MAXIMUS Higher Education

Virginia Tech WebSpace Training
March 2-3, 2020
AGENDA

- Objective
- Purpose
- Federal Perspective
- Resources & Tools Needed
- Functional Definitions
- Inventory & Survey Instructions
- WebSpace Hands–On Exercise
Explain purpose of Space Survey and expectations

Provide departments with knowledge and training to:

- Update Space Inventory
- Complete the Space Survey
A space survey is the process of assigning functional use categories, such as Instruction and Organized Research to each room the university owns or leases.

- FY 2020 is the F&A cost recovery rate base year.
- The space survey is a critical element in the process of making sure the university is reimbursed for the F&A (facilities and administrative) costs it incurs in support of federally sponsored activity.
- Important to functionalize space according to the percentage of use by each occupant.

Space Survey vs. Space Inventory
- Inventory – what space does the department/PI occupy?
- Survey – how is the space used for the fiscal year?
PURPOSE

- **Space Inventory** – Verifying university-owned/leased space by building, room number, room type, assignable square footage (asf) and departmental ownership.

- **Space Survey** – Determining how the space was used -Instruction, Departmental Research, Organized Research, Other Sponsored Activities, Other Institutional Activities, etc.
The WebSpace Inventory and Survey is necessary to:

- Maximize recovery from the federal government via the facilities & administrative cost rate proposal

Federal government will reimburse for its equitable share of university overhead (F&A) expenses associated with conducting research

- Space related costs represent approximately 50% of the overhead costs for which the university is reimbursed

Completing the space survey is expected by the university and required by the federal government
Educational institutions must follow 2 CFR, Part 200 guidelines (formerly OMB A-21)

All lab space in departments selected must be inventoried

Surveys must be done in accordance with FICM (formerly HEGIS) coding (room types)

Feds may physically review the space/results

Departments must be adequately trained

Inconsistencies could result in significant disallowances
Will reimburse the F (Facilities) part of F&A costs based on utilization of space used to conduct activities such as:

- Organized Research (externally/internally funded)
- Other Sponsored Activities (externally funded public service, extension)
- Instruction (internally and externally funded)
Surveyors are well trained to conduct a survey

Reasonableness

Feds may interview administrators/faculty over a year later on how the survey was done

Unpaid occupants – Instruction/OIA

- Visiting Faculty/Scholars/Professors
- Students
FEDERAL PERSPECTIVE & EXPECTATIONS

- **Occupants** in the Room
- **Funding** Sources in the room
- **Activities being worked on** while in the room
  - Instruction
  - Organized Research
  - Other Sponsored Act.
  - Recharge
  - Other Institutional Act.
  - Vacant
- **Per Cent of Time (FTE)** spent in the Room
- **Results**
  - % Instruction
  - % Organized Research
  - % Other Sponsored Activities
  - 100%
RESOURCES AND TOOLS NEEDED

- MAXIMUS WebSpace
- Floorplans (https://space.facilities.vt.edu/)
- Principal Investigators
- Occupants
- Funding Sources
- Best Professional Judgment!!!!!!
A. INVENTORY

1. Account for all of your space
   - Ensure department’s full inventory of space; reassign if not under proper ownership
   - Make corrections to room type with notes
   - Ensure department ownership

2. Identify PI to 250 Room Type
   - Assign Principal Investigator responsible
3. Identify occupants for room type 250 for FY20

- **Paid from university funds as employees**
  - Faculty
  - Students (Grads/Undergrads),
  - Post Docs
  - Hourly

- **Not paid from university funds**
  - Students (Grads/Undergrads)
  - Visiting Professors/Faculty/Scholars
  - External sponsors in university space
Let’s practice!!!
Instruction

Space used for all teaching, training, and instructional activities, whether offered for credit toward a degree, certificate, or on a noncredit basis. Includes space for activities related to:

- Teaching, such as preparation, grading, labs, and assistance to students
- Administrative support related to instruction, such as syllabus production, exam preparation, textbook orders, and roster preparation
- Formal classroom teaching
- Academic counseling and advising students
- Course preparation
- Sponsored Instruction
- Student desk space/study time
Departmental Research

Space used for research development and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for.

This also includes departmental start up funding.
Organized Research

Space used for research and development activities of an institution that are separately budgeted and accounted for. At least one occupant must be the PI, or paid from organized research grants, in order to claim any portion of space as organized research.

• Sponsored research means all research and development space used for activities that are sponsored by federal and non-federal agencies and organizations. This term includes activities involving the training of individuals in research techniques (commonly called "research training") where such activities utilized the same facilities as other research and development activities and where such activities are not included in the instruction function.

• University research means all research and development space used for activities that are separately budgeted by the institution under an internal application of institutional funds. This generally only applies to research grants funded through ICTAS.
Public Service

Space used for assigned duties such as serving as a consultant to local, state or national agencies; serving as an officer in professional societies; or as an editor for a professional journal.

Other Sponsored Activities

Space devoted for programs financed by federal and non-federal agencies which involve the performance of work other than sponsored research, sponsored training, instruction, agriculture experiment station, and departmental research (i.e. cooperative extension program, health service projects, community service programs, data base construction, and data collection, data dissemination or education of the community on issues of public interest).
Other Institutional Activities/Auxiliary

All activities of an institution that are not specifically assigned to other categories, including: residence halls, dining halls, student unions, intercollegiate athletics, bookstores, faculty housing, chapels, theaters, public museums, and other similar auxiliary enterprises. As well as space used for:

- Development and fund-raising
- Intercollegiate activities
- Public relations
- Rare book collections
- Unpaid occupants, student volunteers, and visiting professors paid by their home institution
- Storage of equipment no longer in use
- Space used for any other categories of activities, the costs of which cannot be allocated or provide benefit to sponsored agreements
Agriculture Experiment Station

Space used for all core research activities coordinated through the Virginia Agriculture Experiment Station, and includes USDA formula-funded programs and matching state-appropriated funds.

Agriculture Experiment Station programs include Hatch Formula, McIntire-Stennis, Title V of the Rural Development Act, and Section 1433 of Public Law 95-113-Animal Health. This includes the substations throughout the Commonwealth that may be included in the space survey as well as any space on the main campus used for Agriculture Experiment Station research.
Vacant / Renovated

Space which is closed, entirely unused, empty, or undergoing renovation during the fiscal year. Space that has been unused during part of the year should be shown at the corresponding percentage that it was vacant.

Example: A room that was empty, due to renovation, for six months would be shown as 50% vacant on that fiscal year's space survey.

NOTE: Normal absences for breaks and vacations do not mean a room is vacant. Also, a room does not have to be used a specified number of hours a week. A dissection room for instruction used three days per week by students would be allocated as 100% instruction. It would NOT be considered vacant on the two off days per week.
Data loaded into WebSpace:

- Space profile must be validated by you (as of February 29, 2020)
- Employee listing (as of February 29, 2020)
- Payroll account string information (as of February 29, 2020)
- Principal Investigators
- Departments
Cluster describes a group of rooms (typically labs) managed by one PI. These groups of labs typically have the same occupants.

Clustering is the second part of the process and is only available to rooms that are “cluster eligible” and have already been inventoried.

- Cluster rooms
- Select PI
- Name the cluster
- Add occupants

Steps required when using cluster option
ROOM TYPES SURVEYED

- Research/ Non Class Labs (250)
- Research/Non Class Lab Service (255)
- Animal Facilities (570)
- Animal Facilities Service (575)
C. SURVEY – 250, 570

Room Types to Survey: Research Labs & Animal Facilities: 250, 570

- **Collaborate** with the PI and others familiar with the room to determine:
  - The account string/project of the activity in the room

- **All occupants** are identified to the lab rooms where applicable from the inventory process
  - Paid Employees (PI, Faculty, GRA, TA, Post Docs, Working Students)
  - Un-Paid Occupants (Visiting Professors, Students, Employees of the Sponsor)
Activity of unpaid occupants must be Other Institutional Activities even though they contribute effort to organized research in the room.

- E.g. Students (TA’s, undergrads), Visiting Professors, Employees of the Sponsor

Determine the occupant’s activities spent in that room for FY20 (not effort reporting)

**CAUTION RE: EFFORT REPORTS:** Do not use the payroll distribution/effort reporting information if it doesn’t represent how the occupant spent time in the room. It typically represents how an individual spent time irrespective of rooms.

- Functionalize the space considering the above
C. SURVEY – 250, 570

- Based on activities in the room, enter the percentages for appropriate functions

- *Ensure that the total adds up to 100%*

- Provide notes in the notes box

<table>
<thead>
<tr>
<th>Function</th>
<th>Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td></td>
</tr>
<tr>
<td>Organized Research</td>
<td></td>
</tr>
<tr>
<td>Oth Spon/Public Svc</td>
<td></td>
</tr>
<tr>
<td>Vacant</td>
<td></td>
</tr>
<tr>
<td>Other Institutional</td>
<td></td>
</tr>
<tr>
<td>Agriculture Exp Stat</td>
<td></td>
</tr>
<tr>
<td>Department Research</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0%</td>
</tr>
</tbody>
</table>
Use the Service Room Process for Research Lab Service and Animal Facilities Service rooms (255, 575)

An overview of the Service Room Process will be provided during the hands-on training

You will assign a service room to those laboratories – or cluster of laboratories – the service room supports

System will calculate percentages automatically for the service room based on the functionalization of the lab supported

Survey these rooms last
WebSpace offers a variety of reports to assist with the inventory and survey processes including:

- Survey Results by Department
- Payroll/Survey Detail Report
- Rooms for which payroll was not identified
- Occupants Identified/Not Identified
- Account Strings Used/Not Used
LET’S PRACTICE!!!
CONSIDERATIONS

When you survey a room...consider

- Who occupied the room – faculty, grads, under-grads, visiting professors, technicians, etc?
- How many of each type (i.e. faculty, grads etc.) were in the room?
- How were the people funded (i.e. from grants/contracts, department funds, not paid, etc.) when they were in the room?
### CONSIDERATIONS

- The function cannot be determined just by looking at the space
- Often times, several functions are performed in the same space
- The function may have changed several times during the year
- Space will be assigned to Departmental Research if funded with F&A revenue or faculty start-up funding is taking place in the room
- Organized Research and Other Sponsored Activities cannot be used without providing supporting documentation – account information

#### Survey Period

- Activities in the room for the entire fiscal year, not a point in time.
- Survey is completed before the end of the fiscal year, so consideration to be given to anticipated activity for the remainder of the year. Payroll information is through 2/29/20.
## CONSIDERATIONS

- Rooms coded 100% Organized Research
- Repetitive patterns – i.e. too many rooms coded 95% and 5%
- Graduate Research Assistants/Students (How were they funded when in the lab?)
- Visiting Professors and Emeritus Faculty (Who paid their salary?)
- Departmental Research / Seed Money / Overhead Returns
- Cost Sharing
Central Administrator(s)

- Provide oversight to departments regarding survey process (functionalization)
- Assist with diagnosis and resolution to system (WebSpace program) specific issues
- Respond to inquiries
- Phone and e-mail provided in WebSpace
ROLES AND RESPONSIBILITIES

- Department Coordinator
  - Validate inventory – designate PI, shared rooms, occupants
  - Cluster/Service Room/Survey
  - Know and understand function definitions
  - Assist/coordinate with primary user(s) of the room to code space and identify all funding associated with space coded as Organized Research and Other Sponsored Activities
  - Review for reasonableness
  - Complete survey within prescribed time frame
  - Enter notes where applicable
  - Can delegate duties to Inventory Coordinators, and Surveyors
WebSpace Live

- Use your V Tech ID/Password
- WebSpace data in the system is as of February 29, 2020
- Production Website:

https://webspace.controller.vt.edu/WebSpace/
Timetable

- WebSpace launch date: **March 9, 2020**

- Departments complete inventory and survey: **May 31, 2020**
Contact Info:

Diana Alexander
(540) 231-8578

Jacqui Firtz
(540) 231-2628

ContSpaceSurvey@vt.edu
Questions?