Situations That Require Special Care

Students in research space:

Special care must be taken when determining the program classification of research lab space involving students.

Research activities of students who are paid from Sponsored/Organized Research funds (including Research Training) should be classified entirely as Sponsored/Organized Research. An exception is made when students paid from SOR funds are performing activities within a lab that are unrelated to the Sponsored/Organized Research activities occurring within the lab. Unrelated activities, such as homework or general studying, should be classified as Instruction. Research activities of students who are either unpaid or paid from general departmental/instructional funds should be classified as Department Research.

Unpaid personnel:

Activities by occupants that are not paid by the University should be classified as Other Institutional Activities. This includes visiting scientists, professor emeritus, and volunteers.

Rooms classified as 100% Sponsored/Organized Research:

In a room classified 100% Sponsored/Organized Research, all occupants must be paid from Sponsored/Organized Research funds and only Sponsored/Organized Research activities can take place.
Large groups of rooms with identical classifications:

Large groups of rooms with identical classifications (ex. 95% SOR 5% INS) may indicate that each room was not individually surveyed. Identical classifications for groups of rooms may be explainable and justifiable, however they would require special scrutiny to ensure that each room was surveyed individually. All labs used by a single P.I. may justifiably be classified with the same percentages if the occupants of the room are the same.

Lab Service rooms:

Lab Service rooms should be classified based on the weighted average classification of the labs that they service. For example, a Lab Service room services Research Labs A and B. The combined space of Research Labs A and B is 1,000 square feet; 900 square feet are classified as SOR and 100 square feet are classified as INS. The Lab Service room should be classified as 90% SOR and 10% INS.