ADMINISTRATIVE POLICY

Laboratory Space Assignments

Definitions

- Masonic Cancer Center laboratory space
  - Assigned space located in MCRB & CCRB
- Masonic Cancer Center space management
  - The Director controls, assigns, and is responsible for all space assigned to the Cancer Center, including MCRB and MCC portion of CCRB
  - The director is advised by an MCC faculty space committee who review all applications on a quarterly basis
  - A written space request by MCC faculty is required for any new, additional or desired changes to lab space
- Space request application document
  - The application document must be submitted to the Associate Director for Administration for consideration by the space committee

Space Assignment Guidelines

- Perimeter laboratory space assigned to faculty researchers upon recruitment or based upon written space application.
- Private offices are generally reserved for faculty researchers and administrative leadership.
- Administrative support space is provided at the discretion of the Director to meet the needs of the Research Programs and Cancer Center administrative functions.

Space Request Application Criteria

- Cancer relevance of applicant's research.
- FTEs in the lab
- Scientific productivity of the applicant and scientific quality of the work performed by the applicant.
  - Peer reviewed publications.
  - Total peer reviewed direct cost funding and other funding available.
• Likelihood of scientific productivity over the next five years
• Demonstrated need for space in the MCC (as opposed to other locations).

**Shared Space**

• Shared space (not assigned to any individual investigator) is provided to meet scientific and administrative needs. Use of shared space is prioritized based upon
  o Shared use or function of the equipment/space
  o Assigned laboratory space
  o Demonstrated need

• The use and function of shared space will vary and change dependent upon research and administrative needs.

• Core space: provided for Cancer Center designated core services, which provide shared resources for Cancer Center members.

• Shared research space: includes instrument corridors, user specific rooms, dark rooms, and cold rooms.

• Other space: includes conference and seminar rooms, interaction areas, copy rooms, kitchen, and storage spaces.

**Forms & Helpful Links**

• Space Request form and key contacts: [https://intranet.cancer.umn.edu/facilities/space.php](https://intranet.cancer.umn.edu/facilities/space.php)