

WORQSpace Questions & Answers

Based on questions asked during training sessions, phone bank, and e-mail

GENERAL

Q. What is the WORQSpace Gateway?

A. It is a collection of resources provided for WORQSpace users (e.g., instructions, user manual, frequently asked questions and answers, appendices, etc.) Go to www.utexas.edu/business/worqspace.

Q. In WORQSpace, what is the difference between the Export to Excel and the Room Detail Report download selections?

A. Export to Excel is presented in the same format as shown on the Search Results page. The Room Detail Report contains additional detailed room-use data for each individual room.

Q. Did you make the download function compatible with a Mac?

A. The download function works on the Mac OS X platform. The download file is an Excel spreadsheet (.xls), so you will need to have Mac Office (Excel:Mac) or compatible software.

TIMELINES

Q. What is the deadline for making changes to fiscal year (FY) 2006/2007?

A. The lockout period for changes to FY06/07 and certification deadline is August 8, 2007. **(This has been extended to August 15, 2007.)**

Q. Will the deadline be the same every year?

A. No.

Q. Is the space survey an annual process?

A. Yes, there will be a review and certification at the end of each fiscal year. Departments are expected to update the data year-round whenever significant room changes occur rather than waiting until the end of the year. This is not intended to burden departments. It is not necessary to frequently interview principle investigators to determine if the functional use makeup of rooms has changed. If lab assignments change, you should update the primary person.

Q. Can I make updates throughout the fiscal year?

A. Updates can be made throughout the current fiscal year to alleviate the review and certification process by fiscal year-end.

Q. How do you account for the 13th month?

A. WORQSpace doesn't have a 13th month. You may update data for a fiscal year until a lockout date is set. During the administrator review time period, an administrator can make updates on your behalf if it is significant to year-end reports. If not, you will need to copy the data into a new time period that begins after the lockout date and correct the data going forward.

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WORQSPACE DATA BOXES

Square Footage/Size

Q. Does each room have to be individually measured when verifying room square footage?

A. No, each room does not have to be separately measured. You only need to measure the room if the area is obviously incorrect. Space coordinators should double check square footage. Square footage for most university-owned or occupied buildings is automatically calculated from the room's Computer-Aided Design (CAD) drawings. If you find the actual square footage of a room is significantly different from WORQSpace, add comments in WORQSpace and send an e-mail to worqspace@austin.utexas.edu to request that it be updated. In this case, you would need to provide the correct square footage and other relevant information that you have on renovations that impacted the room.

Q. Can we change room size in the Comments section, or do we have to send an e-mail?

A. You should do both. The e-mail alerts Facilities Management that a CAD update is needed. The comments in WORQSpace let users know the size is incorrect.

Capacity

Q. What does capacity mean?

A. This is the number of people that can fit into a room according to the University Fire Marshal. It is not the number of people who can work in a room comfortably.

Q. Who determines room capacity?

A. Contact Roosevelt Easley with Fire Prevention Services by phone at (512) 471-7989 or by e-mail at reasley@mail.utexas.edu.

Q. Do all rooms require a value in the Room Capacity box in WORQSpace?

A. No. Appendix A – Room Type Code Listing shows which room types (marked with double asterisks) require a value in the Room Capacity box. Typically this would include classrooms and conference rooms. Offices are an example of a room type that does not require a room capacity value.

Q. Is the primary person's contact information available in WORQSpace?

A. No.

BASIC ROOM CODING

Q. How should rooms that are currently under construction or being renovated be categorized in WORQSpace if the purpose of the room is not changing?

A. Rooms that are not occupied should be coded as follows:

- Vacant due to renovation – Assign 5055-003 (Alternate or conversion area)
- Vacant due to lack of use – Assign 5055-002 (Inactive area)

Rooms that were unoccupied during the year due to renovations should be coded with:

- Room type 0600 (Alternate or conversion area) and a functional use code (if known) that will exist after the renovation is complete
- Room type 0600 and function VAC-04 if the future function is not known

Rooms that were available for use but unused should be coded with:

- Actual room type and function code VAC-04.

Q. How do I change space currently listed in WORQSpace as nonassignable?

A. An official change request must be submitted in order to update space. To change nonassignable space, submit a Non-Assignable Space Usage Request to worqspace-fm@austin.utexas.edu.

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Q. Do we need to record the principle investigator (PI) or *all* researchers in a large research space?

A. WORQSpace is not intended to capture all individuals working in a research space. It is necessary that all PIs who control the activity in the space be identified as primary persons because this creates a connection to their projects. If the research room is a common area used by many PIs to support their research, rather than the PI's primary lab, then the primary person can be a PI who is a significant user.

FUNCTIONAL USE CODING

Q. How should offices used by individuals that are primarily funded by organized research dollars be treated?

A. It's important to account for the non-organized research activities that a researcher conducts in their office. For example, a principal investigator probably uses their office to answer request for proposals (RFP), meet with students, conduct their various administrative responsibilities, etc. Federal government reviewers will often review offices that have been classified as 90% - 100% organized research and ask these principal investigators how much time they spend on the non-research activities outlined above. The answer they receive from the PI is almost always more than what was recorded in the room usage allocation.

The same standard should be applied to graduate student offices, however, it is understood that they probably have much less administrative responsibilities.

Q. If all occupants of a room are 100% funded on organized research grants can I classify the room use as 100% organized research?

A. Federal Costing Consultants (FCC) strongly advises against classifying any room as 100% organized research. 100% is an absolute statement. We are essentially telling the Federal government reviewers that at a no time during the year did any person spend anytime at all in the room working on a non-organized research activity. The first thing these reviewers do when looking at the results of a space survey is locate any room the University classified as 100% organized research. They will then go to that room and asked the Principal Investigator for a list of all people that used that room. It has been my experience that often the reviewers will be able to find one or two room occupants who will indicate that they spent a small portion of their time working on non-organized research activities. Once the reviewers have discovered this type of situation they can question the validity of the space survey.

FCC feels it is a better strategy to classify these types of rooms as 95% organized research and 5% instruction. This gives the University a better negotiating position if and when the reviewers discover occupants in a room who were working on a non-organized research activity.

Q. How should "shared rooms" used by the entire department for *research activities* (e.g., equipment rooms, dark rooms, freezer rooms, etc.) be classified?

A. The University should classify these types of "shared rooms" using the same room use percentages as were used for the labs that benefit from these "shared rooms." For example if the labs that surround the "shared room" are classified as 95% organized research then it makes sense that the "shared room" should also be classified as 95% organized research unless there are some extenuating circumstances that dictate that would not be accurate.

Note: Conference rooms should be classified based on what types of functions are performed in the room. A general estimate is fine for purposes of this allocation.

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Q. How should the University handle situations where the person's percent of effort on an organized research grant is considerably higher than their funding on the grant?

For example, a graduate student spends 90% of their time working on an organized research grant but the grant only pays 50% of their salary with the other 50% funded by the department's general fund.

A. The University should classify the room usage based on the person's percent of effort on the grant (this would be 90% for the example provided above). The difference between the percent of effort (90%) and the percent of funding (50%) is a cost sharing issue that UT will handle separately in the F&A proposal.

Q. How should faculty offices be categorized for a researcher that currently does not have any sponsored research funding?

A. Departmental research should be used for research activities in the room. If the room has other uses such as instruction or departmental administration, those functions should also be included with their percent allocations.

Q. How do you code rooms that are locally funded?

A. If the university receives local funding for research, the rooms should be classified based on what types of activities are being funded. Generally, the rooms will be coded with departmental research.

Q. When can internally-funded research be considered organized research?

A. To be considered organized research, there must be a specific research project that the department requests proposals for, similar to the request for proposals done by external funding agencies.

Q. Are start-up funds considered organized research if there's an internal application process?

A. No. Start-up funds are generally used for recruiting purposes (purchasing equipment and setting up labs). While start-up funds sometimes have an application process, it is not typically considered research (**see previous question**). If start-up funds are being used to perform research, then it should be coded as departmental research.

Q. How should laboratories be classified?

A. When determining how to classify laboratory space, the activities occurring within the laboratory need to be reviewed. The majority of nonclassroom research laboratory space will likely be classified as organized research, but the space coordinator must also determine if the level of activity is classified as instruction or departmental research.

Q. How do you classify an office for a researcher when start-up funds are utilized to recruit and the person is not working on any sponsored projects?

A. The office should be classified as departmental research if they are doing research with start-up funds.

Q. How should a break room, lounge, copy room, or supply room be classified?

A. 100 percent department administration

Q. How should the offices occupied by the business officer, financial analysts, or Contracts & Grant administrators be classified?

A. 100 percent department administration

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Q. How should a conference room be classified?

A. Conference rooms should be classified as 100 percent departmental administration unless a portion of the conference room is utilized specifically for another activity. Then, a percentage of the space can be classified appropriately.

Q. How should a classroom be classified?

A. Classrooms are 100 percent instruction.

Q. How should an equipment room be classified?

A. Equipment rooms that have instruments and machinery used to support experiments/analysis performed in a laboratory should be classified utilizing the same classification as the laboratory it supports. Similarly, nonresearch related equipment rooms should be coded the same as the activities they support.

Q. How should a machine shop be classified?

A. If the machine shop charges for its services externally, then it is a service center and should be classified as other institutional activities; however, if the machine shop services are used and funded by sponsored projects, then it should be primarily coded as organized research.

Q. How should a faculty office be classified?

A. If a faculty member receives sponsored research contracts or grants, a percentage of the office space should be classified as organized research. A portion of the office space should be classified as departmental administration if the faculty member writes Requests for Proposals (RFPs) or performs other administrative functions in the office. Classify a portion of the office space as instruction if the faculty member teaches courses.

Q. How should a graduate student (GRA) office be classified?

A. An office for GRAs can be classified into three categories: organized research, instruction, or departmental administration. Determine the activities the GRA is performing. For example, if the GRA is paid 50 percent on a grant, spends 70 percent of the time on research, and 30 percent on thesis writing, then the space is classified as 70 percent organized research and 30 percent departmental administration.

Q. How should public education and outreach offices be classified?

A. Public education and outreach offices should be classified as either Other Sponsored Activities (OSA-31 to 35) or Other Institutional Activities (OIA-31 to 35) depending on funding. Code it as OSA if funded externally and OIA if funded internally.

OTHER

Q. What is an RFP?

A. Request for Proposals