

Space Representation and Approvals for Med School Space on PAFs (*Summary*)

Two approaches are allowed: Specific Space or Adequate Space. Either is acceptable at the Dean's Level. Your department may have more specific requirements!

There are general descriptions of space philosophy (what to list and what approval means) on the Grants Office web site:

<https://medicine.umich.edu/medschool/research/office-research/grant-review-analysis/pre-award-information/proposal-preparation/space-faqs>

If you choose to list Specific Space (Room & Building) on PAF:

- Think of the listing as specific rooms that the project team will have access to
 - o At a minimum, this would include any lab/clinic space specifically represented in a Facilities page to the sponsor.
- In general, the department associated with the Dept ID pre-loaded in the eRPM system will sign for space. Exceptions:
 - o Specific Clinic Space or Hospital Office: The UMH space Dept ID is overridden to the MS unit using the space (and CDA always approves use).
 - o Official Occupying Department: If the unit is listed in the Occupying Depts link, override the Dept ID to the guaranteeing department.
 - o Changing ownership of space: If not yet reflected in eRPM, the Dept ID should be overridden with the new Dept ID and include a comment that the space is changing hands.
 - o MoU for use of Space: If a side agreement that another unit use the space and it is not in eRPM, the Dept ID should be overridden with the "borrowing" Dept ID and include a comment that the space is accessible through an MoU.
- Approval for the specific room listed must be from an authorized signer for the *specific* room (i.e. Med school lab or office approved by a school signer; UMHS clinic or office by the CDA)

If you choose to use "Adequate space – No Additional Space" option in eRPM

- Think of the listing as unit(s) making a guarantee of access to space to the project team
 - o List each unit that needs to guarantee access to "adequate" space
 - o Compare to the proposal facility page to be sure you are ready to make the provisions of "like space" as reflected to the sponsor
 - o **Requirement:** Add a comment to clarify what type of space is being used. Choices:
 - **Med School Space**
 - **Office Space**
 - **Clinic Space or Hospital Research Space**
- Approval for the adequate space must be from an authorized signer for the *type* of room
 - o Med school lab or any office space (including UMH) approved by a school signer;
 - o Clinic Space or Hospital Research Space by the CDA