FY22 Space Validation Introduction

April 13, 2022

Northwestern

Introductions

Facilities, Planning

Kevin Grzyb
Assistant Director of Space Information

Patrick Eaton
CADD Manager

Carrie West
Senior Director Facilities Capital Planning

ASRSP, Compliance

Jennifer Mitchell
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Senior Cost Analyst

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* *Reference to F&A Rates: 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:

School/Unit	Description	Information Managed
Data Manager	Manage space information data and reporting within Facilities Connect. Oversees the Space Validation process.	Building, room data, and department assignment.
Data Stewards *Today's Audience*	Senior level administrators responsible for ensuring that the Space Validation process has been completed for their school/unit.	Edit and verify space information details as well as approve department assignment change requests.
Department Administrators	Responsible for maintaining accurate space information records for their responsible spaces within a school or department.	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.

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!

Schedule

	Activity	Key Milestone Dates
2022	April 19	Data Stewards Update Confirm/Update Contact Lists
	Early-May	Department Space Validation Kick-off Meeting
	May 15	Space Validation OPENs to all users
	May 15 - June	Scheduled online help sessions/workshops
	July 1	**FSM Survey Due**
	July 15	**All Units Survey Due**
	July - October	Survey Clean-Up
	October - December	ASRSP, Facilities, Department Meetings
2023	January - February	ASRSP Finalizing Space Survey Results for Proposal
	February 28	**F&A Proposal Due**
	March 1	Facilities Connect Space Information Re-Opens

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

- 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

Key Functionality Updates

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.

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

Next Steps & Questions

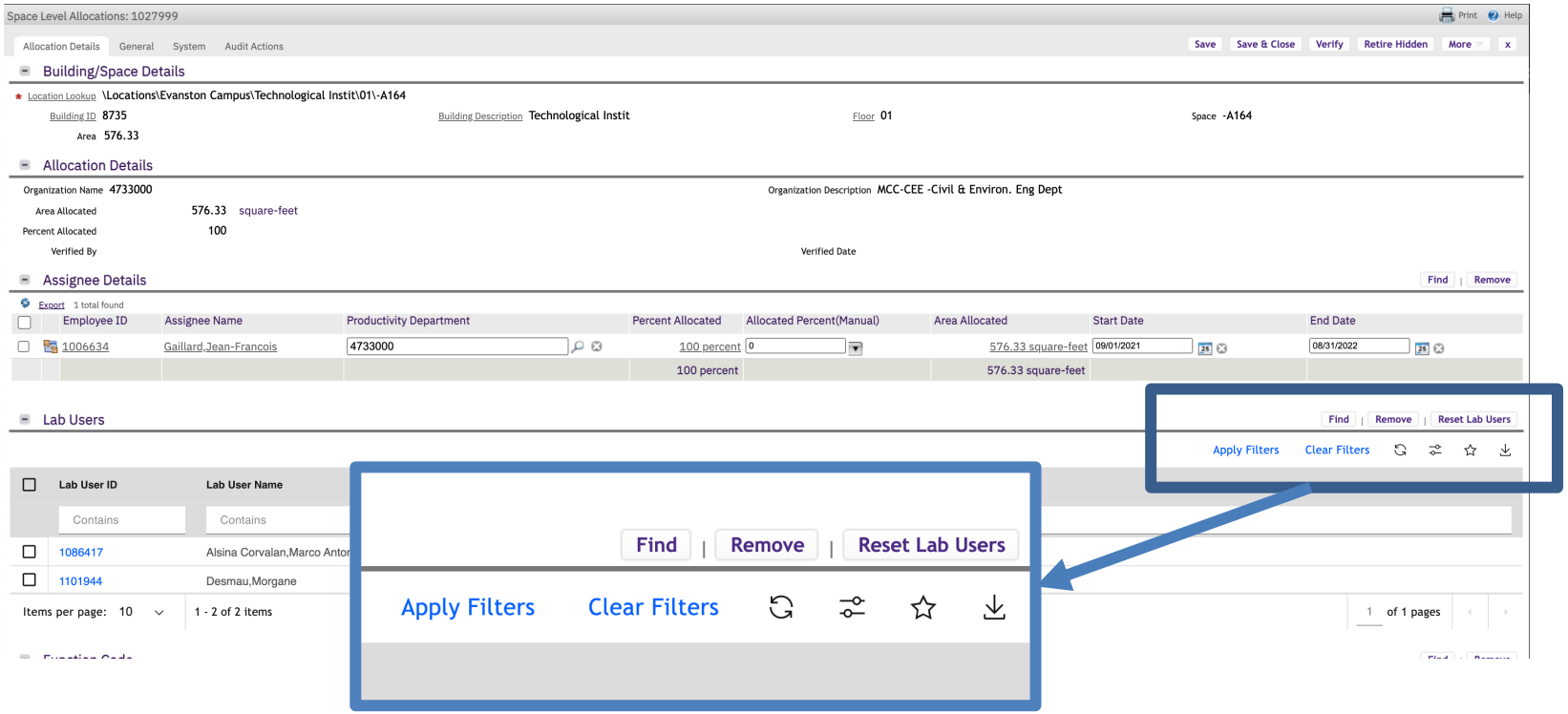
- By April 14: Kevin to email data stewards list of unit contacts for confirmation
- By April 19: Data stewards to return by April 19
- By April 22: Kevin to schedule Kick-Off Meetings with Data Stewards and Department Administrators
- By May 15: Schools/units are encouraged to alert Patrick or Kevin with known drawing/data updates where possible:

Person	Title	Email
Patrick Eaton	CADD Manager	patrick.eaton@northwestern.edu
Kevin Grzyb	Assistant Director of Space Information	k-grzyb@northwestern.edu

- Questions?

Appendix

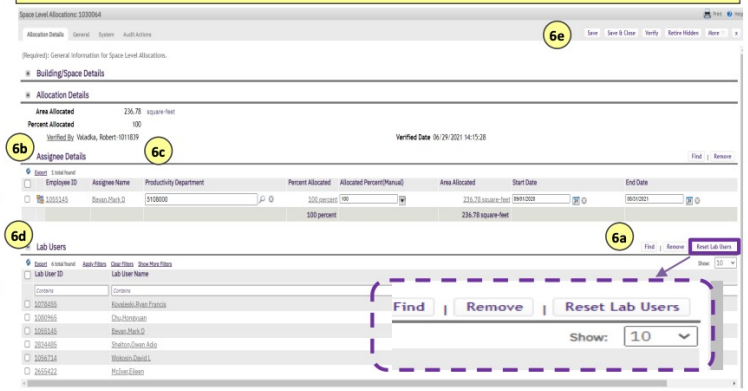
Lab User Reset



Updated ‘Reset Lab User’ Button Instructions

Space Validation: Manage Lab Users – Reset Lab Users

Important | The space record must be in *Revision In Progress status to follow the steps outlined in Section 6 of the job aid



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

6a Location of New Reset Lab Users button

Using the Reset Lab User:

6b 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.

6c Be sure that Productivity Dept field is entered as well

Existing Lab User Data:

6d **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

6e 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.

6f Note: Selecting **Save or Save & Close** will not keep Added or Removed lab users locked until selecting **Verify** has been activated.

6g 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.