

Space Survey Frequently Asked Questions (FAQs)

Q: When will the space survey be conducted this year?

A: The Controller's Office plans to turn the space survey on in March and allow coordinators to input data through mid-May. The space survey should be completed during this time period.

Q: What period does the space survey cover?

A: It will cover the entire fiscal year, from July 1, 2016, through June 30, 2017.

Q: I tried to enter the space survey program, but was unable to do so?

A: If you do not have a link that says "F&A Space Survey" on your Hokie SPA screen, then most likely your ID has not been given "permission" to enter the program. Contact the Controller's Office for assistance.

If you do have a link that says "F&A Space Survey" on your Hokie SPA screen, and are unable to access the space survey system, contact the Controller's Office for assistance.

Remember you will only be able to enter data once the program has been opened. This period will run for at least 30 days beginning in mid March. Once that period has passed, you will be unable to make any changes to your data. If changes are required contact the Controller's Office for assistance.

Q: Can I see what my department reported during the last survey?

A: Yes. If you were the space survey coordinator for your department during the last survey, it is still accessible to you. Select FY2014 on the entry screen after selecting the F&A Survey tool. However, it can only be viewed, not edited.

The Controller's Office can also print a copy of the final report for you as well.

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Q: Why are only certain departments being asked to participate in the space survey?

A: Only departments known to have space designated as research labs are asked to participate. Areas such as cafeterias, classrooms, dorms, etc. do not need to be surveyed due to the nature of how they are utilized. Surveying those areas is unnecessary for the purposes of the F&A cost proposal. If your area has a significant amount of organized funded research and has not been included in this survey, please contact the Controller's Office.

Q: My department moved to a new space during the year. How should I account for all of the space my department used?

A: You should account for each space according to your best estimate of how it was used during the fiscal year. Remember that each room must total 100% over the course of the entire fiscal year. Only mark a room as vacant for the time it was actually vacant.

Q: Why will the Controller's Office question rooms that are coded 100% organized research?

A: The federal government has taken the position that students' efforts during the conduct of research projects also benefit their instructional degree program and insist on recognition of the instructional component by an allocation of a portion of the space to instruction. The Defense Contractor Audit Agency (DCAA) has already identified this as an area they will review during the audit of the F&A proposal. We believe the space coordinator is in the best position to determine the appropriate instruction allocation during the survey rather than have an auditor dictate an amount at a later date. This approach provides a more credible and defensible space survey.

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Q: I have students performing organized research in a room. What methodology should I use to allocate their effort?

A: You may give consideration to the level a student is in their program (i.e. freshman, sophomore, junior, senior, graduate, etc.) students early in their academic career may require more effort devoted to instruction than those closer to graduation. The nature of the research may require more over site from the P.I., therefore a higher instruction component. The key is a rational consistent approach that can be easily explained to an auditor.

Remember, this is a subjective survey of activities occurring in the space for the entire year. You should use your best judgment to assign percentages that best represent what is occurring in the space.

Q: How should student organizations be counted if they use a room?

A: Student organizations are an example of Student Services. Please refer to Section I-A of the space survey manual for descriptions of each space allocation category.

Q: What should I do if a room, personnel, or fund is missing?

A: Contact Diana Alexander in the Controller's Office. Several things may have caused this to occur, for example:

- The room you need to survey may not be in the system, and will need to be added.
 - The fund or personnel may be assigned to another department.
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Q: What should I do if I need a floor plan?

A: You can print floor plans from the Facilities Department website at <https://space.facilities.vt.edu/>

If you do not have access to this site, let the Controller's Office know. We can help you obtain any copies necessary.

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Q: I have rooms on my list that my department doesn't occupy. How can I have them removed from my list of rooms to survey?

A: The Controller's Office uses the Facilities Department's building and room database as the baseline to create your list of buildings and rooms. We ask that you review your room list and let the Controller's Office know which rooms need to be moved to or from your list. It would be extremely helpful if you can also tell us which organization now occupies the space you have vacated. We can change room assignments in the space survey system. Keep in mind that changes to the room list on the space survey system will not change room assignments in the facilities database at this time.

Q: I have people on my list of personnel that have not worked in my department for a long time (before July 1 of this fiscal year)?

A: Confirm they received no payments of any kind through the payroll system from your department since July 1, 2016.

If they were paid from your department's funds after July 1, 2016 they belong on your list.

If they were *not* paid from your department's funds after July 1, 2016, contact Personnel Services to determine what action may be needed, if any.

Q: How do I functionalize space in a common area that is shared by multiple labs?

A: Please provide the Controller's Office with a list of all rooms that are common areas along with the rooms that they service and we will functionalize those spaces for you in accordance with how the supported space has been allocated. Please do still select the people and funds related to each room.

Q: How do I functionalize space assigned to a service center laboratory?

A: Please provide a list of all service center labs to the Controller's Office and we will functionalize those spaces for you based on billing activity for the year surveyed. Please do still select the people and funds related to each room.
