

Title: Research Space Use Guidelines	
Category: Research	Type Of Guideline: Operational
Authorizing Title: Vice-President, Research & Innovation	
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Committee Approved: Space Oversight Committee	Associated Emergency Code: N/A
Reference: [Policy and Procedure Office Use Only]	

Purpose

Space is a limited resource. The purpose of the Research Space Use Guidelines is to ensure effective, economical and appropriate use of space at all Research sites, in accordance with the Unity Health Toronto Space Allocation Policy.

General Principles

1. Research Space is a Hospital Resource and does not belong to any particular program, group or service
2. The Hospital's Master Plan guides the Space Allocation Policy and therefore space allocation should aid in the advancement of the Hospital's Strategic Plan (refer to "Guiding Principles", Space Allocation Policy – Unity Health Toronto)
3. Space Allocation should always be determined within the context of the Research Space Use Guidelines and Unity Health Toronto Space Allocation policy
4. All final decisions related to space are at the discretion of the Vice President, Research & Innovation

Process

1. Research space decisions will be made by the procedure outlined in the Research Space Decision Making Mechanism:
 - a) Requests for Research space are submitted to Research Facilities
 - b) These requests are evaluated and recommendations are made to the appropriate Executive Director (KRCBS or LKSKI)
 - c) The Director, in consultation with the Vice President, Research & Innovation and/or any other appropriate decision-making body, provides approval for space requests and changes

2. Research space utilization will be monitored by Research Facilities in consultation with Research Leadership
3. Significant research space decisions, approvals, adjustments and plans will be reviewed by the Unity Health Toronto Space Oversight Committee
4. All decisions related to Research space are at the discretion of the Vice President, Research & Innovation

Research-specific Space Guidelines

All individuals on site less than 5 days per week will be required to share space (offices, workstations, kiosks, laboratory and write-up spaces) while working on site.

Private Offices

In keeping with the Unity Health Toronto Space Allocation Policy, the following individuals may be eligible for closed (private) offices (subject to availability):

1. Vice Presidents and some Directors who have substantial budgetary and staffing responsibilities
2. LKSKI-Appointed Scientists (or other Research Appointment Titles) where infrastructure support has been granted as part of the Appointment (refer to “Expectations of Research Appointees”, Policy and Procedure Regarding Appointments to the Li Ka Shing Knowledge Institute)

No individual will have more than one office across all Unity Health Toronto sites

Dedicated and closed offices for management positions (i.e. Research Program Manager, etc...) are no longer provided unless under extraordinary circumstances that have received VPRI approval. Preservation or protection of previous space assignments are not provided for in this Policy (refer to Section 5, Space Allocation Policy – Unity Health Toronto)

Workstations/Kiosks

The following individuals are eligible for workstation/kiosk space (subject to availability):

1. Paid Unity Health Toronto Employees, including but not limited to: some directors, research program managers, research managers, specialists, coordinators, assistants, technicians
2. Graduate students from an affiliated academic institution where the LKSKI Scientist is the direct/primary supervisor for the student’s project

All other non-paid individuals (including but not limited to: visitors, volunteers, summer students, co-op students, undergraduate project students, visiting students, visiting scientists, etc...) are NOT eligible for space

Laboratory Space

The following individuals are eligible for 6' of wet bench space (subject to availability):

1. Paid Unity Health Toronto Employees
2. Graduate students from an affiliated academic institution where the LKSKI Scientist is the direct/primary supervisor for the student's project

The following individuals are eligible for write-up space (subject to availability):

1. Paid Unity Health Toronto Employees
2. Graduate students from an affiliated academic institution where the LKSKI Scientist is the direct/primary supervisor for the student's project

All other non-paid individuals (including but not limited to: visitors, volunteers, summer students, co-op students, undergraduate project students, visiting students, visiting scientists, etc...) are NOT eligible for space

Files

To maximize space for staff onsite, paper files should be stored electronically or offsite except in the following circumstances:

1. Active trials where files are regularly pulled
2. Requirement of regulatory body
3. Other extraordinary circumstances for Research Program to justify, subject to approval

Related Policies:

- Space Allocation Policy – Unity Health Toronto
- Policy and Procedure Regarding Appointments to the Li Ka Shing Knowledge Institute