

The Saban Research Institute Space Assignment Guidelines

Effective Date: July 1, 2023

Hospital leadership has charged the Chief Scientific Officer and Director of The Saban Research Institute with full discretion for making assignments of research and office space in the Saban Research building (Saban) and Smith Research Tower (SRT) at CHLA. These guidelines currently do not apply to space in the Anderson Pavilion or other clinical buildings at the Vermont/Sunset campus nor the 3250 Wilshire space.

The guidelines are designed to assign space to a Principal Investigator (PI), defined as a faculty member in the Keck School of Medicine who has an active research program that (a) is supported by extramural research funding and/or (b) is supported by start-up funds.

Service grants that are not designated as research are not considered for research space assignments. CHLA has limited space available for research. Thus, The Saban Research Institute cannot provide space to investigators who are not regularly funded by grants with indirect costs to support their space. Indirect cost recovery will be considered in assigning space, but as a minimum necessary rather than as the primary metric.

To facilitate appropriate space assignments, the Chief Scientific Officer (CSO) must be notified of any pending or planned faculty recruitments. These discussions should be initiated by the Division Chief, Institute/Program Director and/or the Department Chair as early as possible in the recruitment process. Note that the guidelines provide a framework for space assignments in the context of Saban and SRT building configurations. Because research and office space are limited, the guidelines will be applied in the context of availability. Best attempts will be made to meet justified requests. Adjustments may be necessary to meet broader institutional demands.

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1) Overview

- a) The purpose of this document is to outline a set of principles and procedures to help guide research space allocation at CHLA. As a leading pediatric academic medical center, research is a vital component of CHLA. Our overarching aim is to foster innovative research to improve the health and wellness of children and youth to ensure the delivery of culturally competent care for diverse pediatric populations
- b) Research is performed across the hospital's Sunset Campus within bench laboratories, dedicated clinical research space (including a clinical trials unit), in hospital inpatient and outpatient clinics, as well as in the surrounding community. As such, the many different types of laboratories that comprise The Saban Research Institute have very different space requirements. The Saban Research Institute Space team works with the Chief Scientific Officer (CSO), who also is the Director of The Saban Research Institute, to develop policy for spaces primarily used for research purposes
- c) These guidelines will be used by the CSO in the context of requests made by CHLA leadership and researchers including institute, center and program directors, department chairs, and division chiefs, to assign research space. The guidelines may be revised from time-to-time at the discretion of the CSO, who is responsible ultimately for research space assignments at CHLA

2) General Principles

- a) Each PI with extramural research funding support from Federal, State, County, or local governments, as well as non-profit grant programs will be assigned an office
 - i) Senior faculty and tenure track faculty at any rank typically are assigned a private office
 - ii) Research track faculty or clinician-scientists who utilize a research office part-time are generally assigned shared office space with no more than one other faculty member
- b) Each researcher, including each graduate student, postdoctoral fellow, and staff researcher, in a lab and designated as an in-person (not remote) staff member, shall be assigned a desk, either in a laboratory or a shared suite of workstations
- c) SRT and the Saban building have common use areas, including break rooms and conference rooms. When possible, these areas should provide infrastructure to facilitate conversations, meetings, and spontaneous interactions that energize the research community
- d) In addition to the space assigned to each PI, additional space may be provided as a research program grows. Because the amount of space needed does not necessarily grow in proportion to the number of paid personnel, space assignments will not be made in a manner strictly dependent on grant dollars. Rather, grant monies (and the

growth in equipment and personnel that they allow/require) can be part of the rationale provided by the PI making a request for additional space

- e) In all instances, PIs are responsible for designating on The Saban Research Institute Extramural Project Intake Form that additional space and offices will be needed should the grant be funded. This includes the PI's space requirements within The Saban Research Institute's animal care facilities. Failure to do so will jeopardize additional space allocation
- f) In the case of a funding hiatus (up to 36 months), space and equipment should be maintained assuming the PI is submitting at least two substantive proposals per year
 - i) After three years, a plan and timetable should be implemented for reducing the space allocation footprint

3) Considerations For Space Allocation

- a) Space allocation will be reviewed regularly and adjusted to assure adequate allocation and efficient use of space on an ongoing basis.
- b) Individuals who count in determining staff/student FTEs in a PI's research program are:
 - i) Paid research faculty within the PI's research program
 - ii) Paid research staff and staff scientists
 - iii) Paid clinical fellows and post-doctoral research scholars (fellows and research associates)
 - iv) Paid graduate research students
 - v) Paid undergraduate research students
 - vi) Non-employee visiting scholars (formerly called "observers") will be considered on a case-by-case basis
- c) For calculation of assignable square feet:
 - i) Wet lab space, support space and dry lab space that is dedicated solely to one PI counts toward a PI's assignable research space
 - ii) Faculty offices, conference rooms, break rooms, core laboratory facilities and administrative space do not count toward a PI's assignable research space
- d) Indirect cost considerations
 - i) The amount of indirect costs earned by CHLA from the extramural awards of an investigator will be considered in space allocation assignments. In general, a minimum of \$120/sq ft (aligned with Keck School of Medicine metrics) is expected
 - ii) For assessment of indirect cost recovery relevant to space assignment:
 - (1) Indirect cost recovery, based on extramural award expenditures, during the prior two fiscal years will be considered

- (2) Grants obtained or completed near the end of the assessment period may be considered on a case-by-case basis
- (3) Indirect costs from submitted pending or unfunded grants will not be considered

e) **Special Circumstances**

- i) Faculty members on start-up packages generally do not have grants that bear indirect costs. In general, they will be allocated space for two to five FTEs (up to 500-800 Assignable Square Footage (ASF) wet or 150-400 ASF dry) in addition to a faculty office during their start-up period, which is generally defined in the individual's offer letter
- ii) A faculty member whose research program has no FTEs or no indirect cost-bearing grants for more than 36 months will be allocated a faculty office but may not be assigned any wet or dry research space. The faculty member will be assigned laboratory space according to the established metrics at such time as s/he obtains indirect-bearing research grants and related FTEs
- iii) Programs that are instrument-intensive may require more space per FTE than indicated by the metrics. Space allocation for these programs will be considered on a case-by-case basis
- iv) For multi-investigator grants, credit for FTEs and indirect costs may be split between/among investigators according to the distribution of work and upon mutual agreement of the investigators. However, FTEs and indirect costs will be counted only once

4) **Wet Laboratory Space**

a) **Common space**

- i) In the realm of bench research, much space and money can be saved by communal use of freezers, incubators, shakers, autoclaves, dishwashers, stills, industrial fridges, culture facilities, balances, pH meters, gel imagers, confocal/multiphoton microscopes. Some larger equipment, like freezers and centrifuges, generate significant heat and noise and need separate core space accessible to all. For any proposed use of common space for a dedicated purpose, a The Saban Research Institute space request should be submitted prior to such use
- ii) All common resources, such as common equipment, tissue culture rooms, hoods, cold rooms, should be clearly identified and freely accessible to PIs who are located on the floor where the common facilities are located
- iii) Permission of use should be made to the designated coordinator of the resources. Note that using these resources is a privilege and subject to revocation for misuse
- iv) If a PI chooses to house a shared piece of commonly owned equipment in their

lab, the area that the equipment occupies should not be included in the calculation of assigned or assured space

- b) Wet Lab Space Assignment Guidance
 - i) Base lab module is equal to one bay (two benches) in Saban or ~500 ASF in SRT
 - ii) Each faculty member with 70% or more protected research time shall be assigned with one base lab module. This is the minimum lab space that is guaranteed for that faculty member with grant support or startup funding
 - (1) Faculty ultimately are expected to be able to support one R01 equivalent (approximately four researchers) within this space
 - iii) Faculty with at least 50% research time may be provided with less space
 - iv) Faculty with less than 50% protected research time will not be provided with dedicated, independent space.
 - v) Any additional space above the base lab allocation is considered flex space and will be allocated based on need as demonstrated by research needs, additional funding and personnel, as deemed appropriate by the CSO
 - vi) Because the amount of space needed does not necessarily grow in proportion to the number of paid personnel, space assignments should not be made in a manner strictly dependent on grant dollars. Rather, grant monies (and the growth in equipment and personnel that they allow) can be part of the rationale provided by the PI making a request for additional space
- c) Shared Lab Space
 - i) Each floor in Saban and SRT has allocated space for shared instruments and freezers. Placement of any equipment or furniture into these spaces must be approved in advance by the CSO and The Saban Research Institute Space team by submitting a The Saban Research Institute [Space Request Form](#) to the Space team
 - ii) Requested use of shared space will be reviewed with the PIs sharing the designated space and must be approved by the CSO
- d) Special Research Space
 - i) Equipment such as microscopes, cell culture hoods, incubators, electrophysiology, or behavioral set-ups, require dedicated space with large footprints. Many such set-ups may need dedicated rooms. Room availability may impose a need for a particular square footage that is not necessarily optimally used. Some set-ups can be placed in larger wet lab spaces in which benches have been removed
 - ii) At least three months prior to initiating the purchase of equipment that will require specific research space, a request to The Saban Research Institute Space team must be submitted for approval by the CSO and Space team. Additional assessment of electrical and technological requirements may be necessary, managed by the Space team once informed of the equipment purchase
 - iii) For current CHLA PIs, The Saban Research Institute Director of Laboratory

Sciences should be contacted in writing to provide information regarding new requests for assignment of rodent housing and procedure rooms in the vivarium. For new PI recruits, requests should be provided to the CSO together with laboratory and office space needs by the recruiting units

5) Computer-Based Science, Behavioral Research, Dry (Dry) Laboratory Space

- a) The primary space needs for dry research (assigned to a PI or shared) can vary, depending on the specific behavioral tests, and will average 75-80 square feet
 - i) Desk space for trainees/staff (typically four to five feet wide workstations in a shared facility)
 - ii) Shared waiting area appropriate for the families who are participating in studies of approximately 150 square feet
- b) Dry Lab Space Assignment Guidance
 - i) Base lab is equal to four workstations/desks in Saban or SRT
 - ii) Each faculty member with 70% or more of protected research time shall be assigned with one base lab module. This is the minimum lab space that is guaranteed for that faculty member with grant support or startup funding
 - (1) Faculty are ultimately expected to support one R01 equivalent (approximately four people) within this space
 - iii) Faculty with at least 50% protected research time may be provided with less space
 - iv) Faculty with less than 50% protected research time will not be provided with dedicated, independent space
- c) Shared Space
 - i) Assessment rooms are assigned to PIs based on the size of their clinical research study and estimates of family visits per week. The Saban Research Institute maintains assessment rooms that are unassigned and utilized based on reservations on a shared calendar for all PIs assigned space within designated clinical research area
 - ii) Family waiting areas, physical exam rooms, and lactation rooms are shared among all PIs who have assigned space in the designated clinical research area. PIs and research staff should discuss general flow of their research protocols to limit potential conflicts in space utilization
 - iii) Unused assigned space, such as assessment rooms, may be used by another PI only with the written permission (such as an email) of the PI who is assigned that space
 - iv) Hoteling workstations may be assigned to administrative or research groups on an as-needed basis but will not be permanently assigned to an individual unless a specific request for additional space is made to The Saban Research Institute Space team, with approval from the CSO and Space team

6) Flex/Swing Space

- i) The Saban Research Institute will try to have flex space available to allow newly funded proposals to be launched quickly. As stated earlier in these guidelines, when PIs write proposals for research program that will require additional space, PIs are responsible for designating specific needs on The Saban Research Institute Extramural Project Intake Form, in addition to submitting a [Space Request Form](#) to The Saban Research Institute Space team. Failure to do so will delay or jeopardize additional space allocation
- ii) The Saban Research Institute Space team shall maintain detailed plans to be able to supply the necessary new space when proposals are funded
- iii) While flex space will be available, flex space also ideally should be in use to avoid long-term, unused space

7) Retraction or Reallocation of Laboratory and Office Space

- a) Space will not be retracted unless necessary or warranted
- b) In the case of a funding hiatus (up to three years), space and equipment shall be maintained when the PI is submitting at least two substantive proposals per year
- c) After three years, a plan and timetable may be implemented for reducing the footprint
- d) Periodically, approximately every six months, the CSO and The Saban Research Institute Space team shall review PI funding data and space assignment data and adjust, if needed

Recommended Resources

- The Saban Research Institute Forms & Policies <https://www.chla.org/research/forms-and-policies>
- The Saban Research Institute Space & Facilities: [https://chla.sharepoint.com/teams/TSRISpaceFacilities/SitePages/Welcome!\(1\).aspx](https://chla.sharepoint.com/teams/TSRISpaceFacilities/SitePages/Welcome!(1).aspx)