

University of Pennsylvania Perelman School of Medicine Space Standards and Guidelines

Purpose. The Perelman School of Medicine (PSOM) aims to provide modern, flexible, and collaborative facilities to support the research endeavors of our scientific community. The following are standards and guidance to facilitate a transparent, equitable, and flexible research space allocation process.

Approach. The allocation of PSOM research space is a critical responsibility, which is facilitated via the Office of the Executive Vice Dean and Chief Scientific Officer (EVD|CSO) and in close partnership with department, center, and institute leadership.

On a regular basis, PSOM evaluates a number of metrics and research priorities to inform space allocation:

- Research dollars per square foot. Research Space Utilization (RSU) is assessed annually and is commensurate with research funding support. Modified Total Direct Costs (MTDC) represent all expenditures excluding tuition, subcontracts of less than \$50k, equipment, patient care, and alterations from Total Direct Costs.
- Type of research, wet bench versus dry bench, and duration of research project
- Number of staff supported on grants
- Support of junior faculty as they build their research program
- Specialized equipment needs
- Shared space used by multiple faculty members
- Current and anticipated funding

Financial metrics are important indices for research space allocation. However, all allocations must also be guided by the research priorities of PSOM, the importance of the research activity to a particular program/discipline, the quality and impact of the research product emanating from the unit, the nature of the research and its space requirements, the role of the unit and its assigned space to fostering multidisciplinary collaborative science, and the existing commitments to newly recruited faculty, junior faculty, and unit leaders.

Space Committee. The Assistant Dean of Research Facilities and Resources chairs the PSOM Space Committee, which includes a range of faculty and staff members. The Space Committee is a high-level advisory body that promotes a transparent, equitable, and effective allocation of research space and advises the EVD|CSO on strategic plans, policy, guidelines, and institutional priorities.

Data. Space allocation is inventoried via a robust space database through the Space Planning and Operations office and is reviewed annually as part of the budget review process with department, center, and institute leadership. The entry of space data is the responsibility of the business office of the department, center, and institute and is a component of each entity's annual report to the Dean. Department chairs and center and institute directors should notify the [Office of the EVD|CSO](#) in advance of the following events:

- space allocations associated with recruitment offers to new faculty (via [the Recruitment Request Form \[RAC\]](#))
- changes in space allocations
- shared space agreements or facility "loans" with other departments, centers, or institutes.

Recruitment Space. Department chairs and center and institute directors must notify the Office of the EVD|CSO in advance of space allocations associated with recruitment offers to new faculty. For tenure-track recruitment, this information is shared via the RAC form. For clinician-educator and other faculty needing research space, this information is shared via the RAC form.

Space Request Process.

1. All requests must be initiated by department chairs and center/institute directors.
2. Before any new space request is considered, organizational leaders are expected to conduct a current, detailed review of existing departmental/center/institute space.
 - a. The goal of this review is to determine whether additional space can be identified through a reallocation or reorganization of existing space within the program/entity. Leadership should also consider whether there are efficiencies to be gained by sharing space and/or resources.
 - b. Leaders should analyze current space utilization as well as remote and staggered work options.
 - c. In addition, organizations are encouraged to explore opportunities for clearing and decluttering space to create capacity. Helpful resources can be found [here](#).
 - d. These assessments should be documented in the space request.
 - e. Clinical research space requests will be coordinated closely with the Office of Clinical Research.
3. If a need cannot be accommodated within the current space allocation of the department/center/institute, the chair or director is encouraged to consult with leaders of related/proximal programs to explore opportunities for efficiencies, to share or “loan” space. Organizations are asked to inform the Office of the [EVD|CSO](#) of these collaborative plans.
4. If the review indicates a need for additional space, a request should be initiated by the department chair or center/institute director.
5. Requests are evaluated by the Office of the EVD|CSO.
6. If a faculty member leaves or retires from Penn, the chair or director can reallocate the faculty’s space (in consultation with SPO and the Office of the EVD|CSO) to facilitate the programmatic needs of the department or institute. However, if after 6 months the space is unoccupied, the Office of the EVD|CSO will reassign the space back to the PSOM inventory.
7. To facilitate institutional priorities and objectives, underutilized or underfunded space may be reallocated.