UACC Space Guidelines – Priority for Assignment and Related F&A Return to UACC

Introduction
The space within the University of Arizona Cancer Center (UACC), which includes wet laboratory and dry laboratory research space, office space and administrative staff support space, is managed by the UACC Space Committee. The committee, composed of research active faculty who occupy space within the UACC and who are UACC members, evaluates all space requests for incoming new faculty, request for additional space and for space relocations. All requests are to be submitted in written form to the Chair of the Space Committee and all space requests will be evaluated by the committee based on the criteria outlined below and a recommendation made to the Director. The UACC space committee is advisory to the UACC Director. Any UACC Space Committee member who has a conflict will not participate in the discussion of that particular space request. The final decision on all space requests is made by the UACC Director.

I. Eligibility
a. Occupants of the UACC must support the cancer-related mission of the UACC and be conducting cancer-related research. Additional activities that qualify faculty for occupancy of UACC space include outreach conducted in support of the UACC, cancer patient care, cancer education, have a leadership role in the UACC, or be part of a cancer research team/staff.
b. To be eligible for wet lab space investigators must have a cancer-related research project that requires wet laboratory facilities. Clinical cancer studies with laboratory endpoints may require wet laboratory space.

II. Priority for space allocation within the UACC will be in the following order:
   a. Investigators with external peer-review funded projects that also pay the federally, negotiated F&A rate have the highest priority.
   b. Investigators with other externally funded projects that pay the federally negotiated F&A rate
   c. New investigators, with an approved startup package* and other investigators with funding that does not pay the full federally, negotiated F&A rate.

   *Approved startup package is defined as an agreement that includes UACC resources or space or that have been approved by the UACC Director and are available for use by the new investigator in support of his/her research project.

III. Space Allocations
a. Allocations of laboratory space for both new and experienced researchers is typically in one module units and is based on need, funding and availability. Each module consists of a wet laboratory and one (1) faculty office and one (1) cubicle space or equivalent.
b. The typical amount of space allocated to new investigators is one module of laboratory space (~500 sq/ft) and includes the associated office and cubical space. Space allocated to new investigators is designated as incubator space and is exempt from annual review for three years from the time that the space was initially assigned to the investigator. Subsequently, these investigators will be considered established investigators and subject to the same annual review criteria.
c. The amount of laboratory space allocated to an investigator is based on the average total award dollars (direct + indirect costs) generated over a three year period.

d. The benchmark is based on the College of Medicine Dean’s Research Council space committee calculations for the College of Medicine Total Award Dollars (TAD) divided by the Total Net Square Feet (NSF) of laboratory space for each academic unit at the beginning of each fiscal year. The current COM benchmark indicates that ~$400/sq. ft. is required to support laboratory space.

e. Requests for additional space will be considered only if the additional space is supported by additional external funding and the need for additional space is justified with a request to the UACC space committee.

IV. Policy for F&A return to UACC - All investigators having assigned lab space (wet or dry) or office space within designed Cancer Center facilities (on or off-campus) are expected to follow the AHSC IDC Guidelines, as follows:

a. Administration Element:
   Identify the University of Arizona Cancer Center – Department 0721 - as the department responsible for administering the grant. They will designate the UACC (Dept # 0721) as the “account manager” on their PRS and indicate that 25% of the F&A costs are to be returned to the UACC.

b. Performance Site Element:
   Identify the University of Arizona Cancer Center – Department 0721 – as the Department of record with respect to indirect cost recovery and the submission of research grants utilizing cancer center laboratory or clinical space. Investigators who conduct their cancer-related research in their UACC laboratory/office space (Facility = Dept # 0721) will designate No less than 50% of their F&A costs to be returned to the UACC and are in addition to the administering costs.

c. Home Department Element:
   - In the case of Faculty who are retired (Emeritus) or who do not hold current academic appointments, 50% of the F&A cost from the award of research grants shall designate the University of Arizona Cancer Center (UACC) for the portion of the F&A normally allocated to the academic department.
   - In the case of Faculty who currently hold academic appointment, 25% of the F&A costs from the award of research grants shall be allocated, per the PI’s discretion, to the home departments of the PI and the Co-I’s who are listed on the respective grant proposal or award.

V. Review and Monitoring Guidelines

a. Space assignments will be reviewed annually by the UACC Space Committee and a report on the current status of faculty funding provided to the Director. Faculty will have the opportunity to double-check their individual report of funding.

b. Any investigator occupying space that has lost his/her peer-reviewed funding will be evaluated by the committee. Individuals may be given time to acquire additional funding. However, assigned space may be decreased during this time period. After the allotted time has passed, the Director will reassign the space.

c. UACC space committee will conduct reviews of all space in the Director’s reserve and will be evaluated at the annual review.