

# Fiscal Year 2007 Functional Use of Space Survey Instructions

Packet contents:      Survey Space Listing by Department  
                             Project Account Listings  
                             Employee Listings

Please read the instructions in their entirety prior to beginning the survey. The data on these forms should be as accurate and complete as possible.

The survey should reflect the activities in the room during the **entire fiscal year 2007**.

Room types to be included in this survey are 210 – 255, 540 – 585, 720 – 725. A list of Room Type definitions is provided on the space survey web site.

Access the Sponsored Projects Accounting website at <http://www.k-state.edu/controller/spa/> . On the left side of the SPA welcome page is a link for space survey resources.

The screenshot shows a web browser window displaying the Kansas State University Controller's Office Sponsored Projects Accounting website. The browser's address bar shows the URL <http://www.k-state.edu/controller/spa/>. The website has a purple header with the 'k-state' logo and navigation links for 'About K-State', 'Academics', 'Admissions', and 'Research'. Below the header is a secondary navigation bar with links for 'Home', 'Cashiers', 'Loans', 'Purchasing', 'General Accounting', 'SPA', 'FRI', 'Administration', and 'Systems'. The main content area is titled 'Sponsored Projects Accounting' and includes a paragraph describing the office's services, contact information, and a 'Who we are...' section. A sidebar on the right contains a 'Sponsored Projects Accounting' menu with 'Space Survey Resources' highlighted by a black arrow. The footer contains contact information for Kansas State University and the date June 5, 2006.

Located here are references for completing the space survey, including definitions, instructions and frequently asked questions. There is also a link to the space survey form.

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## FACILITIES & ADMINISTRATIVE RATE PROPOSAL INFORMATION

### SPACE SURVEY

- [Frequently Asked Questions](#)
- [Functional Use of Space Definitions](#)
- [Room Type Definitions](#)
- [Online Space Survey](#) : Pick your building, followed by the room to be surveyed.
- [Space Survey Instructions](#)
- [Space Survey PowerPoint Presentation](#)

The Space Survey PowerPoint Presentation (located above) contains the slides shown during this presentation.

**Sponsored Projects Accounting**

Space Survey Resources

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Indirect Cost Rates

Principal Investigator Certification

PPM Chapters

Management Resources

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E-Forms

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Controller's Office Training

Calendar and Registration

Phone List

Controller's Office  
Kansas State University  
102 Anderson Hall  
Manhattan, KS 66506  
785-532-6210

**This on-line form must be used for the fiscal year 2007 space survey-do not use any other space survey form.** It is a web-based form to be entered on-line. Mozilla Firefox 1.5 (or higher) or Microsoft Internet Explorer version 6.0 (or higher) and Adobe Reader 6.0 (or higher) must be used for the survey site to work properly. We recommend using Internet Explorer 7 (or higher) or Firefox 2.0 (or higher) and Adobe Reader 7 (or higher).

Your e-id sign-on information is required. You will only be able to access space information for the department associated with your e-id. The buildings assigned to your department will appear. Floor plans are provided to assist in identifying rooms belonging to your department. If you require additional floor plans, please contact SPA at 2-6207 or mparker@ksu.edu. Verify the rooms included on your room listing are for rooms being used by your department. If you have a room on the list that does not belong to your department, cross through the room on the paper copy of your room listing and

indicate which department does use the room. Return the room listing to SPA. Complete forms for rooms not included on the room listing if it is a room your department is responsible for and falls within the room types listed above. Contact SPA if you need a room added to your listing. This will likely be a blank form with prior year data not included. In cases where more than one department uses a room, the survey should be completed by the department primarily responsible for the room and should encompass all activity taking place in the room. If one department is not primarily responsible, coordinate completion of the survey for the room with the other department(s) using the room.

Space Survey 2007  
[Logout mparker](#)

Select a building below to see a list of rooms you need to survey. If you do not see a building or room that you need, please contact Michelle Parker at 532-6207 or email [mparker@k-state.edu](mailto:mparker@k-state.edu).

See the [Facilities Space Inventory page](#) for floor plans, and department room assignments.  
Run a [report](#) to get a list of all rooms you are responsible for surveying.

Select a building:

- 008 - BUSHNELL ANNEX
- 009 - BURT HALL
- 010 - BUSHNELL HALL
- 020 - KING HALL

Click on a building for the list of rooms that need surveys completed in that building. Click on the Edit button corresponding to the room to complete the survey form for that room.

**Space Survey 2007**  
[Logout](#) mparker

Select a building below to see a list of rooms you need to survey. If you do not see a building or room that you need, please contact Michelle Parker at 532-6207 or email [mparker@k-state.edu](mailto:mparker@k-state.edu).

See the [Facilities Space Inventory](#) page for floor plans, and department room assignments.  
 Run a [report](#) to get a list of all rooms you are responsible for surveying.

**Select a building:**

008 - BUSHNELL ANNEX  
 009 - BURT HALL  
 010 - BUSHNELL HALL  
 020 - KING HALL

**Select a room:**

Action		Rm Num	Description	Submitted on
<a href="#">View</a>	<a href="#">Edit</a>	117	NON CLASS LABORATORY	1960
<a href="#">View</a>	<a href="#">Edit</a>	117	NON CLASS LABORATORY	1960
<a href="#">View</a>	<a href="#">Edit</a>	118	NON CLASS LABORATORY	1961
<a href="#">View</a>	<a href="#">Edit</a>	118	NON CLASS LABORATORY	1961
<a href="#">View</a>	<a href="#">Edit</a>	119	NON CLASS LABORATORY	1962
<a href="#">View</a>	<a href="#">Edit</a>	119	NON CLASS LABORATORY	1962
<a href="#">View</a>	<a href="#">Edit</a>	120	NON CLASS LABORATORY	1963
<a href="#">View</a>	<a href="#">Edit</a>	120	NON CLASS LABORATORY	1963

When a room is clicked on, you will see the document ID (there is a unique document ID number assigned to every form), Building, room number, department, room type and square feet for the room.

**Room Info** Space Survey

Welcome to Space Survey.

To move through the form, click a navigation button at the bottom right corner of this box or use the menu on the right hand side. You will be able to print a copy from the last screen.

Dec Id: 327  
 Bldg: 008 - BUSHNELL ANNEX  
 Room: 126  
 Dept: 20060 - Biology  
 Room type: 255 - NONCLS LAB SEV  
 Sq Feet: 80

Department, room type and square feet are updatable by clicking on the “Update” button. If an update is made in error, clicking on the “Cancel” button will undo the change made. The links on the left can also be used to navigate to screens applicable for the room survey. When the room information is correct, click on “Next”.

**Space Survey**

Room Info  
Functional Us  
Occupants  
Accounts  
Finish

**Shared room indicator** → This room type can be shared.  
 This room is shared.

**FUNCTIONAL USE OF SPACE (PERCENT %)**  
Acct Numbers are required for Functional Uses indicated with an asterisk (\*)

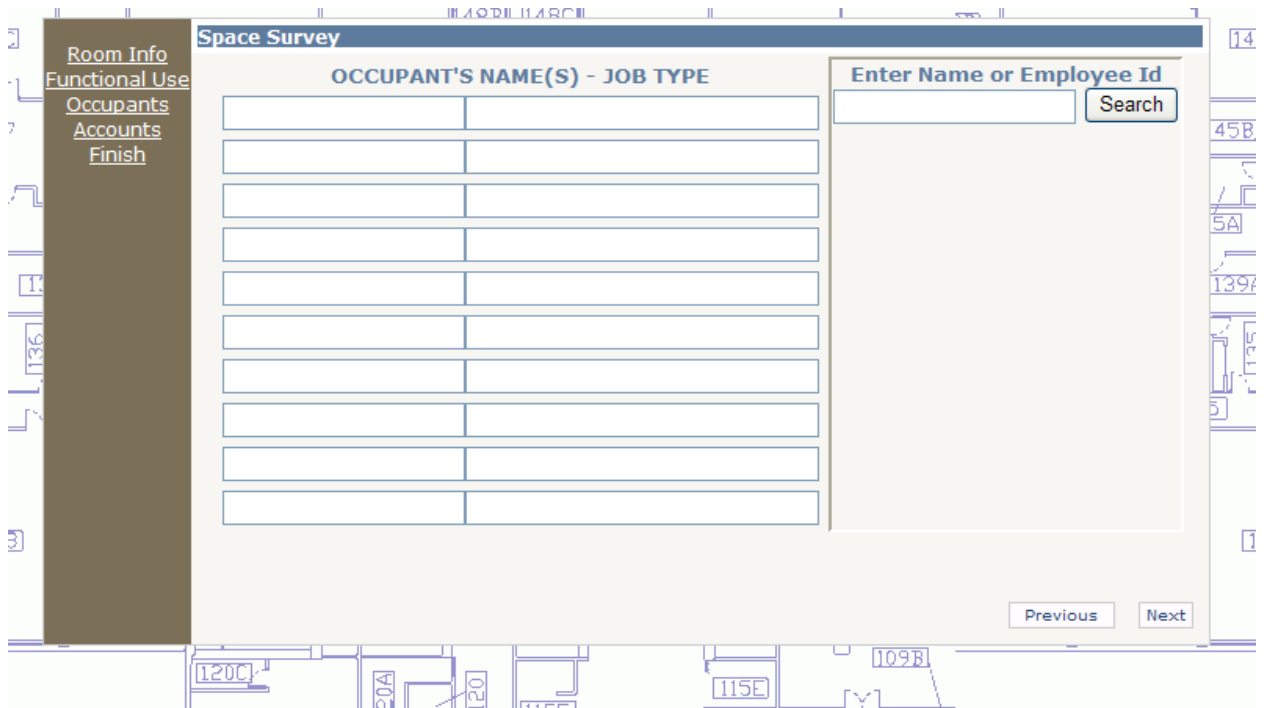
* Organized Research (01)	<input type="text" value="0"/>	Departmental Administration (08)	<input type="text" value="0"/>
* Sponsored Branch Station (02)	<input type="text" value="0"/>	Other Institutional Activities (09)	<input type="text" value="0"/>
* Sponsored Extension (03)	<input type="text" value="0"/>	Operations & Maintenance (10)	<input type="text" value="0"/>
* Sponsored Instruction (04)	<input type="text" value="0"/>	Sponsored Projects Administration (11)	<input type="text" value="0"/>
Instruction (05)	<input type="text" value="0"/>	College Administration (12)	<input type="text" value="0"/>
* University Research (06)	<input type="text" value="0"/>	Student Services Administration (13)	<input type="text" value="0"/>
* University Branch Station (15)	<input type="text" value="0"/>	Vacant (14)	<input type="text" value="0"/>
* University Extension (16)	<input type="text" value="0"/>	Other - An explanation in notes section is required (17)	<input type="text" value="100"/>
Departmental Research (07)	<input type="text" value="0"/>	<b>TOTAL (must be 100 unless shared)</b>	<input type="text" value="100"/>

Note:

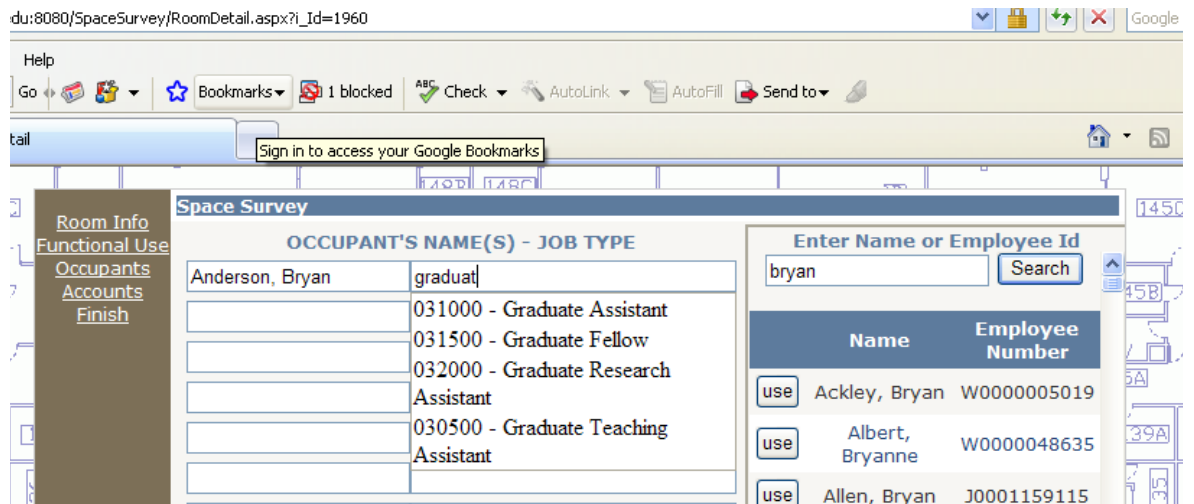
Previous Next

**Numbers in parentheses correspond to definition numbers**

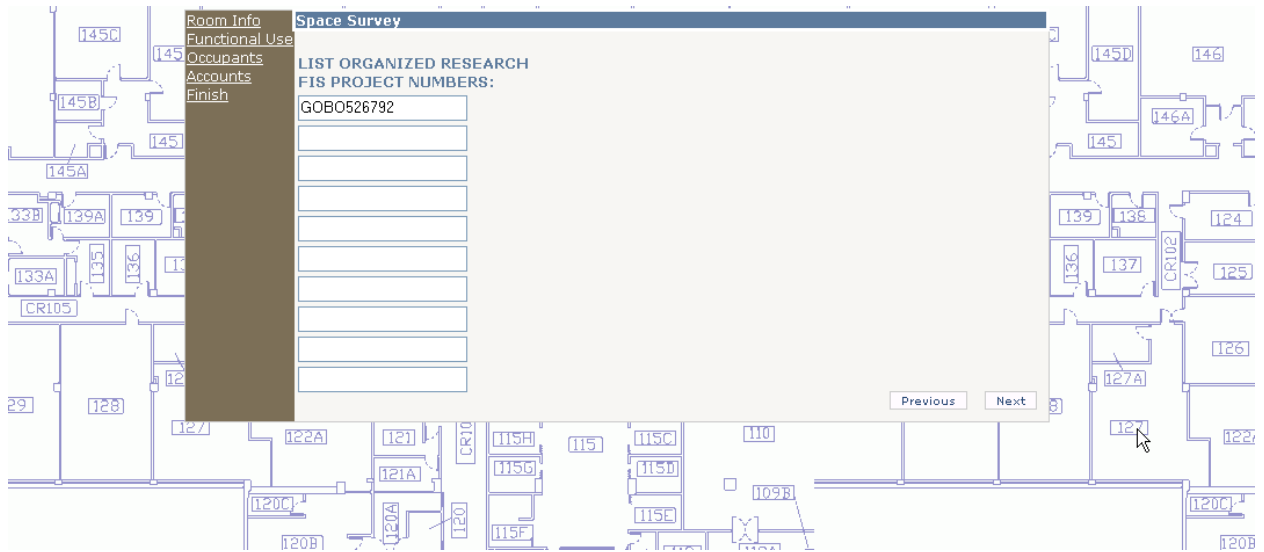
Information from the most recent space survey, if available, will automatically populate the form. Review the Functional Use of Space Definitions provided on the web site. Use the Functional Use of Space Definitions provided on the web site to update the functional use of space percentages. Round each function to the nearest 5%, each room should total 100%. The functional use of supply and storage rooms should be coded the same as the labs they serve. If a room is supported by an account included on the “Projects ” listing, the usage should be coded with the corresponding Functional Use. For example, if account NCON123456 appears on your listing with a functional use of University Research, all space usage supported by account NCON123456 should be coded 06 – University Research on the space survey form. All percentages should be entered in the format: 50 = 50%. The total must be equal to 100% to be able to navigate to the next screen. List any special notes that would be helpful in understanding the room's functional use. Make any necessary changes and click on “Next”.



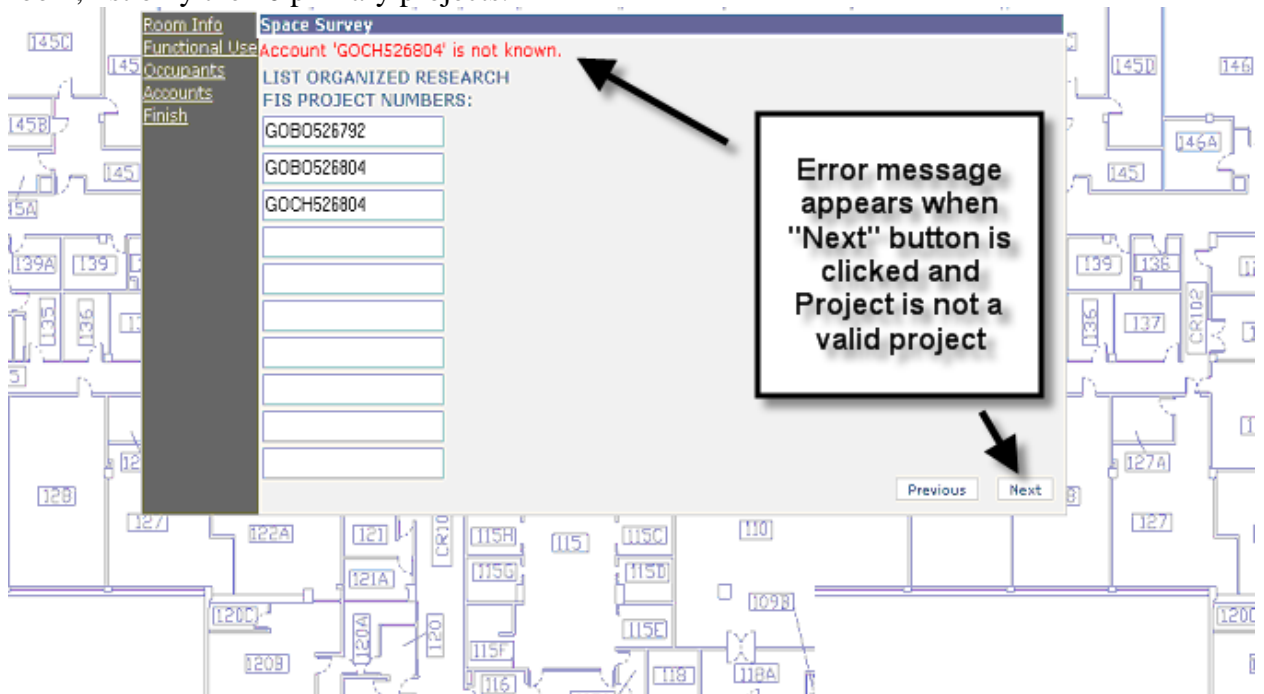
Again, information from the most recent space survey, if available, will automatically populate the form with occupants. List each person's name utilizing the room in the section of the form labeled "Occupants Name". This includes, but is not limited to, graduate assistants, principal investigators, visiting professors and classified staff. There is room for up to 10 occupants to be listed. If more than that use/support the room, list only the 10 primary user names.



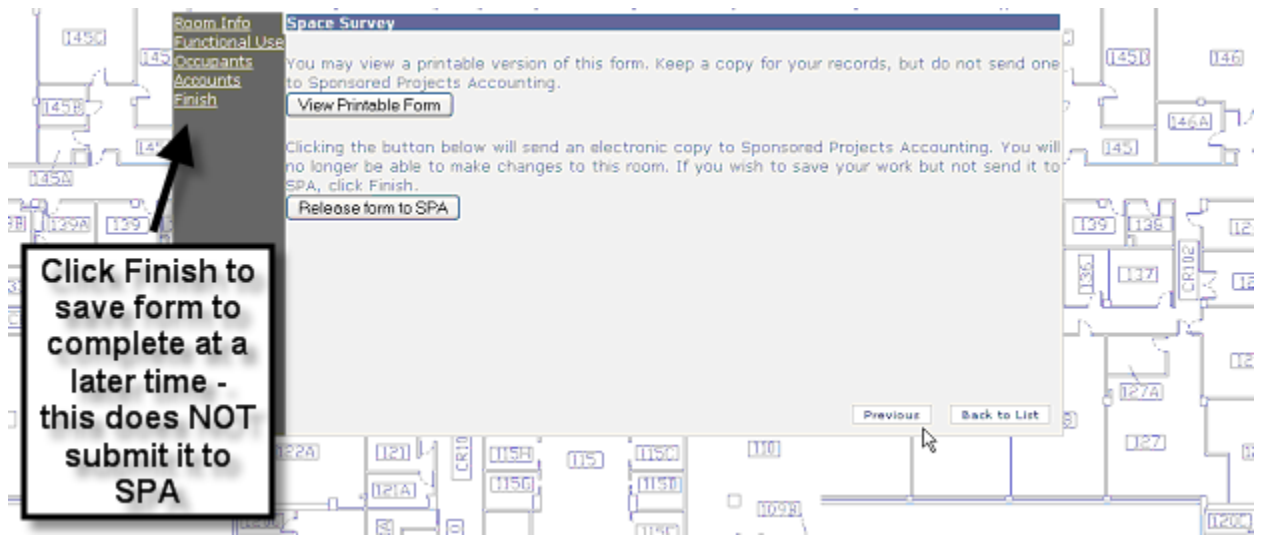
New names can be added by entering the employee name or ID in the search box and click on "Search". A list of possible matches will appear. To select an employee, click on the "Use" button next to their name. When names have been updated, click on "Next". Enter the job type for each occupant.



Again, information from the most recent space survey, if available, and if it is an FRS account that converted to an FIS project (in other words, it is an existing project), will automatically populate the form with project numbers. List the Organized Research accounts and Externally Sponsored accounts in the section of the form labeled "Organized Research FIS Project Numbers". (Organized Research includes Externally Sponsored Organized Research, Branch Station, Extension and University Research.) There is space on each form for 10 account numbers, if more than that use/support the room, list only the 10 primary projects.



The survey system will check to see if projects numbers being entered are valid projects in the FIS accounting system. If they are not valid, an error message will appear when the "Next" button is clicked.



A printable form may be viewed and a hard copy printed for departmental records. Click Finish to save for updating later. Click Release to SPA to submit the survey form. Once this button is clicked it will have the date and time recorded in the “Submitted on” column of the room listing. When you have completed the survey and Sponsored Projects has received all of your forms, all rooms should have the date and time recorded in the “Submitted on” column of the room listing. **Only 1 form per room should be submitted.** Contact Sponsored Projects Accounting for any corrections needed after the “submit” button has been clicked. Forms will need to be submitted even if there are no changes from FY06.

Contact Shannon Fisher ([fisher@ksu.edu](mailto:fisher@ksu.edu)) or Michelle Parker ([mparker@ksu.edu](mailto:mparker@ksu.edu)) at 2-6207 with any questions. Complete on-line entry and return the completed survey packet to Sponsored Projects Accounting by May 11, 2006.