

Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 4	Number 011-RSJ-H
Policy Title Allocation of Research Space		Date 22 March 2019	
Supersedes 01 October 2014	Cross Reference		Issuing Authority RSJ-H Scientific Director
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: RSJ-H Executive Director

1.0 PURPOSE

Research and its contribution to better patient outcomes is the sole mission of Research St. Joseph's - Hamilton (RSJ-H). Research space at St. Joseph's Healthcare Hamilton (SJHH) a resource that is collaboratively managed by SJHH and RSJ-H, with input (where appropriate) from McMaster University. This collaboration allows for informed decision making that does not disadvantage either institution. A comprehensive approach to assessing and allocating research space was recommended by an *ad hoc* committee of researchers, which formed the basis of this policy. Final decisions regarding research space allocation and reallocation are the responsibility of the RSJ-H Scientific Director. Decisions will be made in consultation with appropriate researchers and Research Program Leads.

2.0 POLICY STATEMENT

Research space, including office space, is a SJHH resource collaboratively managed by SJHH and RSJ-H. In the case of wet lab and dry lab space, this space may be assigned to a research group (e.g. Firestone Institute of Respiratory Health (FIRH), Hamilton Centre for Kidney Research (HCKR), etc.) or Research Program (including: Lungs and Chest, Mental Health and Addiction, Kidney, Genitourinary, and the Father Sean O'Sullivan Research Centre (FSORC)), however ultimate control of the space remains with SJHH and RSJ-H and not rest with the investigator and/or their Research Program or research group. Programs, groups and researchers are expected to manage within their allocated space. Periodically, the RSJ-H Scientific Director will undertake a space allocation review, which may or may not change the current space allocation of either research groups, or of individuals within a research group.

Criteria considered when allocating or reallocating space include:

- Number of full-time employees and trainees under direct supervision of researcher;
- Common equipment needs;
- Status as a junior investigator;
- Experimental needs of the personnel;
- Grant funding currently held;
- Research productivity, measured using standard metrics including publications and impact factor of those publications.

The policy recognizes that individual needs of individual researchers may differ.

Research St. Joseph's - Hamilton policies are **CONTROLLED** documents. Any documents appearing in paper form are not controlled and should **ALWAYS** be checked against the intranet version (electronic version) prior to use.

3.0 GUIDING PRINCIPLES

3.1 Research Institute

- 3.1.1 Research space at SJHH belongs to SJHH and is a valuable resource. The President of SJHH has delegated the responsibility of research space allocation to the RSJ-H Scientific Director who is responsible for the allocation of research space to researchers and research programs.
- 3.1.2 Research space that is vacant or deemed underutilized will be reassigned or modified to meet current or future needs, as decided by the RSJ-H Scientific Director. Under no circumstances should designated wet laboratory or other research space be used for non-research purposes.
- 3.1.3 Research space allocations should be based on existing facilities where possible; to ensure that current facilities are fully utilized before pursuing major construction or renovations. Any space expansion and/or renovations must meet the strategic needs of that particular research group and have the approval of RSJ-H and SJHH.
- 3.1.4 Research space, equipment, and materials must adhere to all health and safety regulations and procedures.

3.2 Research Program

- 3.2.1 Research space is allocated based on Research Program needs and priorities as identified by the Research Program Lead in consultation with investigators.
- 3.2.2 Each Research Program should develop metrics to assist in the evaluation of research space needs and determine how the current allocation of research space meets the overall objectives and priorities of the Research Program.
- 3.2.3 Research space assignments are not permanent. Research activities and priorities within a Research Program outweigh individual needs. As such, research space will be reassigned as research activities, priorities or objectives change.
- 3.2.4 Optimal use of research space includes shared use of resources and facilities. It is the responsibility of the RSJ-H Scientific Director and Research Lead to ensure the optimal use of research space.

4.0 PROCEDURE

4.1 Roles and Responsibilities

- 4.1.1 RSJ-H Scientific Director: The RSJ-H Scientific Director supports and promotes research activity and advocates on behalf of research with SJHH Leadership. Final decisions for all research space allocation or reallocation are the responsibility of the RSJ-H Scientific Director. Decisions will be made with consultation with appropriate Research Leads and researchers.
- 4.1.2 Research Lead: The Research Lead holds an official hospital or McMaster University position as Research Chair/Chief/Director, etc., of a research group or has no official position as lead of a research group, but functions in a leadership role. They are the stewards of research space allocated to their Research Program. They have the responsibility to provide information to the RSJ-H Scientific Director that indicates efforts to balance the needs of individual researchers with the needs of the Research Program as a whole.

4.1.3 Researcher: The Researcher is responsible for conducting research according to the policies and guidelines of RSJ-H, ensuring that all work is conducted as per Good Clinical Practice (GCP) Guidelines and that all staff are trained and qualified to do their work.

4.2 **Factors to Consider when Assigning Research Space**

4.2.1 Peer-reviewed grants held at RSJ-H or McMaster University (i.e., grant-in-aid funding, CIHR, NSERC, HSFC, CDA, KFC, etc.)

4.2.2 Recent research productivity, primarily as evidenced by publication or original research in peer-reviewed journals. Impact factors for peer-reviewed journals may be taken into consideration.

4.2.3 Other research revenue streams, including industry funding, program/team grants, etc.

4.2.4 Size and success of Research Program including trainees. Effort will be taken to ensure that the space allocated considers the agreed number of trainees (i.e., Postdoctoral fellows, PhD students, MSc students, medical trainees).

4.2.5 Need for space for special equipment, particularly when this is a shared or institutional resource.

4.3 **Procedure to request space**

4.3.1 Requests for research space should be made directly to the RSJ-H Scientific Director, or the RSJ-H Executive Director.

4.3.2 If a request for additional space cannot be managed in existing research space, the process to request space from the SJHH Redevelopment Department can be followed. Such process must be instigated by the RSJ-H Scientific Director or the RSJ-H Executive Director.

5.0 **APPENDIX A**

Appendix A contains questions to consider when requesting, allocating or reallocating research space.

Appendix A

Questions to Consider when Requesting, Allocating or Reallocating Research Space

- 1 When applications for new funding will require additional space, such as for technicians, postdoctoral trainees and graduate students, such requirements must involve prior discussions with the RSJH Scientific Director.
- 2 Will the request for new research space complement the long-term goals of the research group or Research Program?
- 3 Will the request for new research space involve the recruitment of qualified research staff and trainees?
- 4 Will the allocation of research space be utilized for common academic and/or equipment needs? How will this space be shared with other researchers?
- 5 Will the research space allocated offer opportunities for renovation or upgrade of existing space?
- 6 What is the time commitment for the allocated space? Is this commitment dependent on grant-in-aid research funding?
- 7 How will existing space requirements change when the needs of the investigator expand?
- 8 Are there any one-time or recurring costs associated with the allocation of research space?
 - If new faculty are recruited, is there enough existing space to accommodate their needs?
 - Are there any infrastructure costs that are the responsibility of the hospital and/or investigator?
- 9 Will the research activity of the faculty member ultimately support the costs that directly result from its execution or will subsidies be needed?
 - What is the responsibility of the hospital/research group/Research Program if the faculty member loses grant-in-aid or personal funding?
- 10 Are there opportunities between faculty to co-locate similar types of research to share core or common space and equipment?
- 11 Are there opportunities for interdisciplinary collaboration as a result of the space allocation?