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# IRIC Space Utilization Review Protocol and Guidelines

# Introduction

The following statement summarizes space utilization review protocol and guidelines for all approved spaces in the Integrated Research and Innovation Center (IRIC). PIs or Project/Program Directors who have applied for and been approved space in IRIC are expected to be familiar with and follow this policy.

# Space Review Guidelines

Space in the IRIC Building is owned by the University of Idaho, controlled by the Office of Research and Economic Development (ORED), and temporarily assigned to PI or Project/Program Director for use through the duration of the project. Recommendations related to space allocation in the IRIC are made by the IRIC Facility Committee with assistance of the IRIC Facility Manager and in accordance with the IRIC Facility Committee Bylaws. The Vice-President of Research and Economic Development is the final decision-maker in space decisions and requests.

It is expected that space assignments will change with the ebb and flow of the dynamic research occurring within the building and at times space will not be immediately available. The IRIC Facility Committee will continue to review applications for space even when space in IRIC has become limited. To ensure that IRIC space is utilized to its full extent the IRIC Facility Committee will review space utilization on a regular basis. If it is determined that space is not being fully utilized by a project/program the IRIC Facility Committee would make the recommendation to either decrease the allotted space or remove the project/program from IRIC all together. Doing so will open up space in IRIC for other projects/programs who could better utilize it.

1. **Space Review Protocol**
2. At 1 year mark the IRIC Facility Manager will send primary PIs of Projects/Programs the IRIC Space Questionnaire. This Questionnaire will give the PIs an opportunity to voice to the IRIC Facility Manager and the IRIC Facility Committee how being housed in IRIC has benefited their research.
3. At 1 year mark the IRIC Facility Manager will also generate a report using the CBORD card access system outlying the usage of IRIC based on the number of IRIC access and how these were distributed throughout the year.
4. IRIC Facility Manager will make recommendations to the IRIC Facility Committee on if the IRIC Facility Committee needs to meet with the primary PIs of a Project/Programs about IRIC space usage. Their recommendation is based off the IRIC Space Questionnaire, CBORD card access report and personal observation of space usage.
5. If IRIC Facility Committee agrees with recommendation of the IRIC Facility Manager that a project/program IRIC space assignment needs to be reviewed the IRIC Facility Manager will coordinate between the following individuals. (IRIC Space Review Sub-Committee)
   1. Primary PIs of project/program being reviewed
   2. IRIC Facility Committee Chair (Vice-Chair will attend if Chair is associated with the project/program)
   3. IRIC Facility Manager
   4. IRIC Facility Committee Members from the colleges that the project/program is associated with. (If these members are part of the project/program the IRIC Facility Committee Chair will appoint another member of the IRIC Facility Committee)
6. After this meeting the IRIC Space Review Sub-Committee will make the following recommendations to the full IRIC Facility Committee.
   1. Make no changes to space assigned to project/program.
   2. Increase IRIC space assigned to project/program.
   3. Decrease IRIC space assigned to project/program.
   4. Make no changes to space assigned to project/program but end date of project may be modified.
   5. Make no changes to space assigned to project/program but at end date the project/program is not eligible for renewal and will need to move out of IRIC at that time.
   6. Project/Program to be removed from IRIC immediately and space returned to as close to original state as possible.
   7. Or any combination of the above as the IRIC Facility Committee sees fit.
7. If full IRIC Facility Committee agrees with the sub-committee recommendation the IRIC Facility Committee Chair will inform the primary PIs of the decision.

* PIs of Projects/Programs that do not agree with the IRIC Facility Committee can appeal the decision. This appeal must be sent in writing to the IRIC Facility Committee chair and the Vice-President of Research and Economic Development within 5 working days of receiving the decision.
* At 3 years post entry into IRIC and every 3 years from then on (if project/program has long approval) this space review protocol will be repeated.
* IRIC space review can also be initiated at any time by the IRIC Facility Manager, IRIC Facility Committee Chair and the Vice-President of Research and Economic Development.

# IRIC Facility Committee Responsibilities

# Review IRIC Facility Manager Space review recommendations in a timely manner.

# Assign IRIC Space Review Sub-Committee to meet with project/program primary PIs.

# Review IRIC Space Review Sub-Committee recommendations in a timely manner.

# Communicate to the project/program primary PIs the decision of the committee concerning their assigned IRIC space.

# IRIC Facility Manager Responsibilities

# Send Project/Program primary PIs the IRIC Space Questionnaire.

# Generate CBORD card access report for IRIC space.

# Make recommendation to IRIC Facility Committee on if a project/program needs a closer review of IRIC space.

# Coordinate meeting with IRIC Space Review Sub-Committee and the project/program primary PIs.

# IRIC Project/Program Primary PIs Responsibilities

# Return IRIC Space Questionnaire in a timely manner.

# Attend space review meeting with IRIC Space Review Sub-Committee.

# Coordinate their group based off the decision of the IRIC Facility Committee.

* If they do not accept decision they must submit appeal in writing to the IRIC Facility Committee chair and the Vice-President of Research and Economic Development within 5 working days of receiving the decision.