

POLICY FOR SPACE ALLOCATION – KATZ LABORATORY FACILITIES

DEPARTMENT OF DENTISTRY

PURPOSE:

The purpose of this policy is to outline the criteria used to assign and administer laboratory space for wet-lab research within the Katz facility assigned to the Department of Dentistry.

SCOPE:

This policy applies to all investigators who require wet-lab bench space, use of common equipment, and/or use of core facilities located within the Katz Dental Research Facility for the purposes of conducting research

PROCEDURE:

Investigators whose primary academic appointment is in the Department of Dentistry at the University of Alberta are entitled to request bench space and desk space for the purposes of conducting their research program. The Department of Dentistry is committed to the following policies regarding space usage and allocation in the Katz facility:

- A laboratory unit at the Katz facility is defined as one lab bench, one desk unit, one column of storage shelving, and access to all the core facilities and common equipment at the Katz Dental Research Facility.
- Common Equipment is defined as any equipment purchased through School of Dentistry or other University operating funds not part of an investigator start-up package given at the time of hire or purchased through a special request granted by the Chair of the Department of Dentistry, regardless of location within the Katz facility. In addition, any equipment will be considered common if it was individually purchased by a PI but left at the School of Dentistry as a consequence of the PI leaving the institution for any reason. These include water filtration systems, ice machine, ultralow freezers, liquid nitrogen containers, centrifuges, and tissue culture hoods, incubators, microscopes, other equipment that is utilized by multiple investigators. Equipment purchased with funds from grants or contracts awarded to an individual principal investigator (PI) for specific projects needs shall not be considered common equipment unless designated so by the PI. Nevertheless, this PI is strongly encouraged to provide access to this equipment to other investigators when possible. Common equipment may be housed in common facilities, or within a laboratory unit assigned to an individual investigator.
- Core facilities include the use of the animal surgery suite, autoclaves, microscope facility, histology facility, equipment rooms, tissue culture facilities, anaerobic microbiology facility, chemical hoods, specialized support rooms, cold rooms, and any other space not specifically assigned to investigators for their exclusive use.
- Any investigator whose primary academic appointment is in the Division of Foundational Sciences, and/or whose terms and conditions of employment indicates their need for laboratory research space to conduct their research program, is entitled to the exclusive

use of one lab unit.

- Any investigator who currently does not have lab space at Katz and who wishes to utilize bench space or core facilities in the Katz facility should make a formal written request to the Associate Chair of Research. This written request should include an abstract of the proposed project, the amount of space requested, the need for access to core and support facilities and equipment, the number of individuals to occupy and/or utilize that space, and the source of funding available to pay for the research project to be conducted in that space. Approval of this space request will result in the assignment of a minimum of 1 laboratory unit to the investigator, but multiple units may be assigned based on requested need at the discretion of the Associate Chair of Graduate Studies and Research.
- If additional space beyond 1 lab unit is needed by a current investigator, the investigator should make a formal written request to the Associate Chair of Graduate Studies and Research. This written request should include a description of the expanded project which requires the additional space, the amount of additional space needed, the number of individuals to occupy and/or utilize that space, and the source of funding available to pay for the research project to be conducted in that space.
- Space assignments for laboratory benches will be made exclusively by the Associate Chair of Graduate Studies and Research and will be based primarily on the number, status, and time effort commitment of the individuals to occupy and/or utilize that space and who are currently and actively involved in the research project. Generally, each lab unit can support a minimum of 1.0 -2.0 full time equivalent (FTE) researchers (excluding the PI), based on the following formula: Undergraduate student researcher is 0.25FTE; Graduate student researcher is 0.5FTE, and full time research staff which includes a laboratory technician, postdoctoral fellow, or Research Associate is considered 1.0FTE. The School of Dentistry reserves the right to modify this formula as the need arises.
- Maintenance, scheduling, and daily usage decisions for core facilities and common equipment shall be responsibility of the Research Facility Manager. Any disputes or decisions that cannot be resolved by the Research Facilities Manager will ultimately be the responsibility of the Associate Chair of Graduate Studies and Research. Maintenance, scheduling, and usage decisions for equipment not considered common shall be responsibility of the individual PI who purchased the equipment.
- Issues regarding the organization, utilization, and maintenance of common equipment and core facilities within the Dental facility shall be resolved first by the Research Facilities Manager, and issues that remain unresolved, or which are appealed, will be resolved by the Associate Chair of Graduate Studies and Research.
- Based on the limited number of desk spaces available to staff within the laboratory facility, any request for additional desk space will be accommodated by locating individuals in desks within room 7-020, the administrative suite of the Department of Dentistry.

- Allocation of office space, desk space, and equipment needs and maintenance within the administrative area of 7-020 Katz shall be done by the Associate Chair of Graduate Studies and Research.
- Requests for alterations or renovations of existing core facilities, common equipment, and laboratory facilities should be made in writing with justification to the Associate Chair of Graduate Studies and Research.
- Requests for the purchase of common equipment should be made to the Associate Chair for Research, along with a justification, quotes, and the names of planned or potential users. Decisions regarding the purchase of common equipment will be made by the Associate Chair of Research based on cost, overall benefit to the greatest number of users, and availability of funds and space.
- Newly recruited faculty will be assigned space based on the commitments made during recruitment and the size of their start-up package. These recruits will retain this space allocation for a minimum of 3 years, but assignment of additional space will be possible based on the success of the PI in obtaining additional funding and staff to support their research program.
- Faculty who have research space assigned to them and/or who receive departmental support for their research program will be required to present their research one time/year at the Discover Dental Sciences Seminar Series.
- The running of the facility, including the designated use and scheduling of core facilities, purchase and prioritization of common equipment purchases, and other space issues that affect more than individual faculty within the facility, will be brought to a committee consisting of faculty who have lab space assigned within the Katz facility. This committee will serve as an advisory committee to the Associate Chair of Graduate Studies and Research to help guide decisions regarding the optimal use of laboratory and administrative space.
- Space allocation and needs will be determined at the initiation of this policy, and space assignments will be made based on this policy. Thereafter space allocation will be evaluated annually during the month of June, and any change in assignments for lab space will be executed by the end of the month of August.