

Space Survey – Key Points

- **Timeline for Completion**
 - The space survey is currently open in HokieSPA and will close at the end of May.
 - **All rooms need to be completed by mid-May if possible.**
- **Spaces Surveyed**
 - The only types of rooms surveyed in this manner are research labs. All other spaces are allocated based on departmental salaries and wages. The period covered for the space survey is **fiscal year 2017 (July 2016 – June 2017)**.
 - Facilities has designated these as room type 250 and 255.
 - Let us know if something listed on your survey is not a research lab.
 - Let us know if you are missing a research lab in your survey.
- **Send the Controller's Office a list of common rooms and service center labs**
 - Our office will functionalize these spaces for you.
 - You still need to select the people and funds for these rooms.
- **Ask questions!**
 - If you aren't sure about something, ask! It will reduce the time our office spends reviewing and will help us have fewer questions for you at the end.
- **Keep in mind for a more accurate survey (and fewer questions from our office)**
 - All rooms that you assign an organized research allocation to must have at least one sponsored fund (beginning with a 3, 4, or 5) assigned to the space.
 - Research performed using departmental startup funds should be allocated to departmental research.
 - Rooms that have students in them at any point during the year should have some allocation to instruction.
 - It is rare to have a research lab assigned at 100% research – this will be questioned by our office and by the auditor.
 - Avoid simply splitting rooms 50%/50% or 33%/33%/34%, unless this is an accurate representation of how the room was used.
 - It would be unusual for all rooms to have the exact same allocation.
 - All research funds (cost pool 08, start with 3, 4, or 5) should be assigned to a room.
- **Be prepared for an audit by DCAA**
 - Please keep all of the correspondence and other working papers you used to fill out the space survey.
 - Should your department be chosen for a space walk through, an auditor will walk through your labs and ask you to explain and defend your space allocation methodology.

Contact Diana Alexander with any questions:

dalexander@vt.edu

540.231.8578