Gevirtz Graduate School of Education
Research Space Guiding Principles

The considerations delineated below are intended to clearly communicate the Guiding Principles that are used when assigning research space in the Gevirtz Graduate School of Education. The spirit of these guiding principles is that the GGSE seeks to support productive scholars. The optimal use of space requires both administrative leadership and the cooperation and collaboration of the GGSE community of scholars. The Council of Principal Investigators annually reviews the principles by which research space is assigned. The Council comprises two representatives from each department and one from the Teacher Education Program, chosen by the dean, who are currently funded investigators.

1. Active externally funded projects managed by the GGSE Contracts & Grants Office are the first priority when allocating research space (necessary space is determined by examining the scope of the project and the number of employees funded by the project—Graduate Student Researchers, Student Assistants, Postdoctoral Scholars or others). Within this category, projects that receive the full indirect costs available from the granting agency will be given first priority.

2. Early Career Scholars (those pre-tenure) are the second priority in the allocation of research space (necessary space is determined by examining the scope of the proposed projects).

3. Active intramurally funded projects managed by the GGSE Contracts & Grants Office (e.g., UCOP, Academic Senate, Faculty Research Assistance Program (FRAP)) as well as active extramurally funded projects managed by another campus unit are the third priority when allocating research space (appropriate space is determined by examining the scope of the project and the number of employees funded by the project—Graduate Student Researchers, Student Assistants, Postdoctoral Scholars or others).

4. Unfunded scholarship where there is record of extramural proposal submission(s) via the GGSE Contracts & Grants Office to fund the project is the fourth priority when allocating research space (appropriate space is determined by examining the scope of the project and the number of employees funded by the project—Graduate Student Researchers, Student Assistants, Postdoctoral Scholars or others).

5. Scholarship that is unfunded is the last priority in receiving research space assignments. However, when possible, the GGSE provides limited space (often shared) for such scholarship.

Scholars with unfunded space assignments are strongly encouraged to actively pursue extramural funding.

Scholars with multiple projects are expected to share the research space across their projects as limited space resources prohibit assigning research space for each project independently.

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Scholars are typically given an interim-grace-period when a project ends. Large projects that come to an end are immediately requested to condense into a minimal number of spaces between funding cycles. This interim-grace-period usually is 12 months, and when space permits those actively pursuing additional support typically continue to receive minimal space allocation.

Storage space for research files continues to be an ongoing challenge. This challenge has been navigated by offering time-limited storage of filing cabinets or files, which are expunged upon the pre-specified expiration date and or converted to electronic storage options.

In addition to research space, the Dean maintains space reserved for other functions. This includes but is not limited to space assigned to faculty serving as journal editors, for emeritus faculty or for other administrative needs.

**The Process**

Early in the spring quarter each year a Request for Research Space for the subsequent year is sent to all faculty. The GGSE Contracts & Grants Office compiles all research space requests and the Assistant Dean and Manager for Finance & Administration review the materials, consult with the Council, and make recommendations to the Dean for consideration. Requests submitted by the deadline are given priority. Final allocations are made by the Dean, Associate Dean for Research and Assistant Dean. Space assignments for the subsequent academic year are typically completed by the end of spring quarter, with transitions usually scheduled during the summer months.

In addition, any GGSE faculty may submit a Request for Research Space during the academic year. Mid-academic-year requests for flexible research space will be reviewed within two weeks of submission; however, such space assignments depend on space availability. Funded projects that provide full support for graduate students will be given top priority whenever out-of-cycle space requests are submitted for consideration.

Requests for non-research space should be submitted to the Dean via the Assistant Dean.

**Proactive Information and Activities**

When scholars (faculty, researchers and emeriti research faculty) submit proposals for funding they should indicate what they anticipate their space needs to be to support the proposed research in consultation with the Associate Dean for Research. The Assistant Dean is responsible for monitoring such requests and making recommendations to the Dean regarding timely space assignments.

Faculty input (primarily through the Council of Principal Investigators) will be sought at every stage of space assignments and transfers. The goal of this process is to enhance the research, teaching, and public engagement missions of the GGSE.