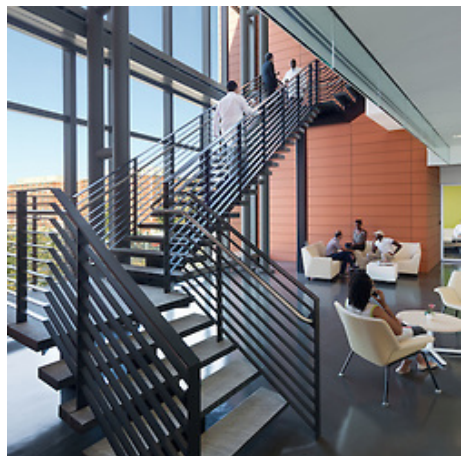


HOWARD UNIVERSITY INTERDISCIPLINARY RESEARCH BUILDING



LABORATORY SPACE APPLICATION



Preface

The Howard University Interdisciplinary Research Building (HU-IRB) was conceived, designed and constructed to foster collaborative interdisciplinary research at the University. HU-IRB is a laboratory-based building. Several considerations were factored into the design and construction of the facility. Additional factors are being considered as we now begin migration of faculty into the facility. Primary among these is that all space on campus is owned by the University, and is allocated to specific users, through Deans and other University administrators. The University operates and maintains its spaces and seeks to provide the appropriate amount and type of space for key institutional activities, including research. Space is a limited University resource and, consequently, it must be managed responsibly and in a way that promotes the advancement of the University's mission and the strategic priorities of the campus. No space, or University purchased equipment, is the exclusive right or property of an individual.

In order to maximize the usage and benefit of the HU-IRB, a process has been developed to identify researchers who would contribute the most significantly to the expansion and development of a more robust research enterprise. **All University faculty are eligible to submit an application for consideration of space allocation, however, priority will be given to faculty whose research is interdisciplinary in nature, and focused on one (or more) of the core areas considered in the design and construction of the building below;**

- a. Bio Nano Sciences
- b. Natural Products Research & Drug Development
- c. Microbial Ecology, Diversity, and Immunology
- d. Atmospheric Sciences
- e. Developmental Biology & Stem Cell Differentiation or related areas

Interdisciplinary research is a mode of research by teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or area of research practice.

The HU-IRB is designed as a green and energy-efficient (LEED) facility which incorporates cutting-edge technology and the latest educational, environmental and research standards. It includes a clean room, wet and dry laboratories, instructional space, research support space, ground floor retail, and centralized offices for faculty, students and academic staff. A key purpose for the HU-IRB is to develop a collaborative team-based community of research scientists at Howard University.

There are 29,000 square feet of research and office space in the IRB

- 19,500 sq. ft. laboratory
- 7,600 sq. ft. office
- 1,900 sq. ft. conference

Sample Space Layouts

Building Section



Second & Third Level Floor Plans



I. IRB Space Allocation Guidelines

A. Cost

- If you are awarded space in the HU-IRB, basic building expenses (electrical, water, security, and certain maintenance costs) will be covered. However, specific laboratory services will be provided on a fee-based schedule (please see fee schedule attached).
- If the space requires modification above what has been budgeted for the IRB, it is the Researcher's responsibility to provide required funds for the modifications.

B. Criteria

Requests will be evaluated based on the following criteria:

- Evidence of interdisciplinary research teams,
- All research personnel, regardless of the level of funding and/or Campus location, who meet any of the following criteria will be eligible for space in the IRB:
 - Individuals employed directly by HU or for which a HU contract/ appointment exists.
 - Individuals who have a HU WOC appointment, who are employed by a non-profit organization or an affiliate university, and are working on HU-approved research conducted on a HU Campus.
 - Individuals employed through an HU approved mentored externally funded program, such as an NIH, F, T or K award, Career Research Scientist Award, or a pre- or post-doctoral fellowship.
 - Students, residents, fellows, etc., who are working on a HU approved research project and whose salaries are not charged to a research project.
- Research focus area alignment with Howard's vision and mission and established research priorities.
- Evidence of proactive participation in research and funded projects:
 - Proposal submissions during past 3 years
 - Existing grants/ potential for continued funding
 - Dollar value of past & current awards over the past six years
 - Duration of current award
 - number of funded staff
 - Dollar value and number of outstanding submissions
- Potential of other funding – donations, foundation, private
- Existing space inadequacy for the execution of research
- Amount and type of space required
- Endorsement of the Department Chair and the Dean of the School/College

The HU-IRB Space Allocation Committee, composed of Deans, Faculty, Staff, and a student representative, is chaired by the Provost, and has representatives from a broad range of University units, including a non-institutional member. Space allocations will also be prioritized in the following hierarchy:

- a. First priority will be granted to faculty researchers who have external funding, but may have limited facilities to conduct the funded project.
- b. Higher consideration will also be provided to faculty whose research is deemed to be of high potential for future funding through external agencies.

II. 3-Year Re-Evaluation

Occupants of the IRB are required to submit written documentation in support of the need for continued IRB space occupancy every three years on the anniversary month of their occupancy.

A. Information requirement

- All occupants are required to provide the following information during the year three re-evaluation:
 - Name of Researcher(s)
 - Statement of how the IRB has supported research activities
 - Number of funded and non-funded students currently being mentored by the researchers on the project
 - Research and interdisciplinary focus
 - Details of all existing funding and potential funding opportunities for the next three years.

B. Selection Committee review

- All re-evaluations will be reviewed by the Selection Committee who will assess the information provided along with:
 - Space utilization
 - Productivity measurements
- The Selection Committee makes a recommendation regarding continued space allocation to the Provost who will make the final decision.

III. Vacating Laboratory Space in the IRB

- In anticipation of Researcher departures or laboratory relocation, appropriate disposal or reassignment of all chemical and biological waste, chemicals, supplies and equipment is the responsibility of the Researcher.
 - The Researcher will be responsible for any repairs to equipment, over and above ordinary maintenance, as well as unusual damage to the laboratory facility requiring repair.
 - In the event that the Researcher has not adequately fulfilled this obligation, the Researcher or their Department will be billed to recover the costs of reallocation or disposal of chemical or biological agents, etc.
- The Principal Investigator must return all keys and/or access to the IRB Manager prior to the space being vacated.
- **Under no circumstances will any equipment or research materials be stored in the IRB after the Researcher has vacated.**

Researcher _____

INTERDISCIPLINARY RESEARCH BUILDING (IRB) SPACE APPLICATION

1. Principal Investigator

Name: _____

Title/Position: _____

School/College: _____

Dept./Div./Center: _____

Email: _____

Phone Number: _____

2. Current Laboratory Space(s) Occupied

Building	Floor	Room Number	Square Footage (If available)	Description

3. Please comment upon your current space below;

- _____ My current laboratory space is appropriate and adequate for my current research, however, I will need additional space to expand my activities.
- _____ My current space is either inadequate, or has limited my ability to appropriately conduct my research activities.
- _____ My research has been greatly hampered because funding agencies have negatively reviewed my proposals due to inadequate or non-existent resource concerns.
- _____ I do not currently have laboratory space to conduct my research.

Additional details or explanations:

4. How much new (or additional) space are you seeking for your research activities (Please respond based upon square footage.)

Researcher _____

5. Other Personnel Requesting Use (Including Research Collaborators, Graduate Students, Post-Doctoral Fellows, Research Associates.)

Name	Title/Position	Role	School/College	Dept./Div./Center	Email

6. Current Funding (You may attach on a separate sheet)

Please list any funding that you currently have. Please include your role on the project, the sponsor, the funding period, and the award amount for the current year

7. Pending Funding (You may attach on a separate sheet)

Please list any funding that you have currently applied for. Please include your role on the project, the sponsor, the funding period, and the total budget requested.

Researcher _____

8. Past Funding (Last 6 Years) (You may attach on a separate sheet)

Please list any funding that you have had over the last six years. Please include your role on the project, the sponsor, the funding period, and the total budget requested.

9. Please detail the number and type of collaborations you have regarding your research. How do you plan to interact with other scientists in the building? Also, describe the interdisciplinary nature of the research.

Researcher _____

10. Which research area describes your current area of research?

Check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Core Laboratories | <input type="checkbox"/> Developmental Biology/Stem Cell |
| <input type="checkbox"/> Bio/Nanotechnology Clean Room | <input type="checkbox"/> Atmospheric/Environmental Sciences |
| <input type="checkbox"/> Drug Development Lab | <input type="checkbox"/> Microbial Lab |
| <input type="checkbox"/> Natural Products | <input type="checkbox"/> Other: <i>(explain below)</i> |

11. Description of Research

Please describe the research that you intend to carry out in the labs of interest. Please also include any potential funding sources identified to further carry out your research (include sponsor and application deadline, where applicable).

Researcher _____

12. Description of Resources, Facilities, or Equipment/Space Needed

Please describe the equipment that will be needed to carry out your proposed research. Please specify if there is equipment that you currently have that would need to be transported to the building. Also, please describe any equipment or resources that will be used by collaborators, or that collaborators have, and the primary users of the resources and equipment.

I have reviewed the terms and conditions for consideration of space in the Howard University Interdisciplinary Research Building, and I accept and agree to the terms and conditions set forth in the Preface. Furthermore, I understand that a key purpose for the HU-IRB is to develop a collaborative team-based community of research scientists at Howard University. In this regard, I am willing to share the equipment purchased with grants under my responsibility with my research colleagues. I also certify that the information that I have provided in this application has been truthful and accurate, to the best of my knowledge and belief.

Faculty Applicant (Name & Signature)

Date

I endorse the HU-IRB application of the faculty researcher noted above, and support the interdisciplinary nature of their research, it's value to their discipline and to Howard University, and potential for future funding. I also commit to provide support from my Department and College to sustain the research of this faculty researcher.

Department Chair

Date

Dean

Date