# USpace Survey – User Profile

This document serves as a guideline for managers to identify the ideal candidate when selecting a USpace Survey representative for their cost center.

All surveyors, whether for Research or Non-Research specific activities, must be familiar with their cost centers' assigned space inventory.  Candidates must have a basic understanding of how to read a floor plan, work with Excel data, and have the bandwidth to monitor and update their space inventory at least quarterly.  In addition, Medical employees should also be able to understand how this affects their monthly rental charges.

The University has defined Workday as the system of record for employee primary locations across the institution. The space system only references that information and it is non-editable. Given this, the surveyor must be able to collaborate with their department's HR professionals in order to get Workday updated.

In addition to the above, Surveyors for groups with Research and/or Service Centers must have familiarity with the following:

- School or Colleges research initiatives
- Research initiatives specifically being undertaken by the department/Cost Center.
- The Office of Research Administration as it pertains to
    - Awards
    - F&A Rate
    - Service Centers
- Physical location of research activities
- Principal Investigators
    - Award Numbers
- Visiting faculty members
- Service Centers
    - Program Numbers

For additional information regarding sponsored activities, please refer to the Office of Research Administration website https://ora.miami.edu

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