

Science V Operating Policy

Building Management

1. Operation of Science V, including the allocation of space and building procedures will be overseen by Binghamton's Space Management Council (SMC) in response to recommendations provided by a Science V Management Committee.
2. The Management Committee will include the Facility Manager and the Director of Space Planning Resources.
3. Daily research related management issues in the Science V will be handled by the Facilities Manager. Requests for space go to this manager.
4. All researchers occupying space in Science V shall have the same rights, privileges and responsibilities
5. There is no permanently assigned space in the vivarium nor is any space allocated to a given department. All space allocations are subject to change based on grant funding and animal usage.
6. PIs failing to cover the per diem costs in the time frame set forth by the LAR or who do not have current, approved IACUC protocols will be asked to terminate their animal activities.
7. Space allocations in support of sponsored research has the highest priority.
8. Productive, but unfunded research projects, generally will be accommodated only if space is available. Assignment priority will be given to those investigators with an established track record of previous funding or to junior faculty with significant research potential.
9. Sharing of space when practical is encouraged.
10. Laboratory animal space will be allocated by the management committee considering factors outlined in the space assignment procedures.

Science V Space Assignment Procedures

1. All requests for space will be initiated by completion of the space request form. These forms can be found on the Animal Use website. Completed forms are forwarded to the facility manager who will arrange a meeting of the Space Management Committee to consider the request.
2. The Space Management Committee will consider the type of space, the amount of space required, the compatibility of the activity with the type of space requested, and other ongoing activities in the facility and the duration the space is needed.
3. Allocations of the space types will be based on the priorities below:
 - a. Holding Rooms:
 - 1) Space is available to hold animal numbers planned
 - 2) Research is externally funded
 - 3) Research activity is covered in an approved IACUC protocol
 - 4) Research is able to share space.
 - b. Testing Rooms:
 - 1) Justified scientific need
 - 2) Level of external funding support
 - 3) Willingness to share
 - 4) Ability to maintain the space flexibility.
 - c. Dry Laboratory Space:
 - 1) Number of people needing space
 - 2) Level of external funding
 - 3) Ability to share space
 - d. Other Laboratory Space:
 - 1) Justified Scientific need
 - 2) Level of external funding
 - 3) Ability to share.

Maximum space allocation will be based on the reasonable need to accomplish the research goals and availability of research appropriate space. To accommodate new space requests, existing space allocations may need to be adjusted.

4. Space reviews and reallocations will be normally conducted by the Science V management committee in September utilizing grant expenditure data collected

for the previous fiscal year ending in June. The Committee will meet at a minimum twice a year to review space use.

5. Specific purpose laboratory space or laboratory construction activities will be considered on an individual case basis. A long-term utilization and operating plan must be prepared and provided to the Science V management committee for review. The Science V management committee will require that such requests will include estimates of the cost of construction and identify the source of construction funds.
6. Spaces may be provided in start up packages or to existing faculty not qualifying under (4) on the recommendation of the Science V management committee to the VPR if the use of the space is expected to reasonably generate external sponsored programs within a time period agreed to by both the faculty member and VPR.
7. Space needs may be reviewed at any time by request of the researcher to the Science V management committee who will make a recommendation to the VPR within 30 days of receipt of the written request.
8. Space allocation may be reduced in response to one of the following factors:
 - a. the level of external funding does not permit support of the current space occupied
 - b. the overall demand from all researchers for space exceeds the space that is available
 - c. other comparable space is identified for use by the researcher
 - d. IACUC recommends reduction because of research protocol termination or there is a reduction of animal numbers.
9. Initial allocation of space will normally be for the period of external support. Sixty days prior to expiration of the approved period a new application form needs to be submitted. Renewal for additional years will be evaluated by the Science V Management Committee. The Science V Management Committee will recommend expansion, continuation, reduction or termination of the allocation.
10. Space use may be reduced or terminated by request of the researcher at any time. Such requests are made to the Facilities Manager.
11. The SMC may reduce or terminate space use, through a show of cause, by providing 90 days written notice to the researcher. The researcher may request review of that action by the President of the University.