



Office of the Dean
School of Medicine

Policy Title: Policy on LAB SPACE ALLOCATION

Date of Review/Revision/Approval: 6/3/2026

Review Cycle: 4 years

Body Responsible for Review/Revision: Laboratory Space Allocation and Review Panel

Body Responsible for Approval: Faculty Assembly, Administrative Council, Dean

Responsible Dean: Senior Associate Dean for Research

Relevant LCME Element: N/A
(if applicable)

Policy Statement/Purpose: This document outlines policies and procedures for Research Lab Space assignment at LSU Health New Orleans School of Medicine (LSUH NO SoM). The Laboratory Space Allocation Policy at LSUH NO SoM is designed to support the institution's commitment to sustaining high-quality research by balancing the growth of individual research programs with the strategic research priorities of the institution. This policy ensures that laboratory space is allocated in a manner that is transparent, consistent, and flexible. Priority for lab space allocation is given to faculty with active extramural funding, including full indirect cost recovery and key personnel whose salaries are recovered from extramural funds according to their effort. All space allocations are made with the understanding that they are not permanent and are subject to periodic review.

Policy Guidelines:

1. Authority

a. The **Dean** is responsible for all space allocation decisions within LSUH NO SoM and has final authority over laboratory space assignments. The Dean may delegate authority for administration of assigned space to a Department Head, or Center Director.

b. The **Laboratory Space Allocation and Review Panel** is responsible for overseeing the implementation of the Laboratory Space Allocation Policy, conducting periodic reviews of space allocations, and evaluating petitions for increased space or changes in function or location. The panel, appointed by the Dean SoM is composed of the Senior Associate Dean for Research (chair), representatives from Facilities (Senior Campus Planner), and the Office of the Dean (Associate

Dean for Finance). The panel ensures that all space allocations are aligned with institutional priorities. Decisions made by the panel require a 2/3 majority vote. The panel serves as the steward of research space and advises the Dean on strategies for space allocation.

2. **Space Allocation.** Space allocation plans tied to start-up packages must be coordinated between the Department Head or Center Director, the Dean, and the Senior Associate Dean for Research. Newly recruited or promoted faculty with extramural grants or contracts that include full indirect cost recovery may receive laboratory space for up to three years post-appointment, after which space allocation will be reviewed and adjusted as needed. The Laboratory Space Allocation and Review Panel, in consultation with the department head or chair, continuously assesses space allocation and recommends any necessary changes. PIs with multiple grants or projects supported by qualified funding may request additional space from their Department Head or Center Director. If considered appropriate, the Center Director or Department Head will submit the request and detailed justification for additional space to be allocated based on the PI's total funding levels and the specific requirements of their research. The Laboratory Space Allocation and Review Panel reviews and makes recommendations to the Dean for approval of such requests.

3. **Metrics** are reviewed periodically to ensure alignment with funding levels. Rolling 3-year averages are considered in calculation of metrics. Funding that does not cover direct laboratory research expenses (e.g., administrative cores, training grants) is excluded from this calculation. The allocation process considers the institution's broader strategic needs, faculty research requirements, and overall space availability.

a. **Traditional Lab space allocation:** The primary institutional indicator of traditional lab research space density is TC/sq ft. The school benchmark is \$350TC/sq ft, based on research grants requiring wet lab space. Those units with values below this performance standard are subject to space reallocation.

b. **Open Lab Space allocation:** Bench assignments are based on funding, staffing levels and functional needs. Bench positions assigned (one position for each 6 X 2 ft half-bench+3 X 2 ft write up area) will align with an expected operational range of \$125K–\$175K TC. For a typical R01 (\$450K–\$500K total costs) approximately 3–4 bench positions will be assigned. Final allocations may be adjusted based on staffing levels, equipment footprint, and shared resource utilization.

c. **Shared Lab Support Space allocation:** Rooms supporting multiple PIs and/or laboratories (i.e., tissue culture rooms, cold rooms, freezer farms, dark rooms, microscopy suites, autoclave/washrooms, shared chemical storage, etc.) are assigned to the Department or Center. Oversight of their efficient and collaborative use is the responsibility of the Center Director, Department Head, or their designee.

d. **Space for clinical/translational, population research, computational, and equipment grants** will be assessed and assigned on a case-by-case basis and does not follow the above-described policy.

4. **Reassessment, Reallocation and Repurposing of Laboratory Space**

a. **Continuous Assessment of Laboratory Space:** All laboratory space allocations are continuously assessed to ensure efficient and productive use. Space allocation for PIs will be reviewed and adjusted according to funding levels to ensure optimal utilization of resources. No space allocation is considered permanent, and the panel's recommendations must align with the policy. The SoM reserves the right to reassign or repurpose research space as institutional needs

evolve. Faculty PIs who lose extramural funding or fall below the benchmark for funding (see metrics above) have up to 24 calendar months from the termination date of their funding (not including the no-cost extension period) to regain funding. If it is determined that a PI must vacate their allocated space, a formal notice will be issued and a minimum of 3 calendar months from the date of the notice to vacate the space will be provided. If the PI will no longer be engaged in active research or remain involved in limited research, a letter of reassignment will be issued to outline new department roles and/or responsibilities. If the PI demonstrates continued active engagement in research (e.g., high-impact publications, active extramural grant submissions), a written request for an extension, or for access to shared space with other funded investigators may be submitted to the Laboratory Space Allocation and Review Panel for consideration.

b. Requests for Additional Laboratory Space: Faculty PIs with pending extramurally funded grants that anticipate a need for additional laboratory space must discuss with their Department Head and/or Center Director the additional space needs. These will be reviewed by the space allocation panel once a Notice of Award is received.

c. Vacating or Relocating Laboratory Space: Space vacated by a faculty PI cannot be assigned to a different investigator by their respective Department Head or Center Director without the change being considered by the Laboratory Space Allocation and Review Panel and approved by the Dean SoM.

E. RESPONSIBILITIES

Under this policy, the Dean and Senior Associate Dean for Research are charged with ensuring compliance, accountability and implementation and enforcement of policy. Shared resources and interdisciplinary collaboration are encouraged.

EXCEPTIONS

From time-to-time exceptions may arise to the policies outlined here. All requests for exceptions must be submitted in writing to the Laboratory Space Allocation and Review Panel and approved by the Dean.

Definitions (as the abbreviations appear in the text):

MTDC: Modified Total Direct Cost is a federal cost base used to calculate indirect costs, consisting of most direct costs minus specific exclusions such as equipment, capital expenditures, and certain subaward amounts.

TC: Total Cost includes all direct costs, including exclusions for MTDC, and indirect cost recovery.

Sq ft: square feet.

IC: Indirect Cost.

Traditional lab space: Laboratory layouts built around fixed bench rows and permanently assigned work areas.

LSU Health Sciences Center - New Orleans

School of Medicine

Request for Research Space Allocation

Requesting Department/Center

Department Head/Center Director Name

Investigator Name

Title

Unit/Department

Campus Address

Email

Phone Number

Space Request (Provide a brief description of the type and amount of space being requested and how it will benefit the mission of your unit. Include all spaces requested, intended use, special requirements, and why the request cannot be accommodated within current allocations.)

When is the space needed?

Funding to Support This Request

Grant Number	Agency	Dates Active	Total Costs/Year	Role of Requesting Investigator

Approvals

Department Head Signature:

Date:

Business Manager Signature:

Date:

Space Allocation Review

Date

Approved

Not Approved

Justification