To: Deans, Directors and Department Chairs

From: Dr. David Reed, Vice President for Research
       Daniel Greenlee, Chair of the University Space Committee

Subject: FY08 Space survey and Space assignment evaluation

Date: November 30, 2007

Every three years, the University prepares a space inventory survey for the computation of our federal overhead rate. At the same time that we are gathering this information for our federal rate computation, the University Space Committee is using this information to evaluate space assignments.

 Ideally, we would like to keep the space inventory current on a monthly basis. However, right now we would like to resolve the known issues that have arisen since the 2005 study. This will provide a good starting point as we begin the 2008 survey process.

Each month the departments’ space coordinators have been given a list of new research accounts that need to be assigned to the applicable rooms where the new research will be done. Generally, this notice has been ignored. We need to know each room in which the currently unassigned research projects are being done, i.e., the PI’s office, a lab, graduate students’ office(s), or some combination thereof.

Likewise, as employees are terminated or switch departments, a notice has been sent to the departments’ space coordinators requesting that they identify the new occupant of the room that was vacated. Generally, this notice has also been ignored.

We need to have this information for both our federal overhead rate computation and our space assignment evaluation. Therefore, in order to encourage a timely response, we are requesting that the unassigned research accounts be assigned to rooms and the new occupants be assigned to rooms by January 11, 2008. If not, that space will be reclassified on the space inventory system as Vacant and the space will be considered available for reassignment. These updates should be sent to space@mtu.edu.

Thanks for your anticipated participation.