot be fully met within and between Colleges will be brought before VPRED and the Research Space Committee.
7. Final allocation of space can be appealed by impacted parties and will be reviewed by the SMC, with consideration of recommendations made by VPRED, and Research Space Committee.