



F&A Functional Use Space Survey
Frequently Asked Questions (FAQ)

KEY TOPICS

- **Room Information**
- **F&A Functionalization**
- **Functionalization – Chartstrings**
- **Copying Room Information**
- **Reporting and Tools**

F&A Functional Use Space Survey
Frequently Asked Questions (FAQ)**ROOM INFORMATION****What kind of rooms do I have to perform an F&A Space Survey for?**

For each F&A survey period, room types within specific buildings and departments are identified to be included in the F&A survey. In 2019, only Wet Lab (Research Lab and Research Lab Support) and Dry Lab (Research Office and Research Office Support) room types are included in the departmental F&A Survey

I need to change the departmental assignment for a room that is currently assigned to my department. How do I do this?

Please log into Archibus and click on Space Request Form. Complete the form indicating the building and room numbers, and the department the rooms should be assigned to. Please include any background information on the correct departmental assignments. Click on submit and the form will be routed to your Control Point Strategist for review.

The ASF and room number do not correlate to the survey space information. What do I do?

Please report this matter your Space Strategist by sending them a brief message about the room.

F&A FUNCTIONALIZATION**What percentage do I need to functionalize a room?**

A room needs to be functionalized to 100% in order for it to be surveyed.

How precise do I need to be when assigning a function to a room?

You are not expected to track room use hourly or daily. It is expected that the assignment of functions be accurate representations of the activities for that room. While the process of assigning functional percentages is based on reasonable estimates, the overall assignment of a particular function should accurately reflect the respective space function definition. Please see the Focus Group F&A Training presentation for further details on functional definitions.

F&A Functional Use Space Survey
Frequently Asked Questions (FAQ)**What are the F&A Space Survey functions?**

The expected functions are noted below. The definitions are explained in the Functional Usage Code and Definitions documents as well as on pages 25 to 36 in the Focus Group F&A Training presentation.

Organized Research (OR)
Clinical Research Center (CRC)
Instruction and Department Research (IDR)
Other Sponsored Activities (OSA)
Clinical Trials – Private (CT)
Service Center (SC)
Other Institutional Activities (OIA)
Departmental Administration (DA)
Renovations (REN)

FUNCTIONALIZATION - CHARTSTRINGS**Which space functions require chartstring support?**

The only space functions that require chartstring support to be entered into the F&A Space Survey are Organized Research (OR), Clinical Research Center (CRC), and Service Centers (SC). For the Service Center space, please provide the Service Center operating chartstring(s).

How many Chartstrings do I need to enter into the system to support the functional percentage?

The F&A Space Survey limits the amount of chartstrings to 5 per functional definition. The number and nature of the listed chartstring should be representative of the functional coding and percentage. For example, if a room is coded 85% OR and many OR related sponsored accounts support the room, list several primary supporting chartstrings as representation of the various supporting accounts and degree of OR coding. Focus on chartstrings that support the space having significant expenditures during the year. You can use the same chartstring in more than one room, so long as it supports activity in all the rooms listed.

The chartstring of the room is not showing in my drop down menu. What do I do?

Select “Show All” button that will provide all the university chartstrings. You can then type in the filters to find the chartstring.

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Frequently Asked Questions (FAQ)**COPYING ROOM INFORMATION**

Can I copy a surveyed room information (i.e. functionalization, chartstrings, F&A Contact, F&A Status, F&A Notes) to other rooms?

Yes, please see the Focus Group F&A Training presentation pages 60 to 61 on instructions on how to perform the copy functions.

REPORTING AND TOOLS

Can I get a report of my rooms and the information that I have entered?

Yes, in the Space Survey under the Report tab – F&A Reports section, you will be able to select the report “F&A Status by Department” that will provide your current departmental room information that you can export into an excel format. You can use this report to review all your departmental rooms and filter by building, PI, or room types. Additional F&A reports are described on pages 64 to 69 of the Focus Group F&A Training presentation.

Can I sort the space information by PI?

Yes, in the Space system under the “Active Space Update Room List” tab you can filter by PI. However, you can use the reporting feature as described in the question above to obtain a report that you can then sort or filter by PI.