



# Facilities & Administrative Rate Proposal

## The Space Survey



# The Space Survey

- Why we are doing a Space Survey
- What a Space Survey is
- The Direct and F & A Functions
- External & Internal Activity
- Types of Space
- Room Occupants
- Completing the Survey



# Why do we need to do a Space Survey?

- The space survey supports the development of the University's F & A rate proposal
- The space survey has become the primary focus for federal government review since the administrative components were capped at 26%
- Facility components are not capped



# Why do we need to do a Space Survey?

- To create optimal statistics used to allocate building and equipment depreciation, capital interest and operations & maintenance
- Space use assignments must match with accounts used to fund activities performed in the space
- Matching space to the base



# How was my department "selected"?

- FY 2006 sponsored organized research expenditures met the threshold



# What is a Space Survey?

- A space survey is the process of assigning institutional space into OMB Circular A-21 functional categories based on space use
- The results are used to calculate the percentage of space that is used to support both the direct and indirect cost functions and support the subsequent allocation of space related costs to those activities



# The Direct Functions

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- Instruction & Departmental Research
- Organized Research
- Other Sponsored Activities
  - Includes Public Service
- Other Institutional Activities
  - Includes Bookstores, Athletics, Museums, etc.



# The F & A (Indirect) Functions

- Depreciation
- Operations and Maintenance
- General Administration and General Expenses
- Departmental Administration
- Sponsored Projects Administration
- Library
- Student Administration and Services



# Externally Sponsored Activities

- Organized Research
- Branch Stations
- Sponsored Extension
- Sponsored Instruction



# Organized Research

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- Space used for separately budgeted and accounted for research, including Research Training
- Must be supported by one or more grant numbers



# Research Training

- Activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function



# Branch Station

- Space used for separately budgeted and accounted for research at the branch stations (e.g. NWREC, ARC – Hays, SWREC, SEREC)



# Sponsored Extension

- Space used for separately budgeted and accounted for Extension activities



# Sponsored Instruction

- Space used for separately budgeted and accounted for Instruction and Training



# Internally Supported Activity

- Instruction
- University Research
- University Branch Station
- University Extension
- Departmental Research
- Departmental Administration
- Other Institutional Activities
- College Administration
- Vacant
- Other



# Instruction

- Space used for all teaching and training activities including course preparation, classroom instruction, study areas for students, academic advising, graduate student studies and related work, activities involving credit or non-credit courses



# University Research

- Space used for separately budgeted and accounted for research which is funded by the University



# University Branch Station

- Space used for separately budgeted and accounted for research at the branch stations (e.g. NWREC, ARC – Hays, SWREC, SEREC) which is funded by the university



# University Extension

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- Space used for separately budgeted and accounted for Extension activities which is funded for by the university



# Departmental Research

- Space used for general research that is not separately budgeted and accounted for. This includes preliminary research and individual research efforts that do not receive external or specific internal funding.



# Departmental Administration

- Space used by department heads, deans, faculty or clerical staff for administrative purposes. This includes common use space that is utilized by the entire department.



# Other Institutional Activities

- Unused space used for storage
- Space used for animal research facilities (ARF's) and diagnostic facilities – including caging and quarantine space – this does NOT include rooms where research (procedures) are taking place



# College Administration

- Space used by Deans, faculty or clerical staff for college administrative purposes



# Vacant

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- Space that was not in use for all or part of fiscal year 2007



# Other

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- Space that cannot be classified into any of the other categories. Explanations must be given in the comment section.



# Types of Building Space

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- Single function space
- Multiple function space



# Single Function Space

- Supports one function – assigned 100% to the function
  - Research lab – one staff person, 30 hours per week, paid from OR funds
    - 100% organized research
  - Research lab – three staff people, 150 hours per week, paid from OR funds
    - 100% organized research



# Multiple Function Space

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- Space used in support of more than one function
  - Allocate to the individual functions performed in each room on the basis of useable square feet of space OR the percentage of time/funding spent on each function



# Multiple Function Space

- Research lab – two staff people, 1 @ 50 hours per week, paid from OR funds, 1 @ 25 hours per week, paid from departmental research funds
  - 67% organized research
  - 33% departmental research



# Room Occupants

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- Faculty
- Faculty emeritus
- Professional researchers
- Research assistants & associates
- Post docs
- Graduate students
- Undergraduate students
- Visiting Professors



# Room Occupants

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- It is very important to know who actually occupies a room and the funding sources for those people prior to assigning the space to functions
- Occupant types can change the room functional use assignment depending on how they are funded



# Room Occupants

- Visiting Professors, Faculty emeritus should be coded Other Institutional Activities – unless they have a research source of funding
- Post Docs are coded just like faculty
- Graduate students should have an instructional function as well as research function in rooms they work in



# The Survey Packet

- Space Inventory by Department
- Project Accounts Listing
- Employee List

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## *Survey Space by Department*

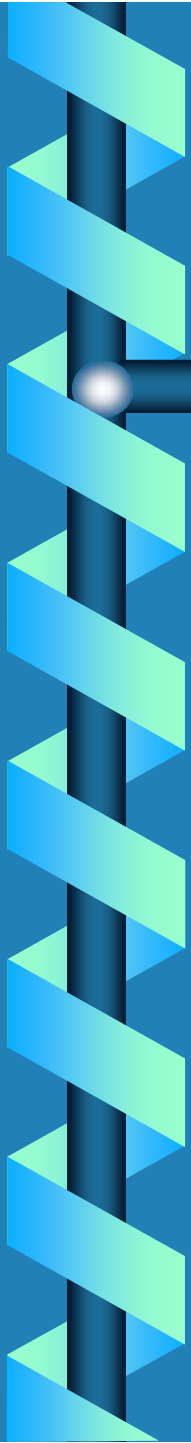
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<i>Department</i>	<i>Bldg Number</i>	<i>Building Name</i>	<i>Room Type</i>	<i>Room</i>	<i>ASF</i>
20060					
	<b>008</b>	BUSHNELL ANNEX			
			255		
				117	177
				118	235
				119	80
				120	80
				121	80
				122	80
				123	80
				124	80
				125	80
				126	80
			310		
				116	750
	<b>009</b>	BURT HALL			
			570		

## *Projects Account Listing*

*Department:* 20060 Biology

<i>Award</i>	<i>Project</i>	<i>Description</i>	<i>PCA</i>	<i>Function</i>
BG7311	GOBCKU7311.1100.20050	OBC EST LIP RES CTR ST KUCR	21220	RESEARCH, MAIN CAMP
BG7311	GOBCKU7311.1100.20060	OBC EST LIP RES CTR ST KUCR	21220	RESEARCH, MAIN CAMP
BG7312	GOBCKU7312.1340.20050	OBC EST LIPD RES CTR FED KU	21220	RESEARCH, MAIN CAMP
BG7312	GOBCKU7312.1340.20060	OBC EST LIPD RES CTR FED KU	21220	RESEARCH, MAIN CAMP
KS0014	GOBO000043.3145.20060	OBO KUMC GENETICS CAPSULA	21220	RESEARCH, MAIN CAMP
KS0020	GOBO000057.3145.20060	OBO KUMC MECHNISMS DORSO	21220	RESEARCH, MAIN CAMP
BG0075	GOBO000060.3145.20060	OBO KUCR PROTEIN INTERACTI	21220	RESEARCH, MAIN CAMP
KS0021	GOBO000063.3145.20060	OBO KUMC MULTI-USER FACILIT	21220	RESEARCH, MAIN CAMP
KS0022	GOBO000064.3145.20060	OBO KUMC INSULIN REG OF IRA	21220	RESEARCH, MAIN CAMP
BG0100	GOBO000094.3145.20060	OBO USDI ASSESS BUFF-BREAS	21220	RESEARCH, MAIN CAMP
BG0104	GOBO000096.3145.20060	OBO USDA FS ORIGIN PHYLOGE	21220	RESEARCH, MAIN CAMP
BG0121	GOBO000111.3145.20060	OBO NFWF BIOMED SURVEY W	21220	RESEARCH, MAIN CAMP
BG0122	GOBO000112.3145.20060	OBO USDI DEER SURVEY STUD	21220	RESEARCH, MAIN CAMP
BC0141	GOBO000135.3145.20060	OBO US FW RESTOR ROCK PTA	21220	RESEARCH, MAIN CAMP
NS0016	GOBO000142.3145.20060	OBO NSF ACQUIS OF MASS SPE	21220	RESEARCH, MAIN CAMP



# Survey Sources Available on the Web

- <http://www.k-state.edu/controller/spa/>
  - Functional Definitions
  - Instructions
  - Room Type Definitions
  - FAQ
  - Survey Sign-on link
- <http://www.k-state.edu/facilities/depts/planning/spaceinventory/index.htm>
  - Floor Plans (located at the bottom of the page)

## Sponsored Projects Accounting

The Sponsored Projects Accounting Office provides fiscal administration services for grants and contracts funded from external sources for the purpose of research and other creative and scholarly activities at KSU. Such grants and contracts are negotiated and accepted by KSU's PreAward Services office. Fiscal administration services provided by Sponsored Projects Accounting includes invoicing and financial reporting to sponsors, review of expenditures for compliance with federal and other sponsor guidelines and regulations, monitoring of subawards, and maintenance of the effort reporting and cost sharing systems. This office also is responsible for preparing the Facilities and Administrative (F&A) Cost Rate proposal for the federal government.

### Our address is:

- Sponsored Projects Accounting  
Kansas State University  
Controller's Office  
10 Anderson Hall  
Manhattan, KS 66506-0108

Our main office phone number is (785) 532-6207.  
Our Fax number is (785) 532-5577.

### Who we are . . .

Sponsored Projects Accounting [Staff](#) phone numbers and e-mail addresses.

#### Sponsored Projects Accounting

Space Survey Resources

Cost Sharing Resources

Effort Reporting Resources

Indirect Cost Rates

Principal Investigator Certification

PPM Chapters

Management Resources

News

## 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.

#### Tools

- E-Forms
- CASHNet
- Eprint
- FIS (Reports)

#### Information

- Controller's Forms
- Employment
- Controller's Office Training Calendar and Registration
- Phone List

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

#### Sponsored Projects Accounting

Space Survey Resources

Cost Sharing Resources

Effort Reporting Resources

Indirect Cost Rates

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PPM Chapters

Management Resources

News

# Space Survey 2007

**Log In**

User Name:

Password:



**Sign in  
using your  
e-id**

This site is to be used for reporting room usage to the K-State Controller's Office,  
Sponsored Projects Accounting.

Questions? Call 785-532-6207 or email [mparker@k-state.edu](mailto:mparker@k-state.edu)



# Completing the Survey

- Usage during entire FY 2007
- Add any project accounts not included on the list
- Use the floor plans to identify rooms belonging to your department and to verify net assignable square feet (inside wall to inside wall)



# Completing the Survey

- Verify the rooms included in your listing are for rooms being used by your department
  - If not used by your department, cross through, indicate which department does use the room
  - Contact SPA if you are missing a room that should be surveyed



# Completing the Survey

- Update the room number, department, room type, square feet
- Indicate Functional Use of Space percentages – round to nearest 5%
  - Each room should total 100% (except shared rooms will total 0%)
- List room occupants and their job type
- List organized research/grant project account numbers



# Completing the Survey

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- Service rooms should be further defined when possible
- Additional room types have been added for cold rooms, dark rooms, cage storage, food storage, etc.



# Completing the Survey

- Service rooms may be shared by multiple faculty from other rooms OR only support the lab they are attached to
- When they are not shared, the functional usage should be coded the same as the labs they serve
- When they are a room shared by multiple faculty from other rooms, the “shared room” check box should be marked and the room will not need surveyed further

## 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

## 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).

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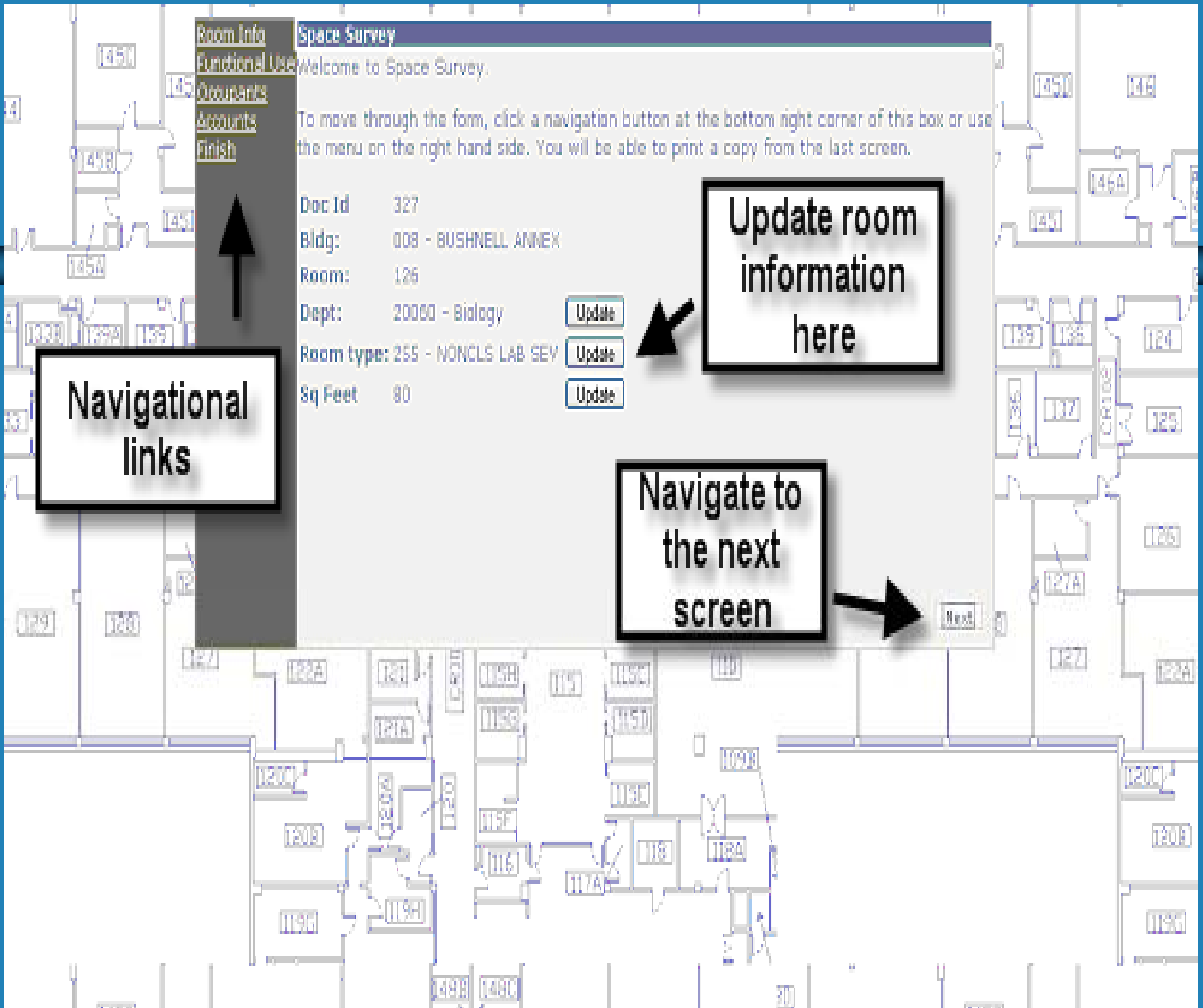
Run a [report](#) to get a list of all rooms you are responsible for surveying.

### 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



- Room Info
- Functional Use
- Occupants
- Accounts
- Finish

**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.

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

- Update
- Update
- Update

**Navigational links**

**Update room information here**

**Navigate to the next screen**

Next

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"/>
* Univeristy 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"/>

**Numbers in parentheses correspond to definition numbers**

Note:

Previous

Next

## Space Survey

- [Room Info](#)
- [Functional Use](#)
- [Occupants](#)
- [Accounts](#)
- [Finish](#)

### OCCUPANT'S NAME(S) - JOB TYPE


### Enter Name or Employee Id

Search

Previous

Next

du:8080/SpaceSurvey/RoomDetail.aspx?\_Id=1960



Help

Go Bookmarks 1 blocked Check AutoLink AutoFill Send to

tail

Sign in to access your Google Bookmarks

### Space Survey

- [Room Info](#)
- [Functional Use](#)
- [Occupants](#)
- [Accounts](#)
- [Finish](#)

#### OCCUPANT'S NAME(S) - JOB TYPE

Anderson, Bryan	graduat
	031000 - Graduate Assistant
	031500 - Graduate Fellow
	032000 - Graduate Research Assistant
	030500 - Graduate Teaching Assistant

#### Enter Name or Employee Id

	Name	Employee Number
<input type="button" value="use"/>	Ackley, Bryan	W0000005019
<input type="button" value="use"/>	Albert, Bryanne	W0000048635
<input type="button" value="use"/>	Allen, Bryan	J0001159115



Room Info  
Functional Use  
Occupants  
Accounts  
Finish

Space Survey

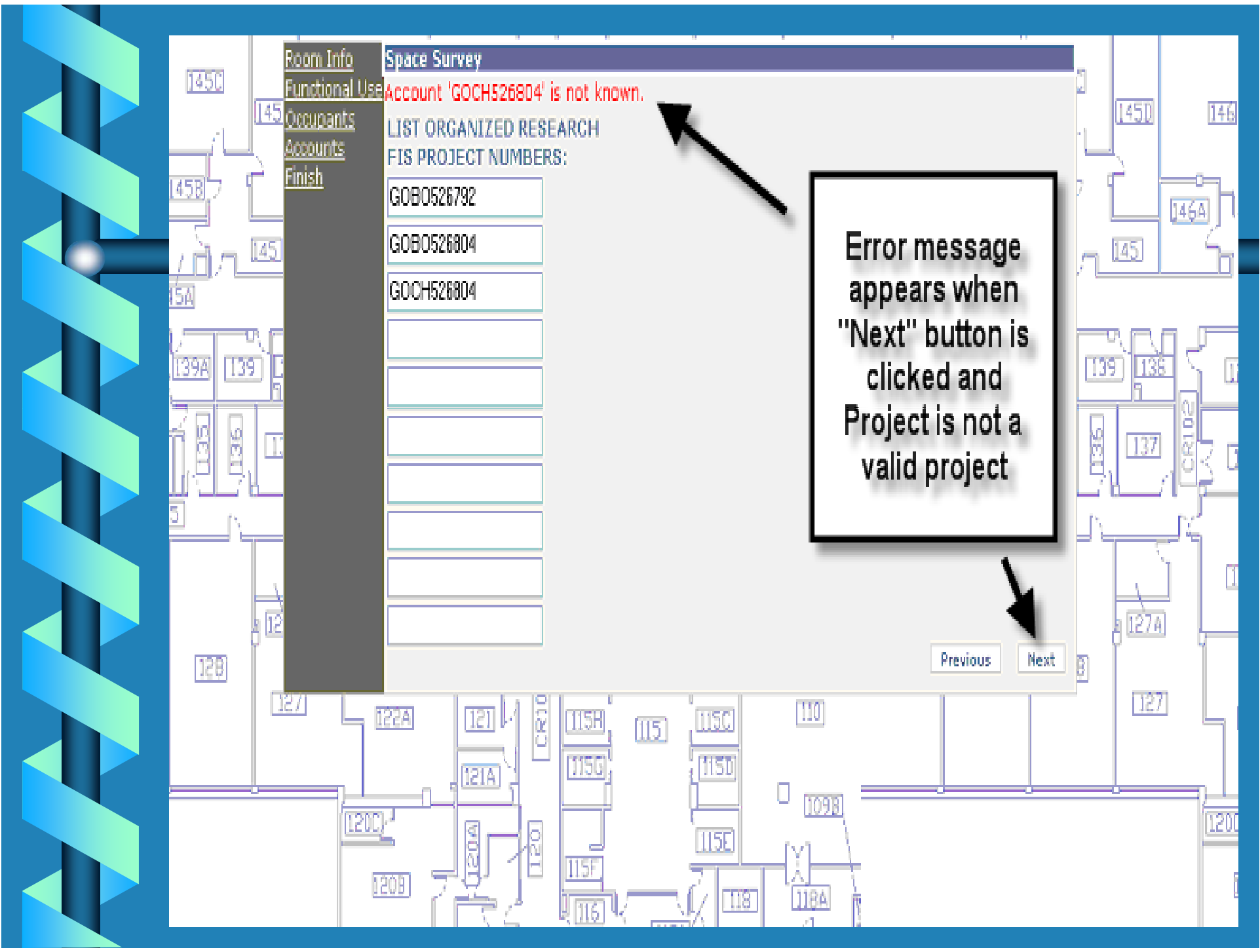
Account 'GOCH526804' is not known.

LIST ORGANIZED RESEARCH  
FIS PROJECT NUMBERS:

- GOB0526792
- GOB0526804
- GOCH526804
- 
- 
- 
- 
- 
- 
- 

Error message appears when "Next" button is clicked and Project is not a valid project

Previous Next



The screenshot shows a 'Space Survey' form overlaid on a floor plan. The form has a dark blue header with the title 'Space Survey'. Below the header is a vertical navigation menu with the following items: 'Room Info', 'Functional Use', 'Documents', 'Accounts', and 'Finish'. The 'Finish' item is highlighted in yellow. The main content area of the form contains the following text: 'You may view a printable version of this form. Keep a copy for your records, but do not send one to Sponsored Projects Accounting.' Below this text is a button labeled 'View Printable Form'. Further down, there is another paragraph: 'Clicking the button below will send an electronic copy to Sponsored Projects Accounting. You will no longer be able to make changes to this room. If you wish to save your work but not send it to SPA, click Finish.' Below this paragraph is a button labeled 'Release form to SPA'. At the bottom right of the form, there are two buttons: 'Previous' and 'Back to List'. A black arrow points from the 'Finish' menu item to a callout box on the left side of the screen.

**Click Finish to save form to complete at a later time - this does NOT submit it to SPA**



# Completing the Survey

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- The numbers in front of the Functional Use of Space Definitions correspond to the numbers on the Functional Use of Space section of the Space Survey Forms



# Completing the Survey

- All Externally Sponsored accounts should be placed in 1 or more rooms OR indicated as taking place in space not owned by KSU on the account listing OR indicated as belonging to another department



# Completing the Survey

- All Internally Supported University Research accounts should be placed in 1 or more rooms OR indicated as taking place in space not owned by KSU on the account listing OR indicated as belonging to another department



# Completing the Survey

- Internally Supported Instruction, Departmental Research, Departmental Administration and other accounts do not need placed in specific rooms
- Projects belonging to other departments, but used in/supported by your space can and should be entered on the survey



# Completing the Survey

- Avoid the 95/5 Syndrome
- Record how the room is actually USED – avoid repeating a person's appointment percentages
- Departmental recharge centers (i.e.. repair shops) should be coded based on their client usage – room type 770 has been added to identify these rooms



# Completing the Survey

- Complete Special Notes Section if Needed
- Certification
  - The survey does not need to be signed for FY 2007
- All forms/rooms need submitted on-line even if there are no changes from FY 2006
- Do not return paper copies of the rooms surveyed to SPA



# Scenarios

- Research or Public Service expenditures are incurred in space off-campus, not owned by the University
  - Indicate this information on the account listing that was provided and return with the space survey packet



# Scenarios

- All of the work or a majority of the work completed in a lab is funded by another department
  - For this survey, the department that should survey and report the lab is the one providing the funding



# Completing the Survey

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- Return completed survey packets to SPA by 5/11/07
- Follow-up visits
- “Walk-throughs” of research space

# Completing the Survey

