Ranking Research Space Requests  (Final Version May 9 2017)

The process of requesting research space must be communicated clearly through a number of levels: Department Head, Dean, Director of Research and Industry Liaison, the AVP, Research, Engagement, and Graduate Studies. Early discussions may clarify the objectives and use of space, and allow for clarity in moving the request forward through the ranking process, and to Campus Planning.

Applications will be assessed for scholarly merit using the Criteria of Merit. The applications will then be sorted according to the degree to which they are meritorious, there is evidence of planning and considering the Principles for Allocation of Research Space. An overarching question for the ranking and review of requests is whether or not the requests are consistent with UFV’s plans and priorities.

<table>
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<th>CRITERIA</th>
<th>Guidelines. (Committee may request further clarification if needed)</th>
<th>Numerical Score /5</th>
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</table>
| 1. Description and clarity of space request                               | • Purpose of the research and research space and requirements are clearly defined (new space, modified space, anticipated and potential use of the space)  
  • Research methodology clearly outlines and justifies the use of space; purpose, goals, outcomes or objectives of the research is clearly defined; |                    |
| 2. Training and pedagogy                                                 | • Does the space contribute to advanced and/or applied training of students? What opportunities does it provide to students?  
  • Contributes to the integration of research and teaching.              |                    |
| 3. Significance/relevance                                                 | • Pedagogical, regional, and scholarly impact  
  • Contributes to the development or capacity of the region, relevant to the region. |                    |
| 4. Innovation                                                            | • Does the research program or project have funding and potential for external support.  
  • Evidence of external resources, support, and commitment – or potential for these.  
  • Are there external agency / industry expectations/ requirements? (Letters of support may be attached) |                    |
| 5. UFV sustainability/faculty – Principle 4                              | • Space use can contribute to new faculty (i.e. within the first 5 years at UFV), or faculty who are renewing their energy to develop their research program and sustainability.  
  • Contributes to collaborative work with faculty.  
  • Impact on the applicant’s own scholarly and/or pedagogical development; the research activity is part of an emerging, developing or continuing program of work. |                    |
| 6. Planning and use of space, lifespan of space                         | • Request for space identifies the time and space commitment. The request explains why the space is not available through existing resources (faculty offices, existing research labs, teaching labs).  
  • Plan for multiple users, multifunction within the research space.  
  • Using the space for teaching in conjunction with research.           |                    |
| 7. Scholarly Significance or Relevance of Project                        | • Scholarship clearly contributes to the applicant’s discipline(s), or area(s) of study (this has been explained in the application)  
  • Enables other research, scholarship, and learning activities         |                    |
| 8. Project Commitment, feasibility and planning                          | • Request shows that appropriate planning and preparation have been undertaken in consideration of space. Activity or project has clear timeline of steps or stages in the research process (evidence of planning)  
  • Strong likelihood of successful completion of the activity or project  
  • Includes a CV from the last 5 years                                  |                    |
NOTE: You must achieve a minimum score of 3 in each category, in order to be ranked.

NOTE: Any application for a grant (principle 2) would include the space needs prior to the grant submission. Contact would be made with the Research Office to ensure adequate planning and notice.

Allocation of Research Space

Principles for the Allocation of Research Space

The following principles are drawn from the principles of prioritization that have been developed for the review of applications for Research Option and Scholarly Activity releases (2014). The principles are consistent with UFV’s legislative mandate as a regional, primarily undergraduate teaching intensive university; its strategic goals to provide the best undergraduate education in Canada; to be a leader of social, cultural, economic and environmentally responsible development of the Fraser Valley and the communities in it; and to be innovative, entrepreneurial, and accountable in support of these goals. These principles are reflected in the values and goals of research and scholarly activity at UFV as outlined in the introduction to the university's Strategic Research Plan 2016 - 2020. The principles for prioritization will support applications for diverse research space proposals. These proposals may be discipline specific or apply across a range of disciplines, sub-disciplines or areas of study.

Principle #1

Faculty research space which provides direct and meaningful student experience in research and learning opportunities for UFV students will be prioritized. Students participating in faculty research or scholarly projects must be involved, contributing, and learning at multiple points in the study (i.e. in data collection, analysis, synthesis and presentation of results). The research may reflect broad interdisciplinary opportunities and also informs the university’s mandate to deliver the best undergraduate education.

Principle #2

Faculty research or scholarship that is applicable, relevant, or contributes to being a leader of social, cultural, economic, and environmentally responsible development in the Fraser Valley. In accordance with UFV’s strategic direction and mandate, faculty research is not geographically delimited; rather, faculty research will identify how it relates to, or informs, regional or community needs, aspirations or development. Research should endeavour to contribute to the capacity of the Fraser Valley; by working with local organizations and individuals, and/or demonstrate relevance to the Fraser Valley by informing both researcher(s) and the public of potential solutions or improvements to existing, perceived, or as-yet undiscovered issues. Such an undertaking will facilitate teaching through research.

Principle #3

Faculty research that supports UFV’s mandate to be innovative and entrepreneurial through bringing revenue into the university which enables other research, scholarship, and learning activities, will be prioritized. The program of scholarly work would have already obtained a seed grant, established grant, or a response of interest to their work from industry or an external funder. In the case of a new faculty member, a grant or external support must be pursued and proof thereof established but possession of a grant is not immediately requisite – see principle 4.

Principle #4

Requests for research space where it supports the retention of new faculty (i.e. within the first 5 years) will be prioritized. New faculty will need resources so they can be sustained in research and teaching –
this means the space may contribute to new faculty developing their research program, and provide opportunities for mentoring of new faculty. Research that contributes to the scholarship of teaching and learning, and/or extends the application of the faculty member’s (new or ongoing) expertise into new areas as it relates to the integration of research into teaching, are also a priority. Faculty who have submitted previous request for research space, and have been unsuccessful, may be prioritized here.

**Principle #5**
Faculty research space that is shared and involves multiple users, multiple projects, are multi-purpose, and can maximize the use of research space will be prioritized.

**Principle #6**
Faculty research that considers the life span of space and how it transitions when the research is completed, phased into another project, or could include the possibility of support for other teaching, will be prioritized. It will be important for the space to contribute to some of the costs, and be sustainable.

**Administration of Research Space Review**
Research space applications should be submitted by the Faculty member. If the space is required as part of a grant, this request should be included with the grant application, in a separate document, to the Research Office. (Granting councils do not necessarily want the details of the research space but will require research space allocation.)

Based on the principles and criteria, review of the submissions will be conducted by:
- AVP Research, Engagement, and Graduate Studies
- Director, Research Services & Industry Liaison
- Dean, of the appropriate area
- One or two faculty members, preferably including a grant recipient who is knowledgeable about space requirements for research of the type being conducted.
- Consultation will be conducted with the Director of Campus Planning and Resource Development and the Space Allocation Committee.

**Approval** is given by the Provost and Vice-President Academic.

**Physical allocation specifics** of space is determined in joint efforts with:
- Director of Campus Planning and Resource Development and the Space Allocation Committee
- Facilities
- AVP, REGS and/or Director, Research Services & Industry Liaison

These principles and criteria have been reviewed by the Deans’ Caucus.