

Title: Research Space Decision Making Mechanism	
Category: Research	Type Of Procedure: Operational
Authorizing Title: Vice-President, Research	
Primary Document Author: Research Facilities	Effective Date: 2013
Areas Consulted: Master Plan Steering Committee; Vice-President, Research; Associate Director, Basic Science Research; Executive Director, LKSKI	Next Review: 2016
Committee Approved: Research Executive Committee	Associated Emergency Code: N/A
Reference: [Policy and Procedure Office Use Only]	

Introduction

This is a mechanism for ensuring effective and efficient decisions regarding research space allocation in accordance with the St. Michael's Hospital Space Allocation Policy and the Research Space Use Guidelines

Purpose

1. To develop, implement and operate a set of decision making criteria with respect to:
 - a. Current space utilization
 - b. Requests for additional space
2. To develop strategies for the effective and efficient use of research space
3. To review utilization of research space and make necessary adjustments
4. To review and adjudicate requests for additional space allocation

Principles

The following principles will be used for the allocation of all Research space

1. Research space is a common resource. Space does not belong to specific Research programs
2. Research program functionality is of prime importance. When a program is requesting additional space, every effort will be made to provide it in close proximity to the central group. However, additional space may be provided in a different location, dependent on availability
3. Space allocation should always be within the context of the Research Space Use Guidelines
4. No individual will have more than one office

Procedure

1. *Space Requests*

- a) Space requests are submitted to Research Facilities and reviewed by the Research Project Coordinator and Director, Research Facilities on an ad hoc basis
- b) Recommendations are made to the appropriate Director:
 - i. Wet bench requests and relevant information are reviewed with the Director, Basic Science Research
 - ii. Dry Bench requests and relevant information are reviewed with the Executive Director, Li Ka Shing Knowledge Institute
- c) As required, the Director will review requests and recommendations with the Vice President, Research or the Research Executive Committee for information or approval

2. *Space Utilization*

- a) Staff inventories will be collected and site visits will occur on a yearly basis
- b) Space is a common resource and does not belong to specific research groups. When there is a need for research space, under-utilized space will be re-assigned.

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
Research Space Use Guidelines

Revision #	Effective Date(s)	Next Review	Author or Reviewer
00			
01			