

FY2018 Base Year for F&A
(Facilities and Administrative)
Cost Rates:
Space & Equipment Surveys

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FY2018 Base Year for F & A

- Fiscal Year 2018
 - July 1, 2017 – June 30, 2018
- Research Departments Space Survey
- Equipment Surveys



FY2018 Space Study Task Dates

Major Tasks

Timeframe

- | | |
|---|--------------------------|
| ▪ Training: System & Uniform Guidance | March/April/May 2018 |
| ▪ Data documentation by departments | May – June 2018 |
| ▪ Quality Assurance review | June – July 2018 |
| ▪ Data documentation (year end updates) | July – August 2018 |
| ▪ Quality Assurance review (final review) | July – September 2018 |
| ▪ High level QA review | September – October 2018 |
| ▪ Space review with Senior Leadership | November 2018 |



FY2018 Equipment Survey Dates

Major Tasks

Timeframe

- | | |
|---|-------------------|
| ▪ Data documentation by departments | March – June 2018 |
| ▪ Quality Assurance Reviews | May – July 2018 |
| ▪ Including departmental site visits | |
| ▪ Data documentation (year end updates) | July 2018 |
| ▪ Quality Assurance review (final review) | July 2018 |



Importance of a Space Survey

- Central repository for University-wide data utilized for multiple internal and external requirements
 - Space utilization statistics
 - Private business usage for University's tax return and tax exempt bonds
 - Allocation of Depreciation & O&M for consolidated financial statements
 - Medicaid Cost Reporting
 - Facility and Administrative Cost Rates
 - Integrated Postsecondary Education Data System (IPEDS) survey
 - Productivity and density analyses
 - National Science Foundation
 - Security Services
 - Board of Trustees Annual Report



Cost Allocations using Space Data

Facilities components based on space:

	Building ORG%	Room ORG%
Operations and Maintenance	X	
Building Depreciation	X	
Building Interest	X	
Equipment Depreciation		X
Equipment Depreciation (if rooms don't match)	X	



Space Survey for base year FY18

- Does your department receive sponsored funding?
- Does your department occupy space owned by the University?
- Does your department operate a service center?



URSpace – What is a Space Survey

- Physical Inventory of Departmental Space
- Government requires detailed support
- Activity performed in space
- Occupants during fiscal year
- Funding support during fiscal year
 - Internal Funds, Departmental or Separately budgeted
 - External Research
 - External other Sponsored Activity
 - Unfunded



URSpace – Space Survey

- Identify appropriate individuals with first hand knowledge of the space
- Obtain URSpace system access
- Attend URSpace Training
 - Basic Training
 - Research Training
 - Equipment Training
- Attend Uniform Guidance Training
 - Governmental requirement



URSpace – Occupied Space Review

- Review assigned space
 - Request drawings from Architect’s Office
 - Login to URSpace to download Excel listing of Occupied Space
 - Select Room Maintenance
 - Click Search
 - Click Data Grid to export to Excel

University of Rochester - URSpace
Space Management Report

Building	Floor	Room No	Cert	Room Use Code / Desc	Room Use Sub Code / Desc	Contact	Occupy Dept / Desc	Sub Dept / Desc	Room NSF	Occ NSF	Owner Dept	Occ Status	Status
SCHOOL OF MEDICINE AND DENTISTRY	03	35000	NO	880-PUBLIC WAITING	RCP-RECEPTION	TREANOR, JOHN J	OP211405-MEDICINE	048-INFECTIOUS DISEASES	240	240	OP211405-MEDICINE	OCCUPIED	ACTIVE MC
SCHOOL OF MEDICINE AND DENTISTRY	03	35002	NO	855-TREATMENT/EXAM SVC	SUR-SOILED UTILITY ROOM	TREANOR, JOHN J	OP211405-MEDICINE	048-INFECTIOUS DISEASES	57	57	OP211405-MEDICINE	OCCUPIED	ACTIVE MC NO
04-SCHOOL OF MEDICINE AND DENTISTRY	03	35015	NO	310-OFFICE	CLN-CLINICAL	O'BRIEN, DIANE H	OP211405-MEDICINE	048-INFECTIOUS DISEASES	69	69	OP211405-MEDICINE	OCCUPIED	ACTIVE MC NO
04-SCHOOL OF MEDICINE AND DENTISTRY	03	35016	NO	855-TREATMENT/EXAM SVC	WRK-WORKROOM	TREANOR, JOHN J	OP211405-MEDICINE	048-INFECTIOUS DISEASES	94	94	OP211405-MEDICINE	OCCUPIED	ACTIVE MC NO
SCHOOL OF MEDICINE AND DENTISTRY	03	35017	NO	310-OFFICE	CLN-CLINICAL	NOLAN, CAROLYN M	OP211405-MEDICINE	048-INFECTIOUS DISEASES	72	72	OP211405-MEDICINE	OCCUPIED	ACTIVE MC NO
SCHOOL OF MEDICINE AND DENTISTRY	03	35019	NO	310-OFFICE	CLN-CLINICAL	FRANCIS, DOREEN M	OP211405-MEDICINE	048-INFECTIOUS DISEASES	113	113	OP211405-MEDICINE	OCCUPIED	ACTIVE MC NO
SCHOOL OF MEDICINE AND DENTISTRY	03	35021	NO	855-TREATMENT/EXAM SVC	WTG-WAITING ROOM	TREANOR, JOHN J	OP211405-MEDICINE	048-INFECTIOUS DISEASES	272	272	OP211405-MEDICINE	OCCUPIED	ACTIVE MC NO
SCHOOL OF MEDICINE AND DENTISTRY	03	35022	NO	855-TREATMENT/EXAM SVC	RCP-RECEPTION	TREANOR, JOHN J	OP211405-MEDICINE	048-INFECTIOUS DISEASES	143	143	OP211405-MEDICINE	OCCUPIED	ACTIVE MC NO
SCHOOL OF MEDICINE AND DENTISTRY	03	35023	NO	855-TREATMENT/EXAM SVC	RCP-RECEPTION	TREANOR, JOHN J	OP211405-MEDICINE	048-INFECTIOUS DISEASES	299	299	OP211405-MEDICINE	OCCUPIED	ACTIVE MC NO
SCHOOL OF MEDICINE AND DENTISTRY	03	35023	NO	855-TREATMENT/EXAM SVC	COR-CORRIDOR	TREANOR, JOHN J	OP211405-MEDICINE	048-INFECTIOUS DISEASES	381	381	OP211405-MEDICINE	OCCUPIED	ACTIVE MC NO
SCHOOL OF MEDICINE AND DENTISTRY	03	35023	NO	855-TREATMENT/EXAM SVC	RCP-RECEPTION	TREANOR, JOHN J	OP211405-MEDICINE	048-INFECTIOUS DISEASES	299	299	OP211405-MEDICINE	OCCUPIED	ACTIVE MC NO



URSpace – Occupied Space Review

- Review Data Grid Export
 - Listing of Rooms Owned or Occupied
 - Basic room attributes
 - Use standard Excel functions
 - Identify changes to be updated in URSpace
- Use in conjunction with drawings or graphical view to perform floor check



URSpace – Occupied Space Review

- Verify room records you currently Own or Occupy
 - Are Rooms Missing
 - Rooms no longer Owned or Occupied
 - Work with Space Planning to correct Owner or Occupy Departments

- Review Contact person
 - 310 Office
 - If Research support staff, PI should be contact
 - Administrative / Faculty Offices, Occupant should be contact



URSpace – Occupied Space Review

- Review Room Use Code, for appropriateness
 - Contact Architect's Office
- Review Room Use Sub Code, for appropriateness
- Floor Check - verify signage, drawings
- Occupy Status (Occ Status)
 - Unoccupied, Renovation status may need to be updated to Occupied
 - Contact Architect's Office



URSpace - Space Survey – Gather Data

- HRMS Effort Reports
 - Cost Sharing, Salary Cap and Summer Salary
- URSpace Reports
- Work with others
 - Interview: PIs, Lab Support Staff, Occupants
 - Delegate to staff
 - Communicate with other Department administrators



URSpace - Space Survey – Gather Data

- Obtain Detailed Information on the Use of Space
 - FAOs and A21 Coding
 - Organized Research, Training Grants (ORG)
 - Other Sponsored Activity (OSP)
 - Department Funded/Unfunded (IDR)
 - Occupants during fiscal year
 - Paid, Unpaid
 - Frequency (days, months)
 - Funding source



URSpace – Departmental Reports – FAO Attributes

Many standard reports are available in URSpace and provide definitions for Room Maintenance and FAO attributes

- A-21 Purpose Code to Cost Pool Code Mapping Report
 - Maps each A-21 purpose code to its corresponding F&A cost pool code

- Functional Use Description Report
 - Provides definitions for each functional use code
 - Refer to this in order to assign functional use percentages to rooms correctly



URSpace – Departmental Reports – FAO Attributes

- Cost Center FAO Listing Report
 - A list of FAOs with a Cost Center associated to an individual's access; displays Company, Cost Center, Sub Cost Center, FAO, FAO Description, Responsible Person, Cost Pool Code, A21 Code, FYTD\$, Budget dates and sponsor, where applicable

- Verify FAO Attributes
 - A21 Code
 - On off campus flag
 - Responsible person



URSpace – Departmental Reports - Occupants

- Occupants Paid from ORG & OSP but not Assigned to a Room Report
 - A list of individuals and related FAOs (based on an individual's access) who had a pay distribution from organized research or other sponsored program source
 - Includes: Cost Center, Employee Name, A21 Code, Cost Pool Code, FAO#, FAO Description, On/Off Campus flag and Responsible Person, where applicable
- Determine where individual's activity occurred
- May need to work with other departments



URSpace – Departmental Reports - Occupants

- Occupants Unpaid Assigned To a Room Report
 - A list of unpaid individuals and related room attributes for individuals assigned to space occupied by department (based on an individual's access)
 - Includes: Site, Building, Floor, Room, Room Use Code, Last Name, First Name, Unique ID, EMPLID, Title and Occupant Comment, where applicable
 - Determine action
 - May need to be removed
 - May be correct, unlikely to be functionalized as ORG



URSpace – Departmental Reports - FAOs

- ORG, OSP and Service Center FAOs Not Assigned to Room Report
 - A list of FAOs not assigned to a room record with an A21 Code indicating Organized Research, Other Sponsored Project or Service Center support functions
 - Includes: Company, Cost Center, FIN FAO #, FAO description Responsible Person, Cost Pool Code, A21 Code, FYTD \$, Budget dates, where applicable

- Determine action
 - May need to be added to rooms
 - May be offsite, or otherwise unassignable



URSpace – Departmental Reports - FAOs

- ORG & OSP FAOs Assigned to Rooms with FY to Date Expenditures Report
 - A list of FAOs assigned to a room record with no FYTD expenditures
 - Includes: Site, Building, Floor, Room, Owner Department, Occupy Department, FAO Company, FAO Cost Center, FAO & description, A21 Code, Responsible Person, where applicable
- Determine action
 - May expect expenditures
 - May need to remove



URSpace – Enter Survey Data

- Business Rules for Lab Space
 - Expectation ORG or OSP in Lab Space
- Underutilized space (no research activity)
- Storage
- System Overrides may be necessary



URSpace Departmental Review

- When data entry complete print and review with PI
 - Generate/View the Space Survey Report
 - Review Contacts
 - Review FAOs
 - Review Occupants

- Have PI sign-off on documentation



URSpace Departmental Review

- When Departmental Review Complete
 - Complete the FY 2018 Research Space Study Checklist
 - Retain Support documentation
 - In URSpace, click Research Space Study Certification

- Dean's Office review
 - May have modifications

- External Consultant review
 - May have modifications



URSpace Equipment Review

- Update all Equipment record locations
 - Assign current/year end location
 - Process dispositions and transfers

- Financial Reporting review
 - Contact departments in May to schedule site visit
 - Complete process documentation prior to site visit

- Financial Reporting site visit
 - Ensure that all equipment has been updated accurately and appropriately for location, responsible person, and serial number (required under Uniform Guidance)
 - Ensure disposals and transfers have been completed



Resources

- URSpace Support
 - URSpaceSpt@UR.Rochester.edu or 275-2000
- ORACS
 - ORACSResearchSpaceStudy@UR.Rochester.edu
- Planning and Project Management
 - UR Space Architecture Team -
URSpaceArchitectureTeam@UR.Rochester.edu
- Space Planning
 - Medical Center - SpacePlanning@URMC.Rochester.edu
 - AS&E- Greg Meyer gmeyer@UR.Rochester.edu
- Equipment Administrator
 - equipadmin@Finance.Rochester.edu
- SMD Finance and Administration
 - Donna Galloway, Donna_Galloway@URMC.Rochester.edu
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