



Subject: CHIP Research Office Space Use Guidelines & Procedures

- **Date First Put into Effect:** December 30, 2011
 - **Date of Latest Revision:** December 30, 2011
 - **To:** CHIP PIs, Staff, & Graduate Students
 - **From:** CHIP Director & Associate Director
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These guidelines and procedures are in effect until superseded.

➤ **Purpose**

- The purpose of these guidelines is to establish the requirements and procedures for obtaining and maintaining research office space at CHIP by CHIP Principal Investigators, their grant-funded employees, CHIP affiliates, and CHIP administrative staff. CHIP research space can only be used for conducting externally-funded or internally-funded CHIP health behavior research that is consistent with CHIP's mission, or for administrative tasks that support that research.

➤ **Requirements for CHIP Space**

- In order to acquire and maintain CHIP research office space to support externally-funded and internally-funded CHIP health behavior research in Ryan Refectory, an individual must be currently working on an externally- or internally-funded CHIP research project or performing CHIP administrative work funded by the Center. Funded CHIP research includes any research funded by a CHIP external grant, NIMH NRSA-funded research, University-funded health behavior research, as well as any CHIP seed grant-funded research.
- Individuals who may obtain CHIP space include CHIP administrative staff paid by the Center through funding from the Vice President of Research (VPR), as well as CHIP PIs, CHIP research staff, and graduate students, all of whom must be currently working on health behavior research consistent with CHIP's mission and being paid by CHIP external or internal funding.
- In rare cases, such space can also be assigned to CHIP affiliates who are actively engaged in writing an external research grant with a team at CHIP for the purpose of obtaining external funding for a specified deadline.
- In order to obtain and maintain CHIP space, an individual must spend a significant amount of time working in that space each week on CHIP-related research or CHIP administrative work. If the occupant of the space does not meet this time requirement or performs work in the space that is not CHIP-related research or administrative work, the space will be taken away from the occupant and reassigned to someone else.
- All CHIP research space requests must be made on the "Request for Long-Term Assignment of CHIP Research Office Space or Renewal of CHIP Research Office Space" form and approved by both the Director and Associate Director of CHIP (see below).

➤ Procedures for CHIP Space Procurement

- Those who desire research space at CHIP and meet the specified requirements for such space must complete the “**Request for Long-Term Assignment of CHIP Research Office Space or Renewal of CHIP Research Office Space**” form, available on the CHIP website at <http://www.chip.uconn.edu/chip-business-office/request-for-space/>. The individual requesting space must complete all required fields, including source(s) of funding for the occupant(s), the relevance of space use to CHIP’s mission, and the amount of time the occupant(s) will spend working in the space(s) on CHIP-related work.
- Upon submission of the request form, the Director and Associate Director of CHIP will review the request for research space and make a determination as to whether the space is warranted and the type of space warranted (i.e., the number of desks or room(s), the size of the rooms(s), and the location of the room(s)). Consideration will be given to the availability of appropriate space in another department to conduct the research, and whether the applicant can benefit optimally from CHIP’s multidisciplinary atmosphere. Based on these considerations, the request for CHIP space may be denied. Upon approval by both the Director and Associate Director of CHIP, the request for CHIP space will be processed, and space will be assigned. If the request for CHIP space is denied or modified, the applicant will be provided with a written explanation.

➤ CHIP Space Maintenance and Review

- CHIP research space usage will be subject to annual review to ensure compliance with these guidelines. At the end of each fiscal year, CHIP occupants will be contacted to assess their research space usage and needs. They will be required to fill out the online form entitled, “Request for Long-Term Assignment of CHIP Research Office Space or Renewal of CHIP Research Office Space,” and they must again meet CHIP’s research space requirements to continue using the space.
- If an occupant is not spending significant time in his/her space each week doing CHIP-related research or CHIP administrative work, s/he will have to relinquish that space. The occupant will be given 30 days notice prior to the space being reassigned.
- When a PI’s funding ends, the PI must vacate his/her CHIP space within 30 days of the end of the funding unless there is compelling evidence that the PI is likely to be funded within the next 3 months by new funding.