

THECB and Facilities & Administrative Space Use Survey Instructions

(May 2008)

v 2.0

**Survey Timeframe:
May 1, 2008 through August 31, 2008**

**Certification Deadline:
August 31, 2008**

**WORQSpace Help:
worqspace@austin.utexas.edu**

THECB and Facilities & Administrative Space Use Survey Instructions

The University of Texas at Austin requires a space use survey each year for Texas Higher Education Coordinating Board (THECB) reporting and Facilities & Administrative (F&A) rate calculation for sponsored projects.

The F&A survey is the process by which the uses of an institution's facilities (e.g., rooms) are identified and classified.

- For F&A purposes, the classifications are entered according to definitions contained in OMB Circular A-21.
- For THECB purposes, the classifications are entered according to the THECB Facilities Inventory Classification and Procedures Manual, August 2001.

THECB uses the data:

- as part of their review process in the consideration of proposals for facilities projects that would generate new space.
- for the allocation of the Infrastructure Formula Funds and in the evaluation of requests for Tuition Revenue Bonds.

The Office of Accounting uses the data collected:

- to calculate the proposed facility-related components (buildings, equipment, and operations and maintenance) of the F&A Rate that are allocated based on space-usage information.
- to provide a defensible basis for the negotiation of the final F&A Rate with the Department of Health and Human Services (DHHS).

The objective of these surveys is for the University to recover the cost of the facilities to the extent those costs support sponsored programs, to obtain an appropriate amount of formula funding in State Legislative Appropriations, and to optimize use of its limited space resources.

Accurate and complete data is vital to a fair assessment by THECB and DHHS. Inaccurate data could have a significant financial impact on the university.

Departmental Space Coordinator Responsibilities

Two different types of space coordinators will be involved in these processes, one for the actual department and one for the official department; each has specific responsibilities.

Space Coordinator for the Actual Department

The space coordinator for the actual department is responsible for updating all data except for the official department box and is responsible for certifying the accuracy of the data at the end of each fiscal year.

Space Coordinator for the Official Department

The space coordinator for the official department is responsible for reassigning rooms in WORQSpace. In the past, the Office of Information Management and Analysis (IMA) has been responsible for updating the IMA building and room inventory system (*ISFACL) with room ownership changes. Initial room ownership assignments will continue to be made by the provost through IMA. For rooms that have already been assigned, WORQSpace will allow the official

department space coordinator to reassign ownership of the room to another department without IMA intervention.

Overview of WORQSpace Data Boxes

Room Assignments

Official department. An official department is a department that the provost has officially designated as the owner of a room. While departments don't actually "own" the rooms, this term has been chosen to differentiate between departments that assign rooms for use from the departments who actually use them.

Actual department. An actual department is a department that the official department has designated as the manager of a room. In most cases the official department and the actual department are the same. In some cases, the college may maintain ownership but assign the rooms to their departments to manage. The actual department data is used for THECB reporting.

Room Attributes (Characteristics)

Room type. The room type is the classification that designates the primary purpose of a room, such as general purpose classroom, non-class (research) lab, faculty office (tenure), and office (director/dean/chair).

Square footage. The square footage of a room is its area. For most university owned or occupied buildings, it is automatically calculated from the CAD drawings of the room. For other buildings, primarily off campus and leased space where CAD drawings are not available, it is derived from the best source available.

Capacity. The capacity of a room is the number of individuals the room will accommodate based on the configuration and use of the room.

Room Use

Occupying department(s). Occupying departments are all department(s) that actually use a room.

Primary person(s). Primary person(s) are the individual(s) associated with each occupying department that direct or control the activity in a room.

Functional use(s). Functional use(s) are the activities performed in the room, grouped by the primary person that controls them. The functional use codes in WORQSpace incorporate both the THECB functions and the OMB Circular A-21 functions required for the F&A Rate.

Time Periods (Time-Slices)

The room data in WORQSpace is a continually updated system that captures data by time periods, sometimes referred to as “time-slices”. The initial time period has a start date and an open end date. Once the data for the room has been entered into this time period, no additional entries are needed until the data changes ownership, attributes, or use. When changes occur, the time period is closed and a new open-ended time period is created with the new data.

Time periods can and do cross fiscal years; however, once the update period for a past fiscal year has ended, a lockout date will prevent further updates to a time period that has any days in that fiscal year. After that, any changes to a room’s information will require the creation of a new time period that starts in the open fiscal year.

Survey Process

The actual department space coordinators’ responsibilities are to:

1. Complete the Survey
 - Step 1. Download a report of all rooms
 - Step 2. Review funding and other related reports provided for your review
 - Step 3. Walk the space, interview the users of the space, and note changes that need to be made on the report
 - Step 4. Enter the updates into WORQSpace
 - Step 5. Certify the Data
2. Answer questions from IMA and OA as they review the data, as necessary
3. Select departments will meet with external consultants to review the data, as necessary
4. Select departments will meet with the DHHS personnel during their audit of the space data, as necessary

The Office of Accounting’s responsibilities are to:

- Review the data for reasonableness
- Contact space coordinators with questions that are raised by the review
- Monitor that all departments have completed and certified their data.
- Bring in external consultants after survey is complete to validate the data for departments with significant research and schedule their meetings with space coordinators
- Submit the F&A Rate Proposal to DHHS by year end
- Respond to DHHS requests for additional information as they audit the data that supports the proposal
- Schedule DHHS auditor visits with Space Coordinators
- Negotiate the final F&A Rate with DHHS

The Office of Information Management and Analysis’ responsibilities are to:

- Review the data for reasonableness
- Contact space coordinators with questions that are raised by the review
- Prepare and submit the THECB Facilities Report in October

Space Information Available for University Departments

WORQSpace and the data captured in WORQSpace will be available to university departments on a year-round basis. In addition, Information Quest (IQ) cubes and reports will be built to provide access to space information and to assist university leadership with managing their space.

Support Services

WORQSpace questions should be directed to worgspace@austin.utexas.edu. These questions will be logged and routed to the individuals with the expertise to answer them.

Resource Information Available On-line in WORQSpace Help and in this document

Appendix A – Room Type Codes Listing
Appendix B – WORQSpace Functional Use Codes and Definitions
Appendix C – OMB Circular A-21 Function Definitions
Appendix D – Frequently Asked Questions about Functional Use Coding

WORQSpace Reference Manual

Provides detailed instructions for how to navigate and make updates in WORQSpace.

Detailed Instructions for the Actual Department Space Coordinator

The actual department space coordinator is responsible for updating all data fields except for the **Official Department** box and is responsible for certifying the accuracy of the data at the end of each fiscal year. This section will give detailed instructions on downloading reports, verifying room information, and certifying data.

NOTE: This handout does not cover entering updates into WORQSpace. The WORQSpace reference manual provides step by step instructions on navigating and updating WORQSpace.

Step 1. Download a Report of All Your Rooms

To download the report:

1. Perform a search by Actual Space Coordinator in the Advanced Search Page.
2. Select the Room Detail report at the top of the Search Result Page.
3. Save the document.

ROOM ID	ROOM TYPE	ROOM TYPE DESCRIPTION	START DATE	STOP DATE	DEPT %	OCCUPYING UNIT	OCCUPYING DEPARTMENT	P1% PRIMARY PERSON	FUNC % USE	FUNCTION DESCRIPTION	CALC SQFT	FI SUBTOTAL	ASSN SQFT	TEMP UNASSN	CUSTY MECH	CIRC CONST	TOTAL ROOM SQFT				
14	0399-01-1.234	3105	RESEARCH STAFF OF	01-SEP-06		70	5104000	DEPARTMENT OF TRAINING	100	IMA MADEUP	100	OR-22	ORGANIZED RESEARCH	9100	91	130	130	130	130	130	130
15	0399-01-1.234	3105	RESEARCH STAFF OF	01-SEP-06		30	5199000	DEPARTMENT OF EXAMPLE	55	GINGER SNAPS	60	OR-22	ORGANIZED RESEARCH	1287	21	130	130	130	130	130	130
16	0399-01-1.234	3105	RESEARCH STAFF OF	01-SEP-06		30	5199000	DEPARTMENT OF EXAMPLE	45	ROSETTA STONE	40	DR-22	DEPARTMENTAL RESEARCH	859	21	130	130	130	130	130	130
17	0399-01-1.234	3105	RESEARCH STAFF OF	01-SEP-06		30	5199000	DEPARTMENT OF EXAMPLE	45	ROSETTA STONE	100	DA-46	ACADEMIC ADMINISTRATION	1755	18	130	130	130	130	130	130

Room Detail Report

About the report. Basic room information, such as room ID, room type, and time period, is displayed in the first set of columns (shown below in detail).

	A	B	C	D	E
10					
11	ROOM ID	ROOM TYPE	ROOM TYPE DESCRIPTION	START DATE	STOP DATE
12	Current Time Period				
13	0399 - OLD MAIN				
14	0399-01-1.234	3105	RESEARCH STAFF OF	01-SEP-06	
15	0399-01-1.234	3105	RESEARCH STAFF OF	01-SEP-06	
16	0399-01-1.234	3105	RESEARCH STAFF OF	01-SEP-06	
17	0399-01-1.234	3105	RESEARCH STAFF OF	01-SEP-06	

Basic Room Information

Functional use by department and primary person are displayed next. In the example, Units 5104000 and 5199000 occupy the space on a 70-30 percent time split. Within 5104000, employee Ima Madeup occupies the space 100 percent of the time for organized research purposes. For 5199000, the space is further split between Ginger Snaps and Rosetta Stone. For even more detail, Ginger's use of the space is 60% OR and 40% DR.

	F	G	H	I	J	K	L	M
10								
11	DEPT %	OCCUPYING UNIT	OCCUPYING DEPARTMENT	PI %	PRIMARY PERSON	FUNC %	FUNC USE	FUNCTION DESCRIPTION
12								
13								
14	70	5104000	DEPARTMENT OF TRAINING	100	IMA MADEUP	100	OR-22	ORGANIZED RESEARCH
15	30	5199000	DEPARTMENT OF EXAMPLES	55	GINGER SNAPS	60	OR-22	ORGANIZED RESEARCH
16	30	5199000	DEPARTMENT OF EXAMPLES	55	GINGER SNAPS	40	DR-22	DEPARTMENTAL RESEARCH
17	30	5199000	DEPARTMENT OF EXAMPLES	45	ROSETTA STONE	100	DA-46	ACADEMIC ADMINISTRATION

Functional Use Information

CALC SQFT and TOTAL ROOM SQFT are displayed at the end of the report. CALC SQFT shows the area used by each unique Unit-Person-Function combination. So even though Ginger has more space allocated to her functions (12.87 sqft for Function OR-22 and 8.58 sqft for DR-22 for a Grand Total of 21 sqft), Rosetta's function of Academic Administration has more area since that function isn't competing with another function (17.55 sqft dedicated to Function DA-46).

	N	O	P	Q	R	S	T	U
10		NET ASSIGNABLE	UNASSIGNABLE					
11	CALC SQFT	PI SUBTOTAL	ASSN SQFT	TEMP UNASSN	CUST/MECH	CIRC	CONST	TOTAL ROOM SQFT
12								
13								
14	91.00	91	130	130	130	130	130	130
15	12.87	21	130	130	130	130	130	130
16	8.58	21	130	130	130	130	130	130
17	17.55	18	130	130	130	130	130	130

Functional Use Information

At software release, it was determined that columns ASSN SQFT, TEMP UNASSN, CUST/MECH, CIRC, and CONST are not needed and can be ignored.

You can format the report in any way that works best for you. Following is a suggested format.

- Select File > Page Set-up...
 - In the Page Tab
 - Select Landscape under Orientation
 - Set Scaling to Fit to: 1 page wide and blank out the value in page tall
 - Select Legal from the Paper Size drop down list
 - In the Margins Tab
 - Set the margins as wide as possible (usually .5 all around will work).
 - In the Sheet Tab
 - Under the Print Titles section, click on the toggle button to set the Rows to repeat at top
 - Click on the row that contains the column headings (Row 11 in the example above)
 - Click the toggle button again to get back to Page Setup
 - Check Gridlines under the Print section
 - Click OK
- Delete the ASSN SQFT, TEMP UNASSN, CUST/MECH, CIRC, and CONST columns and shrink or hide other columns if possible to present the data on a larger scale.
- Add any blank columns you want to mark changes.

Step 2. Review funding and other related reports

Reports

The following list is a sample of reports used to prepare space data for validation. It is not meant to be an all inclusive list.

- Space Coordinator Contact List
- Primary Person Funding
- Pending Room Changes
- Rooms Needing Correction

Each report will be provided to the Space Coordinator for the Actual Department with a courtesy copy sent to the department head. Instructions explaining the report's purpose, required action, and due date if applicable will be provided. Contact worqspace@austin.utexas.edu for any questions you may have.

Step 3. Walk the space, interview the users of the space, and note changes that need to be made on the report.

Determining Time Periods

WORQSpace captures data by time period. As long as data about the room doesn't change, a time period remains open. When there are changes to room assignments, room attributes, or room use, the existing time period is closed and a new time period is created with the new data. During your review of rooms, note changes that occurred during the year that would warrant the creation of multiple time periods within the fiscal year (September 1, 2007 through August 31, 2008).

The WORQSpace application is meant to be an evergreen system. Therefore, coordinators are expected to make room updates whenever room type or use changes occur rather than waiting until year end to make updates.

Room Inventory Accuracy

Actual department space coordinators must ensure that all the rooms they are responsible for are included in WORQSpace.

Process for adding rooms to your inventory. Search for the room using the WORQSpace Advanced Search Page. If the room exists in WORQSpace but another department is shown as Actual Department, contact the official department space coordinator for that room; request that they update the actual department with your accounting unit code. While changes to the official department are infrequent, the official department space coordinator can also update this code if the overall ownership for the room has changed.

NOTE: The 5059000 unit code is both the official and actual department for all nonassignable spaces, such as corridors. If you are using nonassignable spaces for assignable purpose (e.g. storage of research equipment), submit a Nonassignable Space Usage request to worqspace-fm@austin.utexas.edu to be added as an occupying department.

If the room does not exist in WORQSpace, submit a provisional room request to worqspace-ima@austin.utexas.edu.

Process for deleting rooms from your inventory. If a room no longer exists due to renovations, contact the official department space coordinator for that room; request that he or she update the official department and actual department with the 5059002 (inactive) code and enter an explanation in the comments field. This will remove the room from your survey and alert Facilities Management that a CAD update is needed.

If the room exists but is no longer in use by your department, contact the official department space coordinator for that room; request that he or she change the actual department for that room from your unit to the appropriate new accounting unit code.

Room Size

You must do a reasonableness check for the square footage of your rooms. In the past, dimensions were entered manually into *ISFACL and this caused errors. The current square footage data for many university buildings is derived by automatic calculations from the CAD drawings, so they should be accurate unless a CAD update for a renovation was not done.

If you do find that the actual square footage (area) of a room is significantly different from WORQSpace, e-mail worgspace@austin.utexas.edu to request that it be updated. Please provide the correct square footage and other relevant information that you have on renovations that impacted the room. Also add comments to the room record in WORQSpace explaining the error.

Please report these changes as soon as possible since it will take some time to update the CAD drawings so that the correct square footage can be incorporated into WORQSpace.

Room Type and Capacity

Compare the room type against the complete list of room types provided in Appendix A, determine if the most appropriate room type is attached to the room, then update WORQSpace accordingly.

A room can have only one room type so the predominant room type should be selected. For example, if the room is primarily a nonclass research lab that has a desk in the corner, the room should be coded as a lab and not as an office. It is especially important to identify research space with the appropriate room type.

Adding classrooms (room types 110x & 2100) is restricted to IMA. If you wish to create a new classroom, send an e-mail to worgspace-ima@austin.utexas.edu to request that it be added. Include the purpose for the classroom and the capacity.

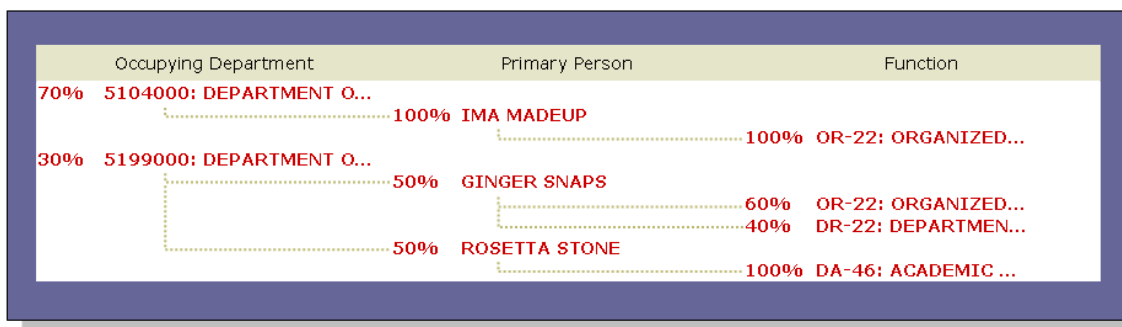
Room capacity is the number of individuals the room will accommodate based on the configuration and use of the room. Certain room types noted in the Appendix A room type listing (classrooms, classroom labs, conference rooms, and reading/study rooms, etc.) require that the capacity be reported to THECB. The capacity must therefore be entered for these rooms before the room type can be submitted in WORQSpace. If you don't know the capacity of a room, contact the University Fire Marshal for assistance. The Fire Prevention Services website with contact information is located at <http://www.utexas.edu/safety/fire/contact/>. The contact for the current fiscal year is Roosevelt Easley at 471-7989.

Room Use

As noted above, the Room Use data includes:

- Occupying Department(s) – The department(s) that use the room.
- Primary Person(s) – The individuals associated with each occupying department that direct or control the activity in the room.
- Functional Use(s) – The activities performed in the room, grouped by the primary person that controls them. The functional use codes in WORQSpace incorporate both the THECB functions and the OMB Circular A-21 functions required for the F&A Rate.

This data is interrelated and must be considered together. The following example illustrates how WORQSpace links the room use data together. All allocation percentages must equal 100 percent.



A single room can have multiple occupying departments with multiple primary persons and multiple functions allocated by the percentage that applies to them. This is more typical for laboratories and faculty and staff offices where organized research, departmental research, and possibly instructional or administrative functions take place.

A single room can also have just one occupying department, one primary person, and one function. This is typical for administrative departments and nonresearch rooms in academic departments.

Occupying Department

Identify all the departments that use the room, determine what percentage of the room is used by each based on physical divisions and/or the amount of time used, and update WORQSpace accordingly. It is very important to have all departments identified as this is the critical link to other departmental data such as total expenditures needed for F&A rate analyses and calculation. Identifying these departments will not change the ownership of a room.

As a starting point, the occupying department was populated with the actual department's information and this is correct for many rooms. In other cases, particularly with centers, the room is managed by one department but used by centers within the department. In other cases, the room may be owned or managed by one department but loaned to or shared with other departments. For instance, laboratory space may be used by multiple departments. Updates are required for these rooms.

Rooms that were not occupied should be coded as follows:

- Vacant due to renovation – Assign 5055003 (ALTERNATE OR CONVERSION AREA)
- Vacant due to lack of use – Assign 5055002 (INACTIVE AREA)

Primary Person

Identify the person or persons that control the activity in the room and enter them in WORQSpace with the related occupying department.

NOTE: When using the primary person search in WORQSpace, type at least two letters of the person's last name to limit the search. This will make the search perform faster and makes it easier to find the individual from the list.

WORQSpace is not intended to identify all the occupants of rooms at this time; it is intended to identify only the person(s) who control the activity in the room. For example, a director of an administrative department typically controls all of the activity for the department and a principal investigator controls research activities.

As a starting point, the unit head for the occupying department is the default primary person in WORQSpace. When possible, additional potential primary persons were added to rooms. This needs to be reviewed and updated based on the following rules.

Faculty offices. The faculty member should be the primary person for all faculty offices.

Organized research or other sponsored project space. When organized research is performed in a room (e.g., labs, lab support rooms, research staff offices), you must designate all principal investigators (PIs) that control that research as primary persons for that room. You must also designate the percentage of use for each PI based on physical space and/or divisions of time used. This information is **critical** because it provides a link between the room and the research projects that are taking place in the room as well as a link to people who are appointed to work on those projects.

NOTE: The PI controls the activities of his research associates and staff, so the PI is the primary person for their offices, not the actual person who resides in the office. Additionally, all PIs identified in the Sponsored Project by Principal Investigator Report must be identified with the rooms where their projects are being performed.

Academic department space. The department chair, program director, or dean is the appropriate primary person for the use of the “common departmental space” and is generally the unit head for the occupying department’s unit code.

Administrative department space. The administrative department senior executive (e.g., vice provost or director) is the appropriate primary person for all rooms within the department and is generally the unit head for the occupying department’s unit code.

Functional Use

To update the functional use of a room, identify all activities taking place in the room, select the appropriate function code(s) that identify those activities along with the percentage of use based on physical space and/or divisions of time used for each activity, and update WORQSpace accordingly.

The WORQSpace function codes have been designed to capture both the THECB definitions and the Circular A-21 definitions. The letters (OR, DR, IN, etc.) identify the OMB-Circular A-21 code and the numbers identify the THECB code. A complete list of WORQSpace function codes along with definitions is provided in Appendix B. Additional information about the OMB Circular A-21 definitions is provided in Appendix C and Frequently Asked Questions regarding functional use are found in Appendix D.

Explanation for Defaulted Function Codes. As a starting point for this year’s survey, the function code was derived by combining the THECB function code identified in the IMA facilities update in 2006 and the OMB Circular A-21 function from the 2003 F&A space survey. When logical combinations were not achieved, or the difference in definition required additional information to identify the code, a TBD code was used to provide the department with a logical choice.

All of the defaulted function codes must be reviewed and updated as necessary. All TBD codes must be replaced with actual codes during the survey. The following information will help explain you choose the proper code.

- TBD-21 – For THECB purposes all functions in research centers and institutes are Function 21—Research (Institutes and Centers). For F&A purposes, the specific function within the center must be identified. If more than one of these functions take place in the room, then each must be included with the related allocation percent. If the room is part

of a research center, please replace the TBD-21 with one or more of the following if appropriate:

- OR-21 Organized Research in Research Centers
 - DR-21 Departmental Research in Research Centers
 - OSA-21 Other Sponsored Activities in Research Centers
 - IN-21 Instruction in Research Centers
 - DA-21 Departmental Administration in Research Centers
 - OIA-21 Other Institutional Activities in Research Centers
 - OM-21 Operation & Maintenance in Research Centers
- TBD-22 – For THECB purposes all other research is coded Function 22 - Individual or Project Research. For F&A purposes, the research must be identified as organized research or departmental research. If both apply, then both functions must be included with the related allocation percentages. Replace TBD-22 with one or both of the following if appropriate:
 - OR-22 Organized Research
 - DR-22 Departmental Research
- TBD-31, 32, 33, 34, 35 – For THECB purposes all Public Service functions are coded the same way. For F&A purposes, these functions must be coded as other sponsored activities (OSA) if they are externally funded by 26 sponsored project accounts and as other institutional activities if they are funded internally. If funding is from both sources, then both functions must be included with the related allocation percentages. Code public service activities with one or more of the following codes as appropriate:
 - OSA-31 Direct Patient Care (26 accts)
 - OIA-31 Direct Patient Care (Internal funding - non-E&G)
 - OSA-32 Health Care Supportive Services (26 accts)
 - OIA-32 Health Care Supportive Services (Internal funding - non-E&G)
 - OSA-33 Community Services (26 accts)
 - OIA-33 Community Services (Internal funding - non-E&G)
 - OSA-34 Cooperative Services (26 accts)
 - OIA-34 Cooperative Services (Internal funding - non-E&G)
 - OSA-35 Public Broadcasting Services (26 accts)
 - OIA-35 Public Broadcasting Services (Internal funding - non-E&G)
 - OSA-99 – This code was used when a department allocated a small portion of other sponsored activities to rooms used primarily for organized or departmental research. These codes need to be replaced with the OSA-3x series shown above.
 - TBD-99 – This code was used when the code could not be identified and didn't fall into one of the categories listed above. Replace this code with the correct code.

Departments with research. The functional use drives the allocation of the F&A costs in coming up with the F&A rate. The use of these codes must therefore be supported by facts. Departments that have significant organized research rooms must be particularly diligent about accurately classifying these rooms.

While it may be tempting to code labs as 100 percent organized research, it is important to identify any departmental research, instruction, and any other activities that also take place in the room so multiple functions for these rooms with percentage allocations is common. This also applies to faculty and researcher office space.

Any room that has organized research or other sponsored project activities in it must have primary persons with these types of projects attached to them. The Sponsored Project Accounts by Principal Investigator Report is intended to help departments determine if the primary person that is identified with a room has the grants to support the function associated with the room.

Distinguishing between organized research and departmental research. Organized research is eligible for F&A cost recovery. Departmental Research is not subject to F&A rate recovery and is included with instruction in the F&A rate calculation.

Organized research, functional use codes OR-21 and OR-22, is defined as space that is related to all research and development activities sponsored by federal and nonfederal agencies and organizations (e.g., grants and contracts) that are separately budgeted and accounted for by the university. This also includes all research and development activities funded by the university through an internal application of its general funds. In addition, it includes activities involving the training of individuals in research techniques (commonly called research training). This generally includes ledger 26 organized research projects and training grants, ARP/ATP, and TD&T grants as well as cost sharing commitments for OR accounts.

Departmental research, functional use codes DR-21 and DR-22, is defined as space that is devoted to research development and scholarly activities that are not organized research and are not separately budgeted and accounted for. Generally this includes any research funded from departmental funds, start-up or bridge funding for PIs that do not have sponsored funding, and return of overhead funds.

Function for rooms that were not used. Rooms that were unoccupied for any period of time during the year due to renovations should be coded with the following for that period of time:

- Room type 0600 (Alteration/Conversion Area) and function code that will exist after the renovation is complete if known.
- Room type 0600 and function VAC-04 if the future function is not known.

Rooms that were available for use but were not used should be coded with the actual room type and function code VAC-04.

Step 4. Enter and Submit the updates into WORQSpace

The WORQSpace reference manual provides step by step instructions on how to navigate and update WORQSpace.

IMPORTANT: All changes, including additions, deletions, or edits, must be submitted for the changed time periods. Upon submission of changes, a confirmation page will follow and then the "Submit Final Changes" button **must** be clicked when you are ready to process all changes. These two steps must be performed in order to finalize any room update.

Step 5. Certify the Data by August 31, 2008

Certifying the Data

The Actual Department Space Coordinator must certify by August 31, 2008 that the space inventory was updated correctly. Steps to certify the completion of your updates are listed below:

1. Go to the WORQSpace Certification Web page and log in with your UT EID and password. (The website will be available August 1, 2008.)
2. The WORQSpace Certification Web page will list the departments for which you are a space coordinator.
3. Review the certification policy statement.

4. When you are ready and have complied with the certification policy statement click the **Certify** button for any of the departments that you wish to certify.

*If you do not see a certify button then you should see a UT EID and date next to the departments that you are a space coordinator for. The UT EID and date shown indicate by whom and when the rooms were certified.

Sponsored Project Accounts by Principal Investigator Report

This report provides information to help coordinators insure that:

- Every room that has organized research or other sponsored Activities function codes assigned to them are supported by projects
- Every principal investigator that has sponsored projects is associated with the rooms where his projects are being performed