MEMORANDUM

To: Deans, Directors and Department Chairs

From: Robin Cyr
Associate Vice Chancellor for Research
Director, Office of Sponsored Research

Re: FY2014 Space Survey for Facilities & Administrative Rate Cost Study

Date: July 1, 2014

The Office of Sponsored Research (OSR) will soon begin collecting FY2014 room use information that will become the basis for negotiating UNC-CH’s next Facilities & Administrative (F&A) cost rates with the Federal Government for FY2017 and beyond. The F&A Organized Research rate (currently 52%) is applied to UNC-CH’s organized sponsored research expenditures and provides us with the potential to collect $150-200 million a year for our support of sponsored research.

We will soon be contacting departments with a high level of sponsored research activity to perform the space survey. This year we will use new space functionalization software, called efac Space. The departmental space coordinators will provide efac Space with basic information regarding FY2014, such as who occupied non-class labs and lab offices and the accounts they were paid from for the work performed in those rooms.

The OSR-Cost Analysis group will be asking for data in two steps. The first step will be asking each department to review and verify their assigned space. At this time we will also offer each department the opportunity to provide us the Principal Investigator (PI) associated with each lab. We will use this information to prepopulate the labs with potential occupants based on which PIs are associated with the different labs. Once the data from the first step is processed we will ask the appropriate departments to functionalize their non-class lab and lab office space using the efac Space survey software. Training on efac Space will begin towards the end of July. The surveyed departments will be contacted to sign up for training.

If you have any questions please contact Brian Bertlshofer, Director, Cost Analysis at bertlshofer@email.unc.edu or at the new email address for the FY2014 space survey efacSupport@email.unc.edu.