Facilities & Administrative Space Study

February 2022

Overview of the F & A Process and Frequently Asked Questions
2021-2022 Space Study Overview

- The University receives external funding for research projects. Normally, the award(s) includes funding for direct costs of research as well as for Facilities & Administrative (F&A) costs, also known as overhead/indirect/research operating costs.

- The F&A rate is set/negotiated every 4 years. The fiscal year 2021–22 (July 1, 2021 – June 30, 2022) will be the base year used for the upcoming Facilities & Administrative Rate negotiations.

- The final F&A rate is the result of a negotiation between the US Department of Health and Human Services and MSU.

- For each percentage point change in the F&A rate, MSU will increase or decrease approximately $1.6M in annual revenues.

- The Office of the Provost Institutional Space Planning and Management (ISPM) and Contracts & Grants Administration (CGA) have put together documentation on the F & A Negotiation Process along with some common FAQs.

- In preparation for the Federal review of data and onsite audits, our goal is to ensure all Unit and Department Space Coordinators understand how research and other spaces should be coded in the space inventory system, Spartan Space. We will also work with units and walk space where further clarification needs to take place.
Space Inventory and F & A Rate Negotiation Process

• The most important data that supports the facilities component of the negotiations, is the functional classification of space in the Spartan Space system.

• During past F&A negotiations, federal reviewers have scheduled interviews with selected departments to determine:
  – If those completing the space survey understand the instructions.
  – How recent the data has been updated.
  – If the space falls within certain federal parameters.

• Together, CGA & ISPM will be working with individual departments to:
  – Review the instructions for coding space, including the FAQ’s.
  – Walk a portion of the research space and assist the unit in determining how the space should be coded functionally as needed.
  – Answer any questions that may come up as they are doing their Space Survey review.
The data used for the 2024-28 F & A negotiations will be based off the 2021-22 fiscal year.

- **February - April 2022**: Meetings and space walk-throughs with departments to assist in updating their space inventory in the *Spartan Space* system.

- **September 2021 – May 2022**: Our formal Space Survey is open – units will update and review all space assigned to their department. We will also have a mechanism in place for units to indicate that space has been reviewed if there are no changes to be made.

- **June 30, 2022**: Snap-shot of the space data for the 2021-22 fiscal year will be taken to use as the basis of the space study we submit to the federal government.
Other Uses and Importance of Data

It is important that we keep an accurate record of our facilities for many reasons.

• This data is used for **negotiating** the F&A (Facilities & Administrative) Rate.

• Data from the space inventory is used for **reporting & benchmarking** against our peers in surveys such as Survey of Science and Engineering Research Facilities, and Higher Education Facilities Management Alliance, and the Big Ten.

• The facilities data is used in conjunction with Contracts and Grants data (Research Expenditures) and Human Resource data (FTEs) to **evaluate space requests, planning new facilities**, performing **space analysis and audits**, and benchmarking as examples.
Spartan Space Instructions & Training Materials

• This presentation and all supporting materials and instructions for Spartan Space can be found through the ISPM website in the link listed below, or by clicking on the help button once you have logged into Spartan Space.

  https://ispm.msu.edu/space-management/inventory

• For questions and individual or group training sessions please contact:

  ISPM@msu.edu

  (517) 353-5062
Questions?