



Bench Laboratory Research Space Policy
Loyola University Chicago Health Sciences Campus
February, 2008

Consistent with our dedication to service and in order to support the research mission and advance the national and international recognition of Loyola University Medical Center (LUMC) as a research focused institution with a reputation for excellence in specific areas of research, the LUMC campus has established the following policy for management of research space. The objective is to optimize research space utilization over time, not to create frequent or capricious changes in space assignments.

Bench laboratory space is allocated to schools on the LUMC campus by the Vice President of Health Sciences.

Within the Stritch School of Medicine (SSOM), the Dean assigns research space to departments and institutes. Chairs and Institute Directors have delegated authority and responsibility for assignment and management of space within their departments and institutes, respectively. Space utilization is reviewed annually, or more frequently if needed, by the Dean's Office to prepare departmental and institute allocations. The SSOM Dean's Office must be involved in all rearrangements of bench laboratory space between departments and/or institutes.

Bench laboratory space utilization will be monitored using routine measures of research productivity, including extramural support, applications for extramural support, publications, presentations at national/international professional meetings, and extramurally supported research education of medical and graduate students, postdoctoral trainees, residents and fellows. A threshold value of extramural support/net assignable square feet (nasf) for bench laboratory research space (office space not included) will be considered during the review of departmental and institute space utilization. Space supported by funds less than this threshold value will be subject to reallocation as needed. This threshold value (based on a three-year average or the past year's funding, whichever is greater) will not be less than \$250 in total costs/nasf from extramural support, and could change as dictated by total campus funding. Space will be reallocated only after all affected faculty members have been appropriately notified.

For faculty with joint VA appointments who are conducting their VA funded research in part or in total in LUMC bench laboratories, the appropriate proportion of the total annual direct costs of the VA grant will be included when calculating total extramural support/nasf of research space at the University. The proportion of VA direct costs included in the LUMC total extramural support/nasf will be determined by the Vice President for Health Sciences Research based primarily upon bench research space available at the two institutions. Since VA grants do not provide indirect costs to Loyola, only direct costs will be included in these calculations.

Reallocation of space may result in the need to reassign equipment. Decisions regarding equipment will be made by the Chair or Institute Director.