**Appendix - Integrated Research and Innovation Center Space Assignment Procedure**

Space assignments within the IRIC are based on a project/program team-initiated or investigator/scholar-initiated application that is reviewed and approved by the appointed IRIC Facilities Committee, supported by a permanent facility manager, and governed by the following guiding principles:

The **Mission** of the IRIC is to host discovery-based, interdisciplinary research across a broad spectrum of science, engineering, humanities, social sciences, and creative activities as well as other disciplines.

* Application of policies and procedures should encourage utilization by the broadest community
* Activities involving teams of scholars from multiple disciplines receive high priority
* Space assignments should be project/program-based rather than investigator/scholar-based
* Space assignments should be for the duration of projects/programs (i.e., space assignment will be an ongoing activity)
* Multiple complementary activities may be assigned space in the same room
* Equipment and instrumentation sharing among IRIC occupants should be encouraged (with appropriate controls, training and support)
* Space assignments must be within the operational envelope of IRIC and address co-located hazards as well as other operational issues
* Occupants of the IRIC should be willing to lead/participate in community building activities such as IRIC seminars, building committees, and other activities to inform others and promote collaboration

The IRIC Facility Committee will utilize a graded approach for building space assignment and operations. In this approach, greater attention will be given to requests that represent higher risk than those activities that pose little risk. For example, the assignment of a short-term project that requires the use of non-laboratory space for routine activities may be as simple as scheduling the space with the IRIC Facility Manager (see bolded sentence in Step 1 below), whereas a multi-year project using hazardous agents or processes would receive greater scrutiny to ensure that the associated risks can be adequately managed.

Space assignment in the IRIC follows a graded two-phase process subject to the guiding principles outlined above. Phase I is a rapid approval of a project assignment (often at the proposal development stage) that reviews whether the project is within the scope of the IRIC mission. Phase II is a determination whether proposed activities can be co-located with other activities in the building and ensures that the proposed activities are protective of IRIC occupants, the university community, the public, and the environment. The graded approach will provide for expedited approval if the project does not involve potentially hazardous materials, processes, or equipment. However, even these projects must be evaluated in the context of existing and proposed uses of the IRIC to ensure the safety of all occupants. The assignment process is diagrammed in Figure 1 and outlined below.

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| **Procedure for requesting and approving the location of a project in the IRIC.**  **Note:** “Principal Investigator” means project/program/team leader, principal investigator, or scholar. | | |
| **Step** | **Activity/Initiator** | **Description** |
| 0 | **Guiding Principles**  Initiator: All | All space assignments and activities within IRIC will be consistent with the IRIC guiding principles:   * Application of policies and procedures should encourage utilization by the broadest community * Activities involving teams of scholars from multiple disciplines receive high priority * Activities that are multi-institutional (industry, national laboratories, local governments, NGOs, etc.) receive high priority * Space assignments should be project/program-based rather than investigator-based * Space assignments should be for the duration of projects/programs (i.e., space assignment will be an ongoing activity) * Multiple complementary activities may be assigned space in the same room * Equipment and instrumentation sharing among IRIC occupants should be encouraged (with appropriate controls, training and support) * Space assignments must be within the operational envelope of IRIC and address co-located hazards as well as other operational issues * Activities and occupants must adhere to appropriate best operational practices (including safety) * Occupants of the IRIC should be willing to lead/participate in community building activities such as IRIC seminars, building committees, and other activities to inform others and promote collaboration |
| 1 | **Propose Research**  Initiator: PI | Before the Principal Investigator (PI) begins a detailed work-planning process, the IRIC Facility Committee performs an initial screening to determine if it can support the project and provides feedback to the PI on the type of planning required. This screening assesses the project’s alignment with the IRIC mission, the availability and capacity of IRIC, whether or not the project’s hazards can be managed within the IRIC operating envelope, and the level of rigor needed to plan and execute the proposed project work scope. To request IRIC space access, complete the Initial Screening of IRIC Potential Project form, with support from the IRIC Facility Manager as needed. To expedite screening and minimize impact on the project, PIs should contact the IRIC Facility Committee member associated with their college or unit.  **For short-term low-risk activities, the IRIC Facility Manager may approve the space assignment without additional review of the IRIC Facility Committee**. **All short-term low-risk activities that overrun 6-month window must submit a full application for review by the IRIC Facility Committee.** |
| 2 | **Propose Equipment Installation, if necessary**  Initiator: PI | While not all uses of the IRIC will require the installation of equipment, proposals to install equipment in IRIC space, whether or not it is tied to a specific project, will follow this process:   1. Fill out the Request to Install Equipment in IRIC form. Email the completed form to the IRIC Facility Manager. The facility manager will forward the form to the IRIC Facility Committee for approval. If the equipment is tied to a new project, also complete the project initial screening process. 2. Prepare a recommendation of who should perform the equipment installation and/or associated facility modifications. The IRIC Facility Manager will coordinate with Facilities personnel to arrange the installation (including obtaining appropriate bids if needed). The requestor is responsible to arrange for payment of any cost associated with equipment installation or project specific building modifications. 3. Following IRIC Facility Committee approval, work with the facility manager to complete the installation or modification. |
| 3 | **IRIC Facility Committee Initial Approval**  Initiator: IRIC Facility Committee | After the IRIC Facility Manager has confirmed the Initial Screening of IRIC Potential Project form is complete, the IRIC Facility Manager will present the completed form for consideration and deliberation of the Committee. The IRIC Facility Committee will make every effort to process the form in a timely manner. However, for complex projects, the IRIC Facility Committee may request input from subject matter experts as well as a presentation from the PI. The Facility Committee will meet no less than four times per year and applicants can expect a decision on initial review within four weeks of submitting an application.   * Approved Projects/Programs must move into IRIC within 60 days of approval (unless there are extenuating circumstances that are communicated to the IRIC Facility Manager). * Projects/Programs who are assigned space and move into IRIC, but then fail to use space will be subject to review by IRIC Facility Manager and IRIC Facility Committee. This review may lead to space loss or removal from IRIC. * Projects/Programs will be required to submit a space self-evaluation one year after entry into IRIC, projects will then be evaluated every 3 years until completion by the IRIC Facility Committee. This is in addition to reviews due to changes in the project scope. * Projects/Programs can be approved and placed on IRIC waitlist if space is not available. See IRIC Space Waitlist Protocol and Guidelines |
| 4 | **Create a Project Plan**  Initiator: PI, supported by IRIC Facility Manager | Working closely with the IRIC Facility Manager, PIs decide on the level of project planning documentation that is appropriate for their project. Based on risk, this documentation may range from a simple check-list for low risk activities to detailed risk mitigation plans for high risk activities. Also, the IRIC Facility Manager will familiarize the PI with the core set of hazards and mitigations that are in place for each laboratory or other space, which are already accounted for and only need to be referenced in the project planning documentation. Project planning is based on a graded approach. In all instances the work-planning process will systematically address the required elements of IRIC work control:   * Activity/Task descriptions * Office of Research Assurance approvals (as needed) * Risk and controls * Waste generation * Training * Emergency procedures * Exit strategy   In the case of routine, low-risk work that is researcher controlled, the PI is required to simply document confirmation that the performer has the skills, experience and/or training to perform the work safely using the Researcher Controlled Activity template.  In other, more complex cases that entail more risk, the PI is required to document work activity hazards, mitigations and controls. A Project Plan shall be developed using the Project Plan template. Completed project plans are submitted to the IRIC Facility Manager. Each project plan shall be approved by the IRIC Facility Committee member associated with PI’s college or unit before it is submitted to the full IRIC Facility Committee for review and approval.  For equipment operation, the level of documentation is determined by the type, complexity, hazards of operation and nature of application. The Equipment Standard Operating Procedure template shall be used unless otherwise negotiated with the IRIC Facility Manager.  IRIC training is implemented at four levels: facility, core laboratory, laboratory-specific and project-specific. The current required training for the first three levels and unescorted laboratory access are implemented through the IRIC Training System [**The facility manager in collaboration with the safety office will develop and implement this training system in iMedRIS or some other portal technology**]. IRIC-specific protocols are superseded by and need to align with any and all existing safety standards. |
| 5 | **IRIC Facility Manager Project Approval**  Initiator: IRIC Facility Manager | At a minimum, a project review team that includes the IRIC Facility Manager and the IRIC Facility Committee member associated with PI’s college or unit will review each project planning package to ensure it meets the IRIC work control standards. As needed, the team will include members of the Safety Committee as well as ad hoc subject matter expert(s) to support this review process. The committee composition will be based on the type of project and hazards associated with the proposed scope of work.  Note: If feasible, required research assurance committee(s) and other university approvals should be obtained prior to submission of Planning Packages to the IRIC Facility Committee.  Before project startup, the PI and the project review team will complete activities needed to finalize project readiness (e.g., final walk down), personnel (e.g., training) and equipment (e.g., installation and passive testing). The expected turnaround time for review of project documentation packages is two weeks, and PIs should factor this time into their schedules. Approval to start work is granted by the IRIC Facility Manager when the Readiness Checkis completed. If the check identifies any pre-start items, it is the responsibility of the project’s principal investigator to resolve all pre-start items before starting work. |
| 6 | **Co-located Hazards and Off Normal Conditions**  Initiator: PI, supported by IRIC Facility Manager | **Definitions**  **Co-located hazards**: Hazards associated with a project occurring in the same laboratory, but for a different project. Personnel need to be aware so these hazards do not pose a risk to them.  **Note:** Because many of the hazards associated with a project only present a risk to project researchers, the co-located hazards list may not be an exhaustive list of all hazards associated with a project.  **Off Normal Condition**: A condition that is not expected in the normal/steady state execution of a project. A condition that, if observed by a non-project personnel, requires the person to take a pre-specified set of actions.  **Responsibilities for Project Co-located Hazards and Off Normal Conditions:**   * PI for a project documents co-located hazards and off normal conditions in the Laboratory Manual. * PI and the IRIC Facility Manager decide how co-located hazards and off normal conditions are communicated to personnel who have unescorted access to the laboratory. **Note:** At a minimum, co-located hazards are communicated via a read and sign using the IRIC Training System. * Individual Contributor ensures they are familiar with all co-located hazards and off normal conditions in a laboratory.   **Process**  After Project Plan approval, the PI generates a list of co-located hazards and off normal conditions and submits the list to the IRIC Facility Manager for approval and decision on how to communicate the information to laboratory personnel with unescorted access rights. The list shall include:   * Name and description of hazard or off normal condition. The description should include enough information for a person to readily distinguish between an off-normal and normal condition. For examples, an accumulation of water on the floor versus an accumulation of water on the floor in excess of one gallon. * Actions for non-project laboratory personnel to take 1) to avoid risk associated with each hazard and 2) in response to an off normal condition.   The approved list of co-located hazards and off normal conditions is communicated to laboratory personnel as prescribed by the PI and the IRIC Facility Manager. Completion of actions required to communicate the information is documented in the IRIC Training System. |
| 7 | **Potential Scope Change**  Initiator: PI, supported by IRIC Facility Manager | As activities are performed, the PI is responsible for assessing if a change in scope warrants a change in the project’s documentation, including hazard identification and mitigation. At a minimum, potential scope change should be assessed and documented annually, with re-review after three years. In addition, the PI should determine if lessons learned during project execution warrant a change in how the work is performed and communicate changes to others in the IRIC. |
| 8 | **Conduct Routine Inspections**  Initiator: PI and IRIC Facility Manager | The PI and IRIC Facility Manager are responsible for conducting routine inspections to confirm the work environment and equipment continue to function as planned to support productive and safe work. Individual contributors are encouraged to lead or participate in these inspections, which are conducted using the IRIC Laboratory Safety Inspection Checklist. The inspections can be used as a teaching tool for students. Inspection results may be a rich source of lessons learned that should be communicated to others in the IRIC. |
| 9 | **Safety Committee Oversight**  Initiator: PI and IRIC Safety Committee | The IRIC Safety Committee will meet regularly and provide a forum for crosscutting safety-related issues. The committee’s responsibilities include making decisions on changes to IRIC Environment, Safety and Health and operations processes, sharing and distributing lessons learned, and providing a forum for IRIC occupants to communicate ideas and concerns. |
| 10 | **Project Completion**  Initiator: PI | Space within IRIC is allocated on a project basis. Upon project completion and as described in the project plan (Exit Strategy), investigators are expected to:   * Vacate and return the assigned space to useable condition within 10 business days of the end of project. * Request an extension of time from the IRIC Facility Committee (no new project plan required)   + Projects/Programs with end dates during summer break must inform IRIC Facility Committee if it intends to apply for extension before end of academic year. This can be as simple as an email to IRIC Facility Manager.   + Projects/Programs with end dates during summer break and are intending to apply for extension will have until 1st meeting of academic year to submit new Initial Screening form for IRIC Extension.   + Incumbent project/program in IRIC that are applying for extensions will have no advantage over waitlisted projects or new projects/programs that are submitting initial space requests. * Request the placement of a new project in the space by completing and submitting a new Initial Screening of IRIC Potential Project form. |
| 11 | **Project Documentation**  Initiator: IRIC Facility Manager | A Laboratory Manual is maintained in each laboratory or other research space. Electronic documentation is maintained on the **IRIC portal and is accessible via the IRIC community [this will be developed and implemented in iMedRIS]**. The project PI must manage configuration of project documentation. Additionally, IRIC occupants are expected to communicate information about their projects by participating in building and other seminar series, information exchanges, meet and greets, and other community-building and collaboration-promoting activities. |

***General Institutional Permissions***

The PI must plan work in accordance with existing UI policies, procedures, and requirements, while at the same time meeting all additional IRIC requirements. Failure to adhere to these requirements may—at the discretion of the Committee—result in project/program/team or individual loss of access to the IRIC or other corrective measures. However, denial of building access for non-compliance is the responsibility of the Vice President for Research and Economic Development upon a formal recommendation of the IRIC Facility Committee.

***Appeals Process***

In the event that an investigator is denied IRIC occupancy following good faith efforts to resolve any issues with the IRIC Facility Committee, the investigator may appeal the decision to the Vice President for Research and Economic Development. In addition, projects and/or investigators removed from the building for failure to adhere building requirements may appeal the decision to the President’s Office for an ad hoc review and reconsideration.

