



Policy Title

Research Space Use

Identifier

USCSOMG – RSCH – 2.02

Prepared by: Research Space Committee	
Reviewed by: BMS faculty	Review Date: 11/17/2023
Approved by: USCSOMG Policy Committee	Approval Date: 12/14/2023
	Effective Date: 01/02/2024

LCME Standards

5.4- Sufficiency of Buildings and Equipment

Scope

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

Policy Statement

1. The Chair of Biomedical Sciences Department is responsible for the fair and equitable allocation of research space in the ITOR Lab (Prisma Cancer Institute) with the input from the Research Space Committee.
2. The Research Space Committee consists of SOMG Director of Research (Chair), Executive Director of Finance and Operations, BMS Research Coordinator, and two appointed BMS faculty members-at-large (with one faculty member who performs research in the ITOR lab and the second member who does not). The Chair of Biomedical Sciences is responsible for appointing faculty members.
3. Primary space allocation priority is for funded research projects of BMS faculty conducting research with medical students.
4. Secondary priority is for non-funded research projects of BMS faculty involving medical students.
5. Tertiary priority is for funded BMS faculty research projects involving other categories of learners (graduate and undergraduate students, high school students, etc.).
6. Last priority is given to non-funded BMS projects involving all other categories of learners.
7. All allocated research space in a timely manner.

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 ensures a proper and fair policy and plan for faculty to utilize research space allocated to USC School of Medicine Greenville. This policy ensures that all faculty are treated equally and have equal access to all available research resources and equipment necessary to conduct research, especially involving SOMG medical students. 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.

- a. Name
- b. Email
- c. Summary of the proposed research
- d. Is this research funded?
 - a. If yes, attach funded grant proposal;
 - b. If yes, enter USCeRA proposal number.
- e. Amount of space being requested.
- f. Justification for request for the revision in space allocation, if applicable
- 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 proposal.
 - b. If yes, enter USCeRA proposal number.
- j. Number of personnel participating in research.
- k. Names of USC SOMG or USC faculty members collaborating on the project.
- l. Number and categories (medical, undergraduate, etc.) of students that will be participating:
 - a. If high school or undergraduate students are involved, did they receive clearance from HSC Student Affairs to participate in research?
 - If yes, attach the proof of approval.
 - b. Is the trainee a minor under 18 years old?
 - If yes, acknowledge compliance with the **Minors in Research Laboratories** policy.
 - c. Does this work involve infectious agents?
 - If yes, what infectious agents will be studied?
 - If yes, what is the biological safety level required for this work to be performed?
- m. Have you and all lab members received BSL-2 training
 - a. If yes, attach BSL-2 training completion certificate(s).
- n. Does this work involve hazardous chemicals?
- o. Will this work generate hazardous waste?
- p. Attach chemical/biological inventories.
- q. Attach CITI Biomedical Investigator completion certificate(s).
- r. Attach HealthStream/Learning Hub Bloodborne Pathogen completion certificate(s).

Sanctions

The previously allocated space may be forfeited upon noncompliance.

Contacts

SOMG Director of Research
Department Chair of Biomedical Sciences

Related Information

N/A

History

Date of Change	Change
December 2023	Policy updated to define composition of the subcommittee, reflect updated priorities, and new requirements for the request form
June 2020	Policy created

