

University of North Texas Research Services

Federal Space Survey Instructions

The federal government requires that a space survey be conducted to support development of UNT's indirect cost reimbursement rate. The survey results are used to identify space assigned to the different functions of the University such as Instruction, Organized Research, Departmental Research, Departmental Administration, Other Sponsored Activity and Other Institutional Activities. The data collected will be reviewed by the U.S. Department of Health and Human Services (DHHS), and will be subject to audit.

Please review the Space Survey Definition Sheet before completing the space survey. For each room, the Functional percentage must sum to 100%. The functional percentages should reflect use for the full fiscal year. If you do not recall all usage for the previous fiscal year, indicate room use as of the day you are completing the survey and note this in the comments section of the survey. Dept ID or Proj ID (formerly account) numbers are required for all room space coded as Organized Research and/or Other Sponsored Research. Percentage of user should be determined based on total time, not the percent of an 8 hour day. How the space was used should be determined by the person primarily responsible for the occupants of the room or by an employee who has direct knowledge.

It's important to ensure that room types such as office space, lab space, classroom space, and any other space are analyzed consistently. For example, if a faculty office is used to prepare lecture notes as well as to conduct Organized Research that room should be coded with the applicable percentage prorated for Instruction and Organized Research.

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