



Policy Title
Research Space Use

Identifier
UofSCSOMG – RSCH – 2.02

Prepared by: Space Allocation Subcommittee	
Reviewed by: Space Committee	Review Date: 07/22/2020
Approved by: UofSCSOMG Policy Committee	Approval Date: 10/06/2020
	Effective Date: 10/06/2020

LCME Standards

5.4- Sufficiency of Buildings and Equipment

Scope

University of South Carolina (UofSC) School of Medicine Greenville faculty.

Policy Statement

Following input from faculty and with guidance from UofSC School of Medicine Greenville Senior Leadership and Prisma Health, the following will be mandated:

1. The Chair of Biomedical Sciences will be responsible for the fair and equitable allocation of research space with guidance from the Space Allocation Subcommittee.
2. Primary priority will be for funded COVID-19 and related studies.
3. Secondary priority will be for funded non-COVID related studies.
4. Tertiary priority will be for all other non-funded projects.
5. All allocated laboratory space will be evaluated on a timely basis.

Reason for Policy

LCME expects that a medical school has, or is assured the use of, buildings and equipment sufficient to achieve its educational, clinical, and research missions. This policy will ensure we have a proper and fair policy and plan for faculty to utilize research space allocated to UofSC School of Medicine Greenville. This policy ensure that all faculty are treated equally, but with appropriate priorities due to the COVID-19 pandemic. The expectation of a research space use policy and implementation plan will guide us through into the future so as to optimize our resources.

Procedures

Faculty requesting research space are to complete the [Space Allocation Request Form](#) in its entirety, which includes:

- a. Name
- b. Email

- c. Brief summary of proposed research
- d. Is the research funded?
 - a. If yes, attach funded grant
 - b. If yes, enter USCeRA proposal number
- e. Amount of additional space being requested
- f. Justification for request for the revision in space allocation
- g. List of currently available capital equipment required for research
- h. List of additional capital equipment needed for successful completion of research
- i. If additional capital equipment is required, has funding been awarded to procure the equipment?
 - a. If yes, attach funded grant
 - b. If yes, enter USCeRA proposal number
- j. Number of personnel participating
- k. Names of UofSC SOMG faculty members collaborating on the project
- l. Number of students that will be participating
- m. Does this work involve infectious agents?
 - a. If yes, what infectious agents will be studied?
 - b. If yes, what is the biological safety level required for this work to be performed?
- n. Have you received BSL-2 training?
 - a. If yes, attach BSL-2 training completion certificate
- o. Does this work involve hazardous chemicals?
- p. Will this work generate hazardous waste?
- q. Attach chemical/biological inventories
- r. Attach CITI Biomedical Investigator completion certificate
- s. Attach HealthStream/Learning Hub Bloodborne Pathogen completion certificate

Sanctions

The previously allocated space may be forfeited upon noncompliance.

Contacts

Space Allocation Subcommittee Chair
 Department of Biomedical Sciences Chair

Related Information

N/A

History

Date of Change	Change
June 2020	Policy created