FY2024 Space Validation User Guide

Introduction

Northwestern University is obligated to conduct a space survey (inventory) every year. This information is subject to review by the National Science Foundation Survey of Sciences, Department of Health & Human Services, F&A Rate Negotiations (Indirect recovery), and various other reporting entities for examination and inspection of the space information for reporting and other metric purposes.

The Space Survey covers the Evanston and Chicago campuses. The survey formally documents how the university's space is used, and it plays a critical role in our successful indirect cost recovery efforts. Accurate space data is an essential part of a sound Facilities & Administrative Cost Proposal and is necessary for good space management.

The results of the survey will be recorded in Facilities Connect, the University's official space inventory system. Additional information regarding the process is outlined in the "What to Expect – Space Survey Process" section of this letter. Your help with completing the space survey by July 31, 2024, is very much appreciated.

This instruction material is to inform you that your school unit will be participating in the 2024 Campus Wide Space Survey during the period of June 1 – July 31, 2024.
Note FSM will have a deadline of July 15, 2024

What to Expect – Space Validation Process

The primary purpose of the Space Survey is to verify room space types, room use function coding, and current department allocations of the space.

Information collected during the survey is used to inform business operations such as operations and maintenance, capital and operating investments, emergency response, and campus communication. Most importantly, this information is used to support the Facilities & Administrative (F&A) Rate Negotiations, commonly called indirect costs. There are direct cost assessments to campus units for buildings and space, utilities, and technology. Accurate space use data are imperative for the fair and accurate updating of the budget for each unit.

Consistency and completeness of space information is critical for all units, including academic/non-research units. Reported data must be defensible by Northwestern and data administrators and is subject to a detailed audit (including physical tours of the space) by Facilities, ASRSP, and/or the Department of Health and Human Services auditor.

Please consider this timely opportunity to evaluate your space inventory carefully and relinquish any spaces that may not be needed for staff that are able to continue to work effectively in hybrid and remote work environments.

To make the most effective use of the Space Validation time, we ask that department representatives refer to the following tips and/or suggestions to complete your space validation.

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Helpful Links to begin and during the Space Validation Process

➢ To gain Access to your departments Space Validation by accessing Facilities Connect use the [Facilities Connect](#) link.

➢ Request to be Data Admins and Access to department Space validation click on [Enterprise Systems Alumni and Financials General Security Access Form](#)

➢ For Training and Reporting Tools. Please use this link to the [Training materials](#)

➢ [Space Information Reports](#) are also available to assist with survey completion.

➢ Review the [Template -How to Code Research Space](#) excel spreadsheet

➢ FY24 Space Validation schedule

FY24-FA Schedule.pptx
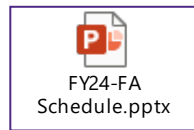
Upcoming Dates for Individual Space Validation Booking & Workshops, & FY24 Kick-off Training Presentations.

- Open training sessions for Data Stewards & Data Admins (Research & Non-Research Academic Schools/Units) will be scheduled in Evanston & Chicago campus for June/July '24

- *FY 24 Kick-off Training Presentation*
  - *Evanston (EV)* - Session #1: Thurs. May 30th, 2024, from 2:00-3:30pm in the Ruan Conference Center located in the basement of Chambers Hall – Room 00L11
  - *Evanston (EV)* – Session #2 Tues. June 4th, 2024, from 2-3:30pm in the Ruan Conference Center located in the basement of Chambers Hall – Room 00L11
  - *Chicago (CHI)* - Session on Wednesday, June 5, at 1-2:30pm in Hughes Auditorium (Lurie).

- *FY24 Space Survey workshops*
  - Evanston (EV) – Session 1; June 20th, 2024, from 1-4pm at ground floor of Crown, Room G593
  - Evanston (EV) – Session 2; July18th, 2024, from 1-4pm at Crown G593
  - Chicago (CHI) – Session #1 Thurs, June 13th, 2024, at 9am-12; Located in the Weinberg Classroom, Tarry 1-730, just past the Tarry first floor elevators
  - Chicago (CHI) – Session #2 Thurs. June 27th, 2024, at 9am-12; Located in the Weinberg Classroom, Tarry 1-730, just past the Tarry first floor elevators.
  - Chicago (CHI) – Session #3 Tues July 9th, 2024, 1-4pm; Located in the Weinberg Classroom, Tarry 1-730, just past the Tarry first floor elevators.

- Link to schedule 1-on-1 online Space Survey & Training support in Facilities Connect with the *Bookings* with me (Patrick Eaton) reservation system at [Book time with Patrick R Eaton: Facilities Connect Survey Training Office hours.](#) Please begin to schedule those 1-on-1 at your earliest convenience.

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FIRST STEPS

Facilities Connect Access

Please take a moment to review who will be acting as space validation administrators for your school/department and make sure you can access [Facilities Connect.](#)

1. If a new employee requires access and/or update access or add an data administrator for Facilities Connect, please complete the [Enterprise Systems Alumni and Financials General Security Access Form](#) and send to FOIT Security, foitsecurity@northwestern.edu, for processing.
2. Please fill out the following sections and fields in the form:
    a. Section A Pg. 1
        i. Date, NetID, Name, HRIS EmpID, NU Email, department, phone
        ii. Request Type: Select **Facilities** (Sect. E) and **Add**
        iii. Is this a School or Department Transfer? Select **No.**
    b. Section E Pg. 4 Facilities Access
        i. Select **Department Data Administrator** Role and **Add**
        ii. Specify Depts (DeptID's) to which you want to be assigned In Facilities Connect
    c. Pg. 8 Require Approvals
        i. Sign and Date under Required Approval – Applicant section
        ii. Then the department head and where applicable, the dean's office will need to approve, sign and date his/her respective sections.

Image: FOIT – Facilities Connect Access & Roles

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Space Validation Contact Report

The university's FY24 Annual Validation Survey will be soon approaching on June 1st, 2024. We are asking for Data Stewards and their Data Administrators to review and update their department Space Validation Contact report in preparation for the FY24 Survey.

We received feedback that the current Validation Contact Report is <u>not</u> UpToDate with the most current Contacts. We are asking for the FY24 survey to review all survey validation contacts and departments assigned prior to validating your space

- Please review your data administrator contact info is represented for each and all departments that are assigned space. Remove any old contact to validating the space information., and update listing w/ new space validation contact for those departments

- If department is not represented but has assigned space., Update FOIT and the contact list and additionally notify Space Information to assign those space in the system.

- You must submit & inform FOIT to gain access to Facilities Connect access to space module for Space Validation and include what departments you want to review

- Link to report - [Space Information Reporting - Validation Contact Report](#)

Schedule 1-on-1 online training for Facilities Connect & Space Survey

Link to schedule 1-on-1 online Space Survey & Training support in Facilities Connect with the *Bookings* with me (Patrick Eaton) reservation system at [Book time with Patrick R Eaton: Facilities Connect Survey Training Office hours.](#)

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Next Steps: Space Validation & Reviewing your Departments Current Space Inventory

Facilities Connect Access and Navigation

- **{1}** When accessing the Facilities Connect Space dashboard. You should see the *"My responsible Department Assignments & Assignee Details"* dialog box with your department's data filled in and Space Information reporting & Campus Mapping resource tools on the right side.

- **[2]** *"My responsible Department Assignments & Assignee Details"* dialog box should look similar to image below with your respective depts space data in the columns seen below

- If *"My responsible Department Assignments & Assignee Details"* is empty with no data shown, then access to your department space data has not been approved. Make sure your Data Admin status and dept. access with [Enterprise Systems Alumni and Financials General Security Access Form](#) is current and up to date.

Accessing Space Information reporting by unit

- **[3]** Download & review your department space inventories reports.

  - You can download using the export tool (downward arrow icon) to excel within the dashboard to the top right of the space data grid

  - Or can use the Space Information "My Responsible Spaces: Reports to download to excel spreadsheets. Recommend reports such as My Dept Base Data with Function Code or Department Base Data v2

  - In addition, on the Facilities Connect Reporting web link under Space Information Reports there are additional reporting metrics to download. Link [Space Information Reports - Tableau](#)

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Changes to Floor Plans

- If you know of existing or upcoming changes to your department's space or occupancy and/or architectural floor plan for FY24, please contact Patrick Eaton or Kevin Grzyb to assist in updating the information in Facilities Connect. This will greatly help in finalizing the space information for the FY2024 Space Validation.

- To view building floor plans in graphical form by Department in the Space Management system within Facilities Connect, select a space record, clicking Location Lookup and select the Tab named Floor Plan and/or Graphic View. See also [Space Information: Find Floor Plans](#) in the Training Materials.

- Review floor plans to verify that wall changes or any changes due to renovation and/or remodeling that occurred in your department during the fiscal year (or prior years)

    o Note any discrepancies by either marking on a floor plan or noting the room numbers in a spreadsheet and then notify the Space Management department will field verify any updates that need to be made to the plans and imported into Facilities Connect

- Recommend if using graphical floor plan out of Facilities Connect use such Themes in them Menu dialog box as Department Assignment, Space Details, Assignee, and People (Occupants)

- Finally, walk and tour your spaces and speak with individuals who know that space function activities and usage

Space Validation Overview

- Data Admins will be reviewing & verifying (2) pages with Space Record data in Facilities Connect.
    1. The Space Details Tab and under the Building/Space Details will see Space class type, occupant, & dept assignment space data to review
    2. And the Assignee/PI and Function coding space data, **See Section J**
- When selecting a space record, The Space Detail Record page may automatically open or can be found selecting the ✳[Location Lookup](#) Link

    Note: Bldg./Space details are hard coded (i.e. Area, Bldg., Name, Floor No.)
- Review /Verify the following…
    a. Room Number
    b. Room Name Description (Optional, but recommend giving a name to the room)
    c. Confirm Room Capacity. (Consult w/ Space information when determining Room Capacity if needed)
    d. Enter the Program Class code for the space. See Job Aid Material for definitions.
    e. Space Class Type. (Consult w/ Space Information team if need help in determining the space type. Refer to [Space Class Definitions](#)

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f. Review your department's list of assigned space by room and determine if the rooms are correctly assigned to your dept chart string.. Contact Space Information team if department chart string assignment is incorrect and/or needs updating

g. For changes to Department Assignment see Dept Assignment Allocation change.pdf

h. Review and identify all Room Occupants. Occupant is defined per Space Information: Glossary of Terms in the Job Aids.

i. Once completing the review of the Space Detail records, be sure to select the *Activate* button on the top right of the dashboard screen.

Space Update Request Form

In addition to indicating that a particular space be changed, modified, relinquished in Facilities Connect, units can utilize the Space Request Form. This request will be reviewed by FSI, Facilities Space Information, upon review, shall be updated in the system with your space changes. You can find this function on the top-right of the space detail page.
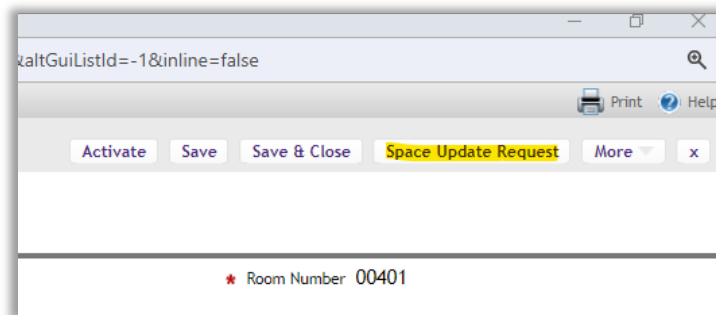
Space Details Survey - Helpful tips and recommendations

1) Review if Room Number is correct. Notify Space Information if room number is different.

2) Please add detailed room descriptions/official room name of room use types. (Example: Space class is 315 Office Service; Room Name is Faculty Break Room) in the Description field

3) Review Program (or Room Functional use) Class code. See link Program Class Definitions for Program Class Description.

4) Review your department's list of assigned spaces by space class type and determine if the room space type is depicted correctly. If there are any changes, please update in the Space Information ✹Space Class field on that page

a) If you are unclear on how to classify a specific room, please make note of this and the Space Management department will assist you if this update.

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5) Review your department's list of assigned space by room and determine if the rooms are correctly assigned to your department chart string

   a) Shared space – if there are rooms that you share with another department, please note those rooms and the approximate percentage that you utilize the space (ex. 50%/50%).

   b) Leased space - If you lease space that is assigned to your department to another department or entity outside of the University, please note this on your survey. If you lease space off campus, please verify the location of this space in the system.

6) Any rooms that are owned by your department, but which do not appear on the _My responsible Dept & Assignee Detail Report,_ you will be able to request by emailing Patrick Eaton at Patrick.eaton@northwestern.edu

7) Identify any rooms that are missing or updating and note any rooms that should be removed by either marking up a floor plan or the space inventory spreadsheet and/or the Space Update Request button on the Top right of the page and Forward to Space Information team

8) Update Employees' primary location and if appropriate, multiple locations in the Secondary Occupant location if needed, If employee is no longer part of the University during the Fiscal Year, the employee name will be retired in the system and cannot assignee space to that occupant

9) Data Admins are strongly encouraged to enter their staff office (occupant) assignments in the Occupant section of the Building/Space Details – Occupant Primary Location & Secondary and/or Occupant not found in FC) to help effectively manage space on campus. This feature is intended to help units better manage space assignments and realize space efficiencies.

10) Occupant vs. Assignee/PI. Occupant is person occupying the space (Office) Assignee/PI is the person performing the activity/project in the space.

11) Vacant Space – A space that is not being used now & has been vacant for more than (6) months of the Fiscal Year

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Assignee Details Space Survey Overview

- Data Admin will be reviewing & verifying the Assignee, Productivity, and Function coding details page

   o   For most, this page will automatically display but can be selected by the Organization name under Department Assignments in the Location lookup Space details display page. See image below:


- Note: Bldg/Space details are hard coded (i.e., Area, Bldg, Name, Floor No.)

- Review the following:

a)   Assignee Details: Assignee/PI Name

b)   Productivity Department Chart string: (primary dept related to activities performed by the Assignee/PI)

c)   Note: For non-research activity. Assignee to be coded by your depts' CHAIR, DEAN, CHIEF, VICE. DIRECTOR.

d)   Percentage (%) Allocated to that Assignee/Productivity Dept (Must total 100%)

e)   Activate all Grant Chart Strings that apply to the space by funding by selecting on the *Assignee (New dialog box to open)*

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f) Under Grant Chart strings selecting the check box of all and any Grant Chart strings that apply to the space and Assignee productivity with that space & PI
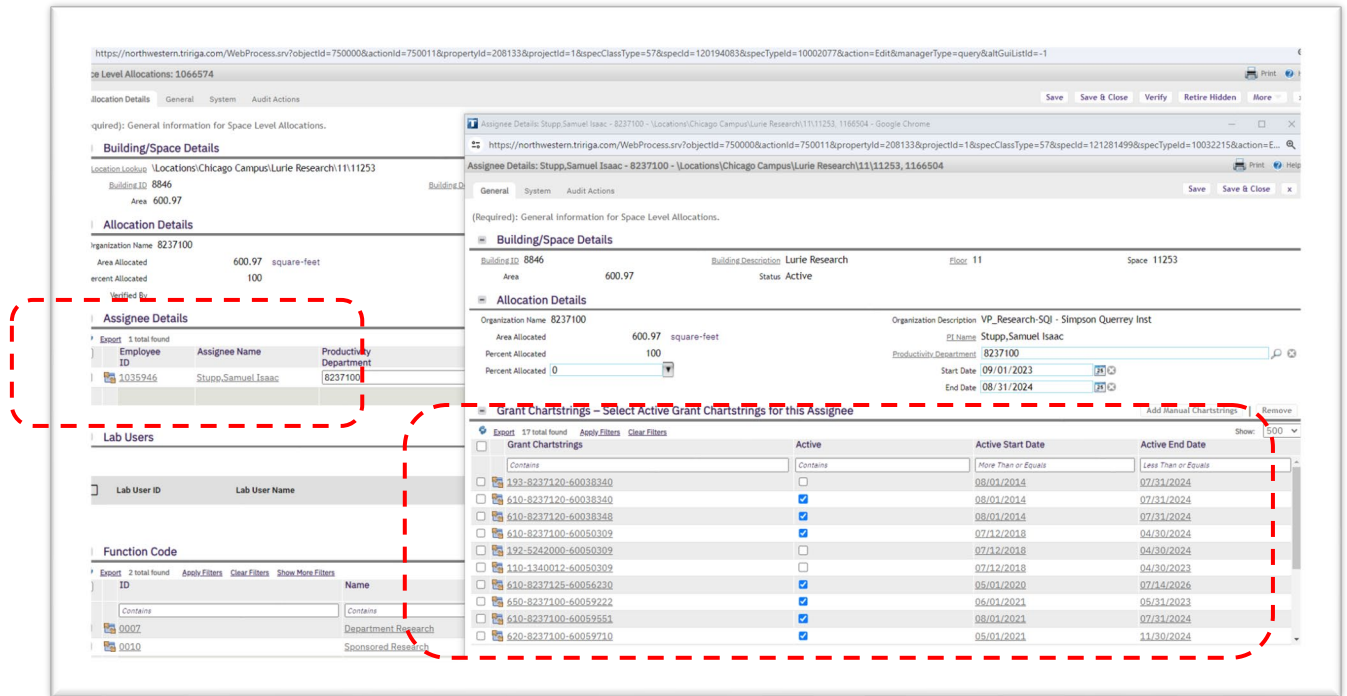
g) Save & Close when done applying grant chart strings

h) Applying the lab Users to the space record & Assignee using Reset Lab users. See link to Space Validation: Manage Lab Users information

i) Review and apply of Function Coding as defined per Function Code Definition in the Job Aids.

j) Note: For non-research function coding, Use 020 Salary/Wages to code those spaces

k) For aid in the Function Coding. Please use the Review the Template -How to Code Research Space excel spreadsheet:

Template for
Coding Research Sp

l) Note: A Space record cannot be validated/Verified w/o Assignee, Productivity Code, Active Grant chart string applied and selected, and percentages add to 100%

m) Once all space information has been reviewed, Data Admins are to select the *Verify Button* to validate the space record.

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Assignee Details Space Survey Tips and Recommendations

- If any of your rooms are being used for sponsored research activity, you will need to provide the **Principal Investigator (Assignee)** assigned to this research space, as well as NUFIN Sponsored Research Chart string numbers funding the research associated with that room.

- If more than one primary investigator is assigned to a room, please be prepared to discuss the way the use of the room is divided and coded

- Productivity Department is a function of the Assignee indicating the primary department related to the activities occurring in the space. In Facilities Connect, the Productivity Department is pulled from NUFinancials.

- Review Current Room Function & Download Function Code Definition from the Training Materials.

- Review the room listing with the individual(s) having first-hand knowledge of the activities conducted in each room for that Fiscal Year.

- The functional classification of a room should be based on the activities conducted in that room over the course of the fiscal year and must reflect the average functional use.

- For rooms that have more than one Function use or code, please classify the space and the estimated percentage used.

  - o Determining functional code %
  - o Coordinate with Dept. Chairs & Faculty
  - o Conduct Interviews, site visits and/or floor plan review
  - o Use professional judgment

- Review the Fy24 Training Slideshow provided by the NU FIN/OPS Account Services for Research & Sponsored Programs (ASRSP)

Important Considerations

- ➢ Walk or tour your departmental space using floor plans as needed.

- ➢ Results should be accurate and supportable by your Data Administrator & Stewards.

- ➢ The room should be surveyed by an individual with knowledge of its use.

- ➢ Survey is based on the entire FY usage.

- ➢ Data Consistency across departments and coding.

- ➢ Recharge Centers should be coded based on client usage or service

- ➢ Total percent for department allocation, assignee, productivity, & function coding must total to 100% for verification

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Space Validation Data Finalization

1. Once you have reviewed all departmental space records., return to the *"My responsible Department Assignments & Assignee Details"* Dashboard dialog box.

2. Scroll over to the last (2) columns that indicate Verified BY & Date. Be sure to note these columns are filled in to complete your space survey

3. Finally, download any all-space reporting you may need or archive for your records.

Questions and Support

Questions regarding the FY2024 Space Validation Process can be directed to Facilities Space Information

*   Patrick Eaton, Space Information Manager at: patrick.eaton@northwestern.edu
*   Kevin Grzyb, Assistant Director of Space Information at k-grzyb@northwestern.edu.

Questions regarding the F&A Rates or Function Codes can be directed to the Financial Operation, Accounting Services for Research and Sponsored Programs

*   Pooja Thakkar, Costing Manger at pooja-thakkar@northwestern.edu.
*   Sophia Gabay, Senior Cost Analyst at s-gabay@northwestern.edu
*   LaShawnda Hall, Executive Director Research Financial Operations at Lashawnsa.hall@northwester.edu

Thank you, in advance, for completing the FY2024 Space Validation survey
Patrick R. Eaton
Facilities – Space Information
Space Information Manager