

Purpose

All public higher education institutions in the State must submit an annual facility inventory report to the Texas Higher Education Coordinating Board (THECB). The amount, type, and use of physical space are among other components used to determine each institution's funding both current and projected. In addition, this information is used by UNT to negotiate Federal Facilities and Administration rates for research grants and for federal reporting of associated research space. The Office of Space Management and Planning (OSMP), in compliance with UNT Policy 11.002, is responsible for submitting these reports. Conducting an annual Space Survey is the tool used to ensure accuracy in UNT's reporting.

Introduction


As the designated space survey respondent or approver, you are responsible for completing the annual Space Survey accurately and within the designated time frame. The information you are required to provide consists of THECB codes, occupant information, research information, and other characteristics unique to each room assigned to your department or unit.

You will be notified when the Survey is open for editing and the time allowed for completion. Please allow sufficient time to complete all input and still allow time for the department approver to review and approve the Survey prior to the closing date. There is an entry for every room assigned to your department or unit, including interior hallways, and each space can take a few seconds to a few minutes to complete.

[Only designated respondents and approvers have access to the FM Interact Space Inventory Survey.](#)

If you are not currently a respondent or approver, please contact OSMP to request authorization. This may be done via email at osmp@unt.edu or by phone at (940)369-8400. You may also complete the Space Representative Change Form online at <https://vpaa.unt.edu/osmp/forms/space-rep-change>.

Accessing the Survey (Fig. 1)

1. Confirm that the computer you are using meets the site requirements listed in the “Things you NEED to Know” page.
2. Access the Space Survey from the OSMP website at: <https://vpaa.unt.edu/osmp/space-survey> utilizing your EUID login and password.
3. To begin working on the survey, from the Survey Respondent's Home Page, select the “H. Ed. Surveys” bubble or the school house  icon on the sidebar menu and then Survey-Respondent or Survey-Approver.

Note: If you would like to view your floor plans for reference, they can be accessed by selecting the “Space Management” icon that looks like a tiny floor plan , and then select your site, building, and floor from there.

If you do not have access to view floor plans, please complete the Floor Plans Request Form at <https://vpaa.unt.edu/osmp/forms/floor-plans>. Please note that only faculty and staff are granted access.

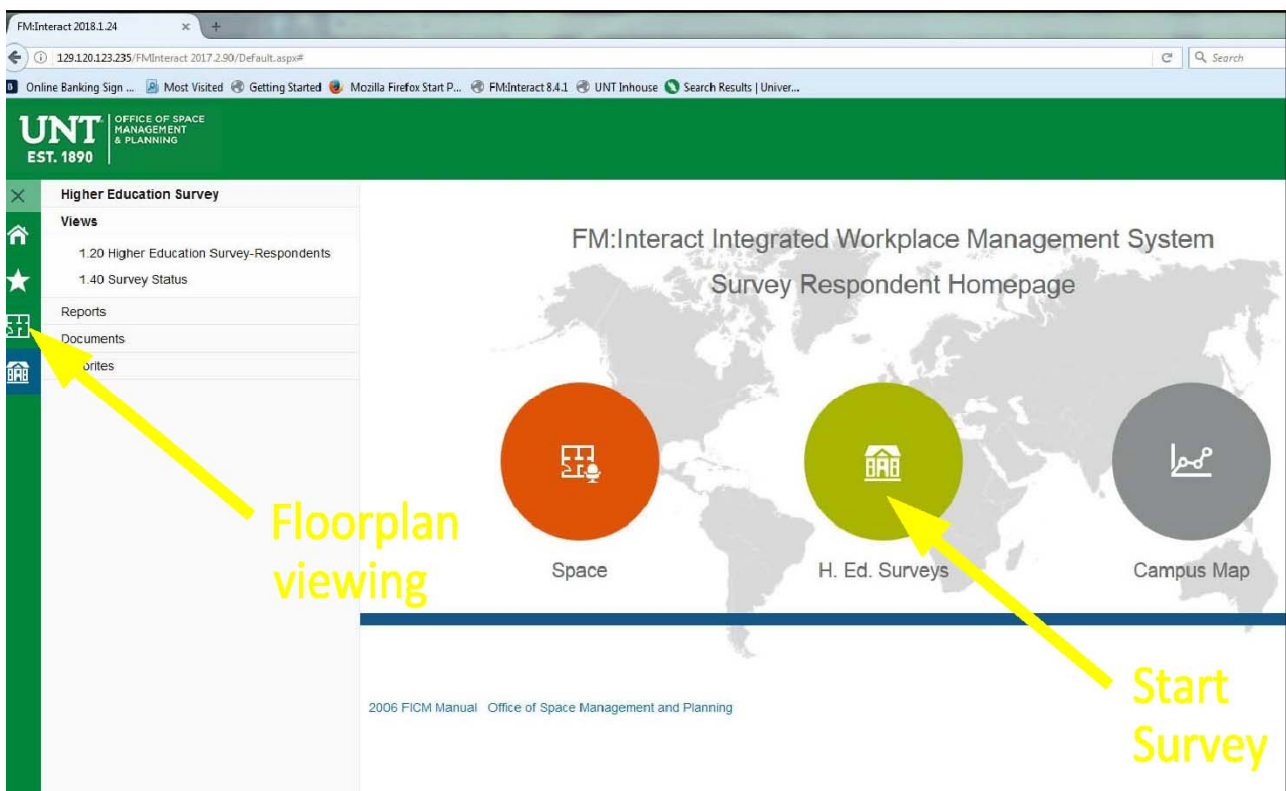


Fig. 1

Completing the Survey (Fig. 2)

1. The Survey will open to the list of rooms specific to your department displaying information such as building and room number, space use, area, department, etc. (2a). Only those rooms that are currently assigned to your department or unit will appear for editing in your list.
2. At the bottom of the list you will see the number of items, number of pages, and the page size setting (2b). These numbers indicate the total number of rooms included in your survey. You may change the number of rooms displayed per page here for your convenience.
3. To select a room, click on word "Edit" (2a) **Note: You must select directly on the word "Edit," if you select anywhere else on the line, a view will open but it will not allow editing.**
4. There are three sections to complete for each room: "Room Details," "Space Information," and "Confirmation" (2c).
5. On the "Room Details" screen you will either confirm or change the following (2d):
 - Department Correct? (Space is assigned by Dept. ID number)
 - Space Use Correct? (Current space use for the room will show in the grid view above, Space Use Codes located on OSMP website)
 - Room Dimensions Changed? (Typically the response to this is "no" unless the room has been renovated recently)
6. Capacity (This refers to the number of occupants regardless if they are faculty, staff, or students. Offices typically have a capacity of at least one. If the room is used for a purpose other than for occupancy, such as copier or storage, the capacity is zero. Current capacity will show in the grid above but you **MUST enter the number even if it is still correct.**
7. When you have completed editing the information on the "Room Details" tab, click on the "Next" (2e) tab at the bottom of the page and move on to "Space Information." A dialogue box will open to the Space Information page. If the box fails to open, **ensure that your pop-up blockers are turned off.**

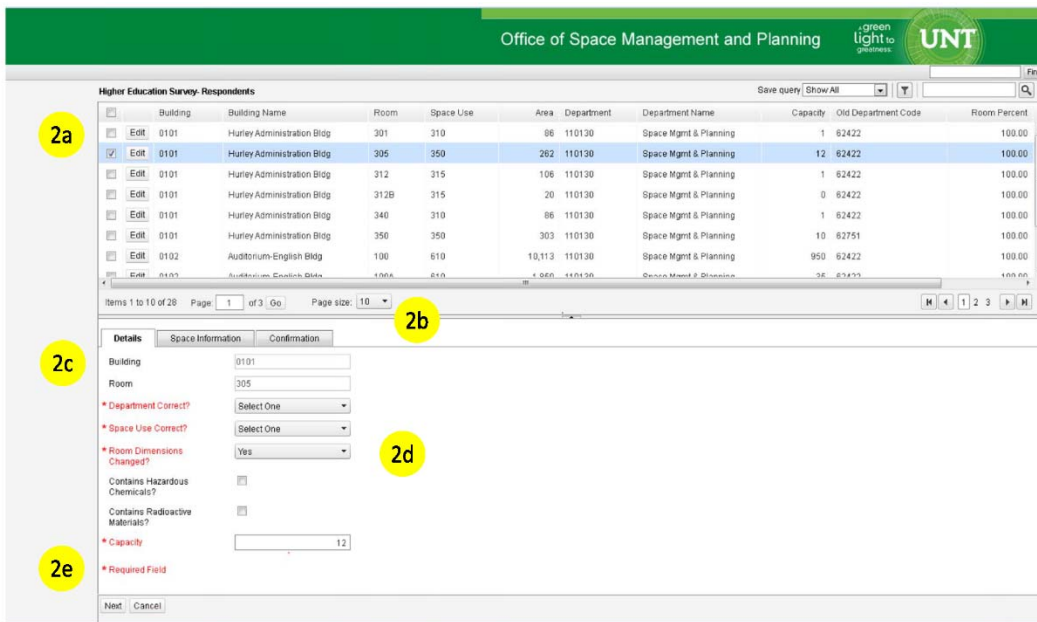


Fig. 2

Completing the Survey cont. (Fig. 3)

1. The “**Space Information**” tab drills deeper into the specifics of each room. The first of those specifics is function, referred to here as “**Functional Category Codes to Room**” which includes “**Function Code**,” “**CIP Code**,” and “**Room Percent**” (3a). You may add up to 3 different function or CIP codes, but the total percentage must equal 100:
 - “**Function Code**” identifies the type of activity which takes place in the room (e.g., education, research, student service, etc.).
 - “**CIP Code**” is the Classification of Instructional Program Code for every academic program. **NOTE: Each space can have up to three different Functions or CIP codes associated with it.**
 - “**Research Type**” and “**Lab Type**” need only be completed if the room selected is a lab used for research.
 - “**Room Percent**” is prorated according to the percent of time it is used for each Function or CIP code.
2. When complete, hit the “**Save Changes**” button and move to the “**Occupants**” section.

Proration Example: A Biological Science faculty member teaches half of the time and is engaged in research half of the time, his/her assigned room(s) would be prorated as 50% instructional (Activity Code 11) and 50% individual research (Activity Code 22). The CIP Code for Biological Science is 26.0101

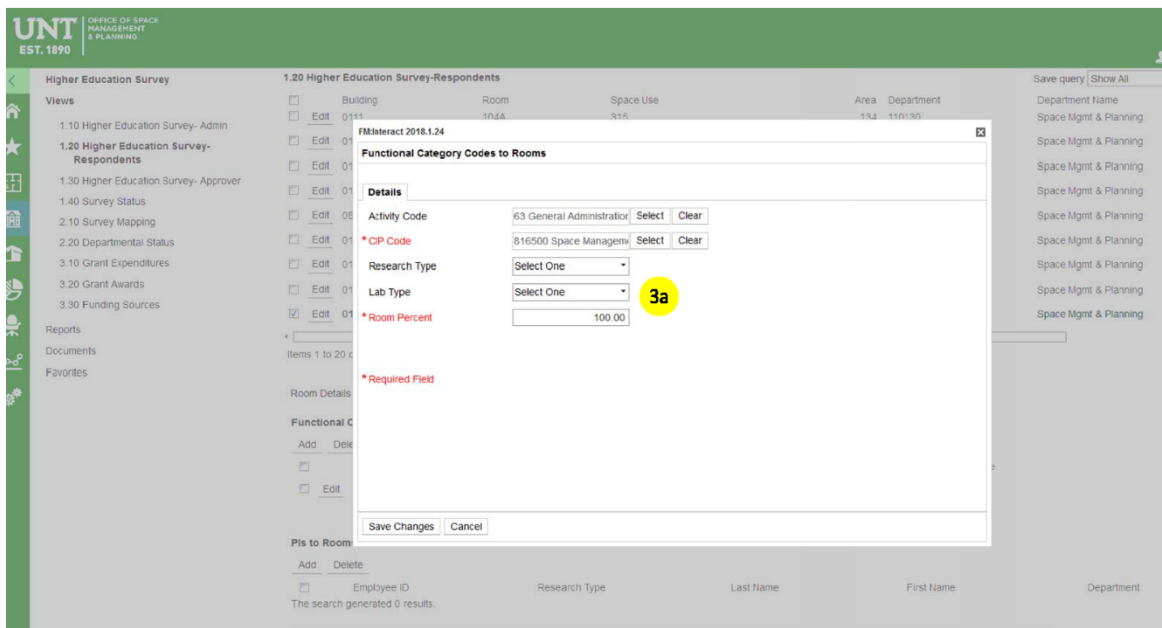


Fig. 3

Completing the Survey cont. (Fig. 4)

The next sections are for “Occupants,” “Principal Investigator,” “Organized Research Accounts” and “Specialized Equipment” (Fig 4.1). All UNT employees hired more than 30 days ago should be in the system, as well as, all account or grant numbers for organized research. **NOTE: To locate a specific person or account, you can search for all or part of the text or employee ID number associated with them by clicking the “Select” button. Multiple occupants can be added to a room.**

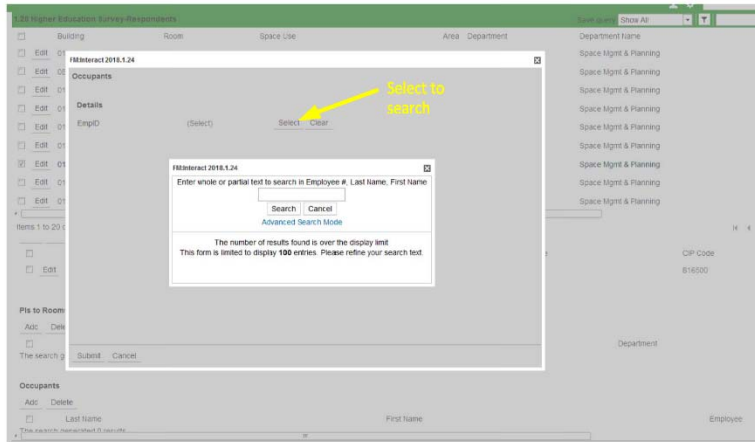


Fig. 4.1

1. In the section labeled “PI’s to Rooms” you will detail the Principal Investigator(s) and Grant Number(s) associated with the space. You may add multiple entries for each, but each section must total 100% for the sum of all entries (Fig 4.2). For additional information on research see Appendix A, Research Space Guide.

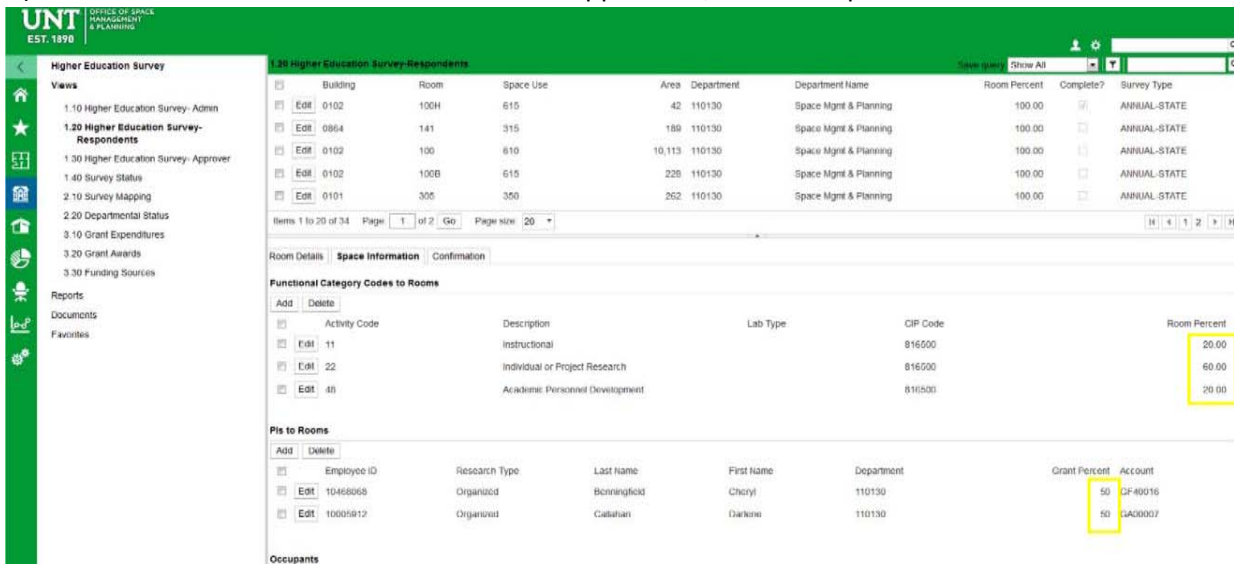


Fig. 4.2

- The sections labeled as **“Room Amenities”** and **“Specialized Equipment”** are intended for use with space use types such as classrooms, class labs, special class labs and research labs, but may include any space use type if applicable. The Room Amenities has a drop down list that you may choose from while Specialized Equipment has text fields that will allow a tag number and description of the equipment. The intent of the Specialized Equipment section is to gather information specific to research equipment that may have a **significant** value associated with it (typically **\$1,000,000** or more). **This does NOT include office computers, copiers, scanners, refrigerators, etc.** (If you have amenities not on the list that you believe should be noted, please add them in the Notes section under the Confirmation tab). When complete, hit the **“Next”** button and move on to the **“Confirmation”** section.

Completing the Survey cont. (Fig. 5)

- After each room has all information completed, move to the Confirmation tab. You must check the box marked **“Complete?”** and hit **“Save Changes”** at the bottom for your work to be saved (5a). You must repeat the entire process (figures 2-5) for each room.

You are not complete until your survey has been approved.

Items 1 to 20 of 34 Page: 1 of 2 Go Page size: 20

Room Details Space Information **Confirmation**

Notes

Complete?


* Required Field

5a

Save Cancel

Fig. 5

Completing the Survey cont. (Fig. 6)

1. When all information has been entered corresponding to all rooms, return to the Home Page and select “**1.40 Survey Status**” located under the school house  icon on the left.
2. The window that opens will be titled “**1.40 Survey Status**” and should display information specific to your Department. Select “**Edit**” and change the status from “**Open**” to “**Pending Approval**” (6a) and then hit “**Save Changes**” at the bottom of the page.
3. Notify your approver that the survey is ready for approval.

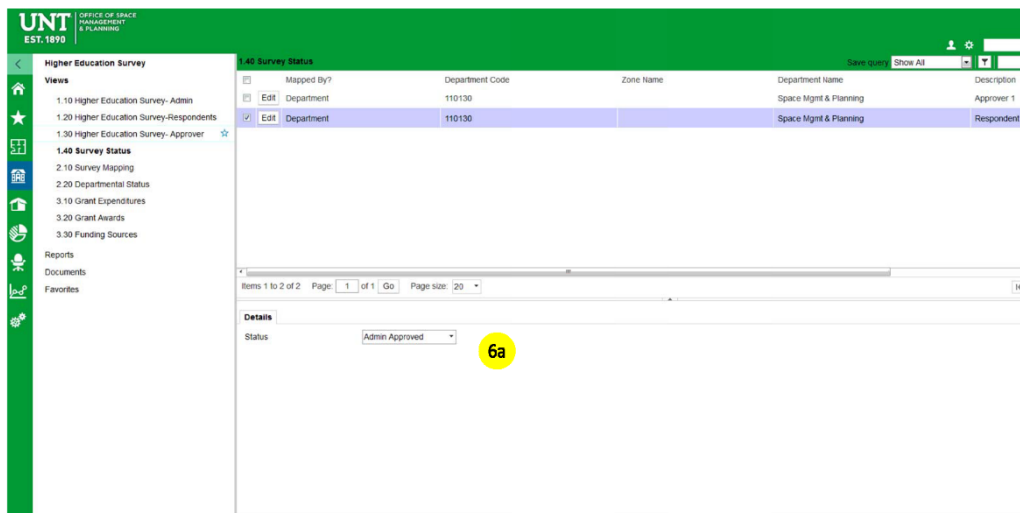


Fig. 6

Approving the Survey (Fig. 7)

1. Once you have been notified that the Survey Respondent has completed their input of all survey data, you may access the survey by selecting "H. Ed Surveys" (Fig. 7) and then "Survey-Approver." As the approver, you are responsible for reviewing the accuracy of your reported room information. The information contained in the survey is used to make space decisions throughout the year in order to better serve the mission and needs of UNT.
2. A list of individual rooms will open for your review, you may select any room and review all pages of data associated with it, (in the event that a room's data is either incorrect or incomplete, it may be changed here).

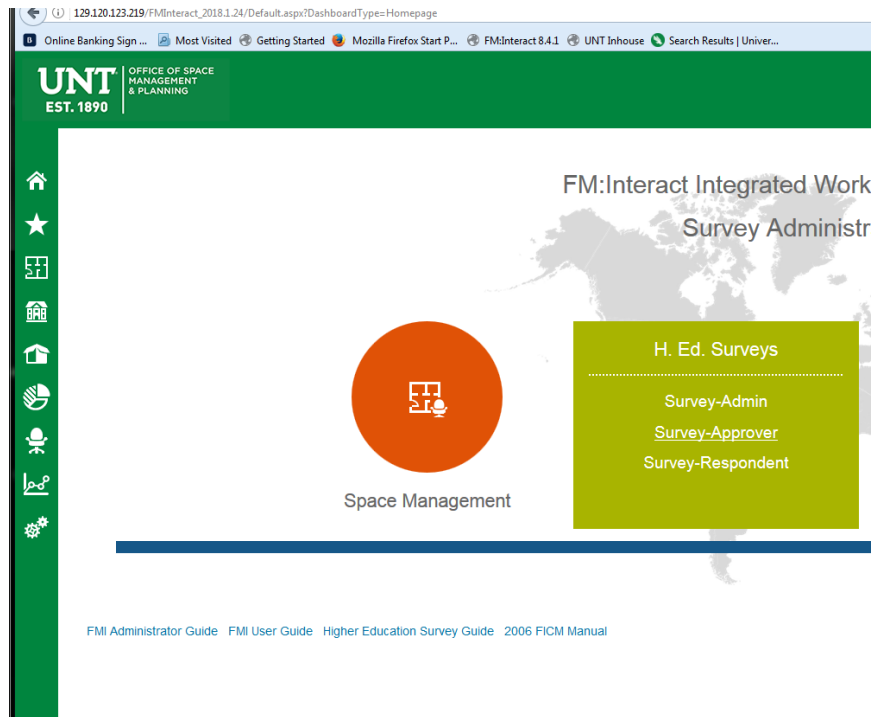



Fig. 7

Approving the Survey cont. (Fig. 8)

1. If there are no changes and the Approver agrees with all records, return to the Home Page and select “**1.40 Survey Status**” located under the school house  icon on the left.
2. The window that opens will be titled “**Survey Status**” and should display information specific to your Department. Select “**Edit**” and change the status from “**Pending Approval**” to “**Approved by Dept.**” (Fig. 8). Click “**Save Changes**” at the bottom of the page.
3. A notification will automatically be sent to the Survey Administrator alerting them of your status change. Your survey is now complete and approved. OSMP will review your changes to the data. If there are any questions or issues we will contact you.

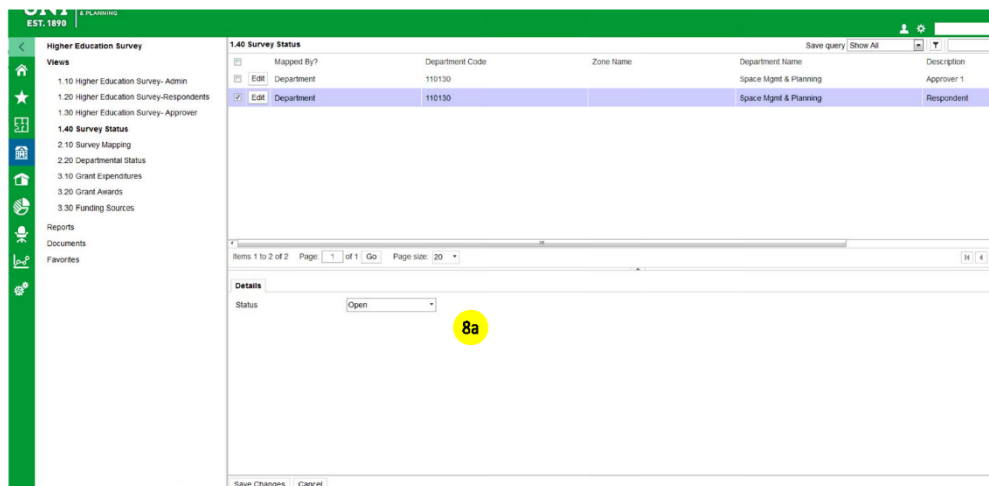


Fig. 8

Thank you for your help in completing this survey. The information gathered has a profound impact on UNT’s funding and your help is imperative! Please contact our office or reference our website at www.osmp.unt.edu if you have any questions or if more information is needed.

Research Space

Research may include a wide variety of activities and may be conducted in almost any type of space; including research labs (Space Use 250), offices (Space Use 310), or any other space on campus. For space coding purposes, all research space will fall into one of 2 functional code categories, organized (funded) research OR non-organized (academic personnel development). For faculty offices, reference to that faculty member's assigned teaching/research/service load for the current academic year can be very helpful when properly prorating the space. Current faculty workloads can be found on our website at <http://osmp.unt.edu/space-survey> under "Survey Resources" tab and "Faculty Workloads."

Organized Research (Active Grant Funding)

For grant-funded research (Organized Research), you **MUST** include:

- Function Code 22 (Individual or Project Research) or Function Code 21 (Institutes and Research Centers) Rooms can be prorated using up to 3 different function and/or CIP codes but the total percent must equal 100.

FM:Interact 8.4.1

Functional Category Codes to Rooms

Details

* Activity Code

* CIP Code

Research Type

Lab Type

* Room Percent

* Required Field

- Research Type: Organized
- Lab Type (if applicable) selections are "wet" or "dry" and will typically accompany a space type of 250 Research Lab
- Activity Code Room Percent (equal to percent of time room is used for grant-funded research activities)
- PIs to Rooms – add all PI names and grant award ID numbers with activities in the room.
- PIs to Rooms Percent (total must equal 100%)
- Survey Room Amenities (such as fume hoods), or Specialized Equipment (if applicable) specialized equipment is research related equipment with a value of over \$1M.

Function Codes Commonly used with Research Space

Current Faculty workloads can be found on our website at <http://osmp.unt.edu/space-survey> under "Survey Resources" tab and "Faculty Workloads."

Function Code	Name	Research Type	PI Required?	PI % Required?	Grant # Required?
11	Instructional (teaching percent of work load)		No	No	No
21	Institutes and Research Centers (research percent of work load or percent of time or space used if lab)	Organized	Yes	Yes	Yes
22	Individual or Project Research (research percent of work load or percent of time or space used if lab)	Organized	Yes	Yes	Yes
48	Academic Personnel Development (Research percent of work load)	Non-Organized	No	No	No
46	Academic Administration (service percent of work load)		No	No	No

Space Survey – Research Space Examples

Example 1 – Faculty Office – Funded grant

Faculty office with a 40/40/20 load and a **funded grant**

Function Code	Name	Percent	PI Required?	Grant # Required?
11	Instructional	40%	No	No
22	Organized Research	40%	Yes	Yes
46	Academic Administration (service)	20%	No	No

Example 2 – Faculty Office – No funded Grant

Faculty office with a 60% teaching, 30% research, and 10% service load.

Function Code	Name	Percent	PI Required?	Grant # Required?
11	Instructional	60%	No	No
48	Departmental Research	30%	No	No
46	Academic Administration (service)	10%	No	No

Example 3 – Faculty Office – Adjunct/Lecturer

Faculty office for an Adjunct or Lecturer with a 100% teaching load.

Function Code	Name	Percent	PI Required?	Grant # Required?
11	Instructional	100%	No	No

Example 4 – Research Lab – Space Use 250

Lab used 20% of the time for graduate students working on instructional objectives and 80% of the time on funded research.

Function Code	Name	Percent	PI Required?	Grant # Required?
11	Instructional	20%	No	No
22	Organized Research	80%	Yes	Yes

Example 5 – Research Institute – Space Use varies

Room used 75% of the time for research on a funded grant and 25% of the time for administrative purposes.

Function Code	Name	Percent	PI Required?	Grant # Required?
21	Institutes and Research Centers	75%	Yes	Yes
46	Academic Administration	25%	No	No

Space Survey – Research Space Calculation

Calculation of total Sq. Ft. that your research expenditures applies to is determined by the percentage of total space used specifically for research. The calculated total is then applied to the percentage of use per PI and Grant to arrive at your total expenditures per sq. ft.

Example – Research lab used 60% for funded research with 2 PI's and 4 grants

- If the lab is 1,000 total sq. ft. then 60% of that will be applied toward the research total equaling 600 sq. ft. of research space ($1,000 \times .6 = 600$).
 - The total would then be prorated by PI percent so if each uses it 50% of the time it is actually used for research, it would be 300 sq. ft. per PI ($600 \times .5 = 300$).
 - That total would be prorated by percentage of time each grant is worked on by that PI, so if each PI worked on their grants 50% of the time they used the lab for research, then 150 sq. ft. would be the total sq. ft. the expenditures for each grant would apply to. ($300 \times .5 = 150$).