UNIVERSITY OF MIAMI

Interview Questions for Function Coding the USpace Survey

When gathering data for the USpace Survey, you must first identify all the occupants (anyone who works in the room) and the activities they are conducting in the room. Each activity identified must be categorized into one of the functions defined in the "Function Codes & Definitions" document available on the Office of Space Planning & Analysis web site.

The following questions will assist in identifying certain activities that may be overlooked and categorizing them into one of the three functions:

1. <u>Research Laboratories and Support</u> (including departmentally controlled Animal Areas and Support)

> a. Does the PI work with students in the lab?
>
>> Yes -> the PI's time working with the students should be coded based on the funding of the students working in the room (see next question).
>
> b. If there are students studying or working in the lab:
>
>> i. Are they unpaid or paid by general department funds?
>>
>>> Yes -> the room should be coded with a percentage to Joint Use.
>>
>> ii. Are they paid by start-up or bridge funds?
>>
>>> Yes -> the room should be coded with a percentage to Research.
>>
>> iii. Are they paid by a research grant or by a research training grant?
>>
>>> Yes -> the room should be coded with a percentage to Research.
>
> c. Are there any visiting scientists or non-University employees working in the room that are not paid by the University?
>
>> Yes -> the room should be coded with a percentage to Joint Use.
>
> d. Are there any non-research lab tests performed in the lab for a hospital or clinic?
>
>> Yes -> the room should be coded with a percentage to Joint Use.
>
> e. Are there any research activities funded from start-up or bridge funds?
>
>> Yes -> the room should be coded with a percentage to Research.
>
> f. Are there any research activities funded from departmental funds?
>
>> Yes -> the room should be coded with a percentage to Joint Use.
>
> g. If there are activities supporting a drug study in the lab (from any funding source):
>
>> Yes -> the room should be coded with a percentage to Research.
>
> h. Is the lab used to provide services that are billed to investigators or departmental users (a Service Center/Core Resource/Recharge Cost Center with billing rates)
>
>> Yes -> the room should be coded with a percentage to Service Center.

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2. Research Offices and Support Areas

a. Does the faculty member see students (tutoring, advising, etc.), prepare course related material or review/grade class papers in the room?

Yes -> the room should be coded with a percentage to Joint Use.

b. Does the faculty member work on research for writing articles or reports for publication in professional journals, magazines, or newsletters?

Yes -> the room should be coded with a percentage to Joint Use.

c. Does the faculty member work on writing grant proposals or conduct work related to committee services in the room?

Yes -> the room should be coded with a percentage to Joint Use.

d. Does the faculty member see patients, review patient records, or other administrative work related to treatment of patients in the room:

i. Is it part of a drug study?

No -> the room should be coded with a percentage to Joint Use.

Yes -> the room should be coded with a percentage to Research.

e. Does the faculty member conduct any work related to the JMH Annual Operating Agreement in the room (i.e. work related to the supervision of JMH residents)?

Yes -> the room should be coded with a percentage to Joint Use.

3. Clinical Care Areas

(In certain instances, a department may be conducting significant amounts of research within UHealth Hospital and clinical spaces; the following should guide coding, but please reach out to ORA or USpace prior to coding the spaces to confirm).

a. If there are patients treated as part of a drug study, is there direct funding from the drug study for the clinical staff salaries or drug study supplies?

No -> the room should be coded as Joint Use.

Yes -> the room should be coded with a percentage to Research.

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