Introductions

<table>
<thead>
<tr>
<th>Facilities, Planning</th>
<th>ASRSP, Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kevin Grzyb</strong></td>
<td><strong>Jennifer Mitchell</strong></td>
</tr>
<tr>
<td><em>Assistant Director of Space Information</em></td>
<td><em>Associate Executive Director</em></td>
</tr>
<tr>
<td><strong>Patrick Eaton</strong></td>
<td><strong>Sophia Gabay</strong></td>
</tr>
<tr>
<td><em>CADD Manager</em></td>
<td><em>Senior Cost Analyst</em></td>
</tr>
<tr>
<td><strong>Carrie West</strong></td>
<td><strong>Virginia Hartley</strong></td>
</tr>
<tr>
<td><em>Senior Director Facilities Capital Planning</em></td>
<td><em>Assistant Director</em></td>
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*Reference to F&A Rates: [https://www.northwestern.edu/coststudies/fa.html](https://www.northwestern.edu/coststudies/fa.html)*

*ASRSP – Accounting Services for Research and Sponsored Programs*
Agenda

• Background

• Federal & Administrative Rate Negotiations - FY2022 is the Base Year!

• Schedule & Key Dates

• Training & Workshops

• Space Validation Process – Key Updates

• Questions
Background

- Facilities Connect is Northwestern's Space Information System-of-Record
- Space information is validated annually through the Space Validation Process; this information is used to inform:
  - Financial Operations: Facilities & Administrative Rates Negotiation
  - Budget Allocations: Capital & Operating Investments
  - Real Estate Management: Campus Planning, Space Utilization, Facilities Management
  - Campus Safety - Research Safety & Safety and Security
  - Reporting Requirements: National Science Foundation, FM, Risk Management, Administrative, etc.
  - Space Information Uploads to Other Software

- This information is maintained by:

<table>
<thead>
<tr>
<th>School/Unit</th>
<th>Description</th>
<th>Information Managed</th>
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</thead>
<tbody>
<tr>
<td>Data Manager</td>
<td>Manage space information data and reporting within Facilities Connect. Oversees the Space Validation process.</td>
<td>Building, room data, and department assignment.</td>
</tr>
<tr>
<td>Data Stewards</td>
<td>Senior level administrators responsible for ensuring that the Space Validation process has been completed for their school/unit.</td>
<td>Edit and verify space information details as well as approve department assignment change requests.</td>
</tr>
<tr>
<td>Today's Audience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Administrators</td>
<td>Responsible for maintaining accurate space information records for their responsible spaces within a school or department.</td>
<td>Edit and verify space information details such as occupant, activity code, program class, PI assignment, research chart-string, lab users, etc. Complete the yearly Space Validation process.</td>
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Information collected during the FY2022 space validation period will be used to inform Northwestern’s Facilities and Administrative (F&A) Rates Negotiation.
Federal & Administrative Rate Negotiations

• The Facilities and Administrative Rate (F&A Rate) is the mechanism utilized to reimburse the University for the incurred infrastructure support costs associated with sponsored research and other sponsored projects.

• It is calculated as a percentage associated with sponsored research and other sponsored activities, divided by the direct costs of sponsored research and other sponsored activities.

• To recover the F&A costs, the University adds the negotiated F&A rate to invoices or other billing instruments submitted to sponsors.

• Rate negotiations are managed through Compliance Team of ASRSP and supported by information collected during the annual Space Validation Survey.

Current Administrative Rate: 26%
- Capped at 26%
- Northwestern Cannot Improve

Current Facilities Rate: 34%
- Uncapped %
- NU Opportunity to Increase Rate

FY 2022: 60%
The accuracy and completeness of surveys matters on ALL space types!
<table>
<thead>
<tr>
<th>Activity</th>
<th>Key Milestone Dates</th>
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<tbody>
<tr>
<td>April 19</td>
<td>Data Stewards Update Confirm/Update Contact Lists</td>
</tr>
<tr>
<td>Early-May</td>
<td>Department Space Validation Kick-off Meeting</td>
</tr>
<tr>
<td>May 15</td>
<td>Space Validation OPENs to all users</td>
</tr>
<tr>
<td>May 15 - June</td>
<td>Scheduled online help sessions/workshops</td>
</tr>
<tr>
<td>July 1</td>
<td>FSM Survey Due</td>
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<tr>
<td>July 15</td>
<td>All Units Survey Due</td>
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<tr>
<td>July - October</td>
<td>Survey Clean-Up</td>
</tr>
<tr>
<td>October - December</td>
<td>ASRSP, Facilities, Department Meetings</td>
</tr>
<tr>
<td>January - February</td>
<td>ASRSP Finalizing Space Survey Results for Proposal</td>
</tr>
<tr>
<td>February 28</td>
<td>F&amp;A Proposal Due</td>
</tr>
<tr>
<td>March 1</td>
<td>Facilities Connect Space Information Re-Opens</td>
</tr>
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Trainings & Workshops

- Northwestern is in the process of updating online job-aides and training materials

- Materials will be posted on the [Facilities Connect Training website](http://www.facilitiesconnecttraining.com)

- In recent years, users have found success through multiple learning opportunities including:
  - Kick-Off Meetings & Trainings – *Virtual and/or In-Person*
  - Scheduled Workshops – *Virtual and/or In-Person*
  - Individual Trainings will be available through the Booking System
Facilities Connect continues to be refined. To support campus needs and to improve the accuracy of our data, new functionality and evolved directions will be introduced in May 2022. These updates are critical to supporting Northwestern’s operations, decision making, and the FY2022 F&A Survey.

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<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Space Validation Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Connect</td>
<td>Improved the platform and ensure that Facilities Connect is up to date with IBM's patches, fixes and enhancements</td>
<td>• Relocated the navigation tray from the top of the screen to the left side&lt;br&gt;• In views, allows users to move column headings (this is not saved from session to session)</td>
</tr>
<tr>
<td>System Update</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Accuracy</td>
<td>Revise functionality or process to ensure accuracy of space information</td>
<td>• Reset Lab User Button&lt;br&gt;• Lab Space Assignment&lt;br&gt;➢ Director, Chair, Chief, Dean should only be used for shared departmental research facilities such as cold rooms, freezer rooms, etc.&lt;br&gt;➢ Laboratories &amp; Lab Support Rooms should be assigned to the PI(s) responsible&lt;br&gt;• Occupant &amp; Capacity</td>
</tr>
<tr>
<td>Tableau Reports</td>
<td>New reports for space information have been developed and are available in Tableau. These reports will help view space information in different ways.</td>
<td>Key reports:&lt;br&gt;• Assignee Space Report&lt;br&gt;• Base Building Report&lt;br&gt;• Department Base Data Report&lt;br&gt;• Room and Department Base Data Report&lt;br&gt;• Validation Completion Report&lt;br&gt;• Validation Contact Report</td>
</tr>
</tbody>
</table>
Next Steps & Questions

- By April 14: Kevin to email data stewards list of unit contacts for confirmation

- By April 19: Data stewards to return by April 19

- By April 22: Kevin to schedule Kick-Off Meetings with Data Stewards and Department Administrators

- By May 15: Schools/units are encouraged to alert Patrick or Kevin with known drawing/data updates where possible:

<table>
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- Questions?
Appendix
## Lab User Reset

### Space Level Allocations: 1027999

#### Building/Space Details
- **Building:** Location/Evanston Campus/Technological Inst/01-A164
  - **Building ID:** 8735
  - **Description:** Technological Inst
  - **Floor:** 01
  - **Space:** A164

#### Allocation Details
- **Organization Name:** 4733000
  - **Area Allocated:** 576.33 square-feet
  - **Percent Allocated:** 100

#### Assignee Details
- **Employee ID:** 1006634
  - **Assignee Name:** Gallier Jean-Francois
  - **Department:** 4733000
  - **Percent Allocated:** 100%

#### Lab Users
- **Lab User ID:** 1066417
  - **Name:** Alain Convalion Marco Antonio
- **Lab User ID:** 1101944
  - **Name:** Demeau Morgan

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**Filter Options:**
- **Find**
- **Remove**
- **Reset Lab Users**
Updated ‘Reset Lab User’ Button Instructions

Space Validation: Manage Lab Users – Reset Lab Users

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Using the Reset Lab User function for the selected lab space in Space level allocations

Location of New Reset Lab Users button

Using the Reset Lab User:

If no existing Sponsored Grant Chartstrings in Assignee Details and/or lab user are not populated. Enter those data fields per Sections 3 & 4 and see the Space Validation: Sponsored Grant Chartstrings job aid for more details as needed. Note: activating Reset Lab Users will not produce a result.

Be sure that Productivity Dept field is entered as well

Existing Lab User Data:

Note: Selecting Reset Lab Users prior to making modifications to Lab users list and/or applying Save & Close will result in all existing Lab Users to be removed permanently. Entering of lab users will be done manually.

If there is assignee and Lab users attached to the space, at this time you can modify by adding or removing lab users. If you found that a mistake and/or error made to the lab users fields, Activating the Reset Lab Users function will undo and restore the lab users back to original listing before the change.

Note: selecting Save or Save & Close will not keep Added or Removed lab users locked until selecting Verify has been activated.

If assigned space record or has been changed to either or both Assignee Details and no labs users while trying to “Verify” the space record, a warning will appear, “Please click the ‘Reset Lab Users’ button below to populate the list of individuals paid from any “Active” grant chartstrings for the PI assigned.” and a lab user will be required to be entered into the space.