### FY2025 Space Validation: Data Administrator Training May 1<sup>st</sup>, 2025

### Northwestern

#### About Us

Facilities, Planning & Space Information

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# **AGENDA:**

#### • Section 1: Introduction Topics

- Timeline
- Categorizing Space
- Space Impact on F&A

#### • Section 2: Roles & Responsibilities

- Data Administrator
- Data Steward
- Facilities Data Manager

#### • Section 3: Function Definitions & Common FAQs

- Section 4: Overview of the System Demo
  - Key aspects of completing the survey
- Section 5: Resources & Audience Q&A

## **Section 1: Introduction Topics**

# **FY25 Space Survey Timeline**

- <u>Training Sessions</u> are scheduled on the following days in –person and Zoom:
  - Tuesday, 5/6/25, 1:00 2:30 p.m. (Evanston)
  - Thursday, 5/8/25, 11:00am 12:30 p.m. (Chicago)
  - Tuesday, 5/20/25, 11:00am 12:00 p.m. (On-line)
- Survey opens on Thursday, May 1, 2025
- Survey closes on Thursday, July 31, 2025
  - FSM Departments close Tuesday, July 15, 2025
- For one-on-one training and consultation with FPSM or ASRSP staff, please contact:
  - Patrick Eaton at <u>patrick.eaton@northwestern.edu</u>
  - Sophia Gabay at <u>s-gabay@northwestern.edu</u>

# **Categorizing Space**

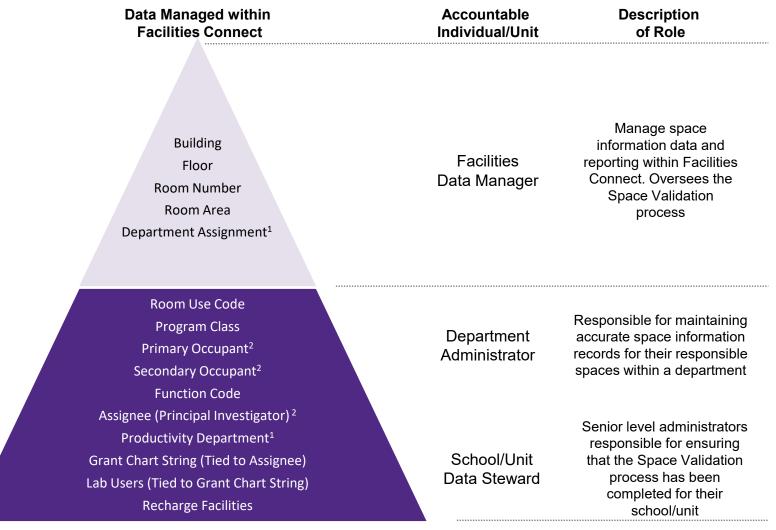
- Each room in the space survey is inventoried to a specific function or functions such as:
  - Instruction
  - Research
  - Administration
  - Other Institutional Activities (OIA)
- The FY25 organized research space will then be used in negotiating the next F&A (Facilities & Administrative or Indirect Cost) rates. Research rooms will be audited by federal auditors.
- The F&A rate determines the amount of Indirect Cost Recovery (ICR) funds the University receives annually.

# How Does Space Impact F&A?

- Facility related costs (such as utilities) are charged to sponsored programs using the "Facilities" and "Administrative" (F&A) rate.
- The amount charged to a grant is based upon the results of the space survey.
- For example, if 75% of a building is reported as research, we can charge 75% of the utility costs for the building to grants.
- As the percentage of research space in a building goes up or down, so does the amount charged to a grant.

### **Section 2: Roles & Responsibilities**

#### Space Validation Expectations Overview of Roles & Responsibilities



1. Department information is reflective of data maintained in NUFinancials

2. Assignee information is reflective of data maintained in HRIS

# **Data Administrator Role**

#### • All Departments (With/Without Grants)

- Verifying Jurisdiction
- Verifying Room Type
- Verifying Utilization
- Verifying Occupants
- Only for Departments with Grants
  - Verifying Pls
  - Verifying Grant chart strings
  - Verifying Lab Users

### **Space Validation Expectations**

Data Administrator

- The information collected reflects the use of space between September 1, 2024, and August 31, 2025
- Training & Resources Available
  - Facilities Connect Training Website
    - Training Video
    - Job Aides Room Use Codes, Function Codes, etc.
  - Space Information Reports
  - Scheduled Workshops (In Person)
  - Individual Trainings (In Person or Online via Booking System)

#### Space Validation Expectations Areas of Focus for the FY2025 Survey

Area of Focus	Description	What to Expect
Recharge Facilities	Any space area that charges others for a service. Those services that are calculated are subsidized by other department funding sources	<ul> <li>Select "Recharge Facility" in the Lab User section</li> <li>To be coded as space type 266 or 250</li> </ul>
Space Class 310, 311, & 312	310 - Faculty Office, 311 - Research Staff Office, 312 - Grad Student Office	<ul> <li>These spaces are to be coded 0020 Salary/wages for Function Code</li> </ul>
Space Class 650 Lounge	650 Lounge; to be used when the space that is not restricted to a specific group of people, unit, or area and is intended for use by people visiting or passing through a building, it is coded as a Lounge (650).	<ul> <li>For Departmentally assigned spaces use Space Class 323 - Break Room/Pantry/Kitchen or 315 Office Service See below*</li> </ul>
Space Class 730 Central Storage	730 - Central Storage - a space or building that is used to store equipment or materials and that serves multiple space use categories, organizational units, or buildings	<ul> <li>Recommend using 315 Office Service and/or 319 Office Supplies/Storage when describing an office area storage, supply, coat closets.</li> </ul>
SpaceClass Departmental Food Facilities	For any departmentally assigned Office Support Spaces that include a sink, or a refrigerator, or a microwave/oven; even if shared with other functionality (copy/storage) should be coded 323 – Break Room/Pantry/Kitchen Area	<ul> <li>Review the functionality and confirm amenities in space to select the appropriate SpaceClass</li> </ul>
Assignee	Laboratories and lab support rooms should be assigned to the PI(s) responsible for that space.	<ul> <li>Director/Director, Chair/Chair should not be used in Laboratory Spaces with Sponsored Research</li> </ul>

## **Section 3: Space Function Definitions**

### **Function Code Definitions**

Function codes are used to reflect activities occurring within the room. Function codes are informed by assignee, activities, research activities, financials, etc.

- Research Function Codes:
  - SPONSORED RESEARCH (0010)
  - DEPARTMENTAL RESEARCH (0007)
  - SPONSORED TRAINING (0085)
- Administrative Function Codes:
  - GENERAL ADMINISTRATION (0040)
  - DEPARTMENTAL ADMINISTRATION (0007)
  - ACADEMIC DEANS' OFFICES (0060)
  - SPONSORED PROJECTS ADMINISTRATION (0050)
  - STUDENT SERVICES ADMINISTRATION (0065)

- Unoccupied Function Codes:
  - VACANT SPACE (9975)
  - UNUSABLE SPACE/UNDER CONSTRUCTION (9980)
  - NON-ASSIGNABLE (9999)
- Other Function Codes:
  - INSTRUCTION (0005)
  - OTHER SPONSORED ACTIVITIES (0014)
  - OPERATIONS AND MAINTENANCE (0075)
  - OTHER INSTITUTIONAL ACTIVITIES (0016)
  - INDUSTRY CLINICAL TRIAL (0012)
  - LIBRARY (0035)

#### **Complete List of Function Codes & Definitions**

## **Sponsored Research (SR)**

### **Definition:**

- The federal government defines Organized Research as all research and development activities of an institution that are separately budgeted and accounted for.
- It includes sponsored research, which are all research and development activities that are sponsored by Federal and nonfederal agencies and organizations. Organized Research Space includes all space used for activities that meet the federal definition of organized research.

#### **Complete List of Space Classes & Definitions**

## **Departmental Research (DR)**

#### **Definition:**

- The federal government defines departmental research as the "research, development and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for."
- Departmental Research Space includes all space used for activities that meet the federal definition of departmental research.

### **Complete List of Space Classes & Definitions**

## Section 3: Common FAQs

# **F.A.Q. #1:**

### How is Percentage Utilization Calculated?

# **F.A.Q. #1:**

### How is Percentage Utilization Calculated?

- You can't calculate. You need to <u>estimate</u>.
- The Uniform Guidance, states (paraphrased):
  - It is recognized that teaching, research, public service, and administration are often inextricably intermingled.
  - A precise assessment is not always feasible, nor is it expected.
  - Reliance, therefore, is placed on estimates in which a degree of tolerance is appropriate.

# **F.A.Q. #1:**

### How is Percentage Utilization Calculated?

- Review Indicators to Help You Estimate the Percentage Utilization:
- <u>Occupancy</u>: Who is in the space?
  - Faculty? Staff? Students?
- <u>Activity</u>: What actually happens in the space?
  - Research? Administration? Instruction?
- <u>Funding</u>: How is occupant's salary paid?
  - Grants and Contracts? State? ICR?

# **F.A.Q. #2:**

# What Does Reporting Utilization Over the Fiscal Year Really Mean?

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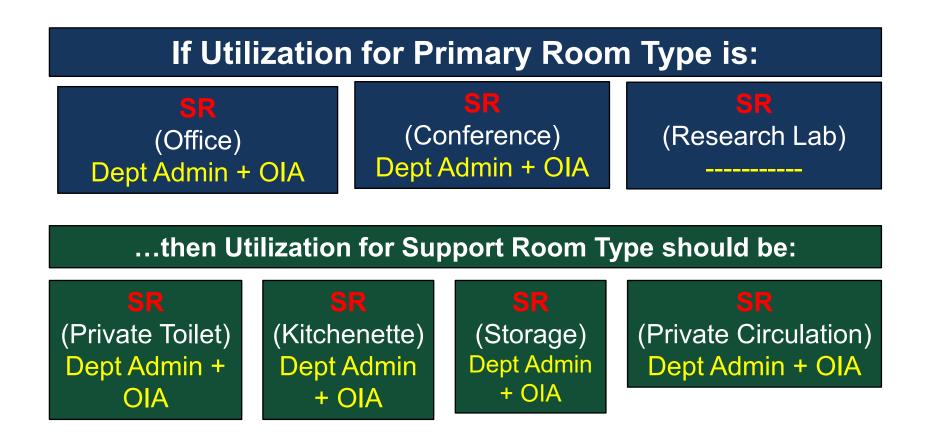
- The space utilization survey should reflect how each room is used during the <u>entire FY25 (September 1, 2024</u> <u>– August 30, 2025)</u>.
- The survey <u>should not</u> represent a snapshot of how the space was used at a particular point in time.
- Functional coding must identify a room's usage in specific percentage terms that reflect all activities performed in the room for the fiscal year.

# **F.A.Q.** #3:

# How to Assign Utilization to Support Space (Kitchens, Storage, Etc.)?

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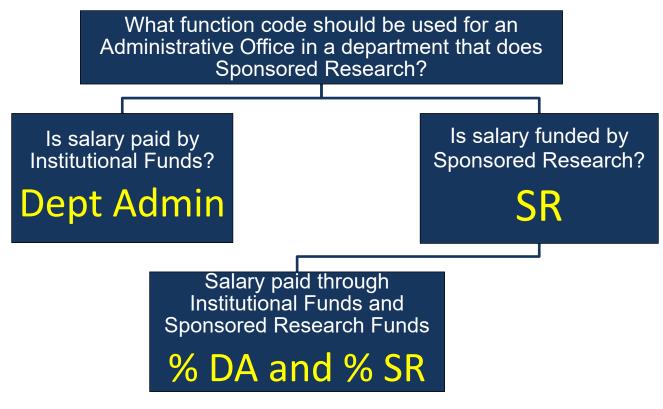


# **F.A.Q. #4:**

# How to Code Space Used to <u>Administer</u> Sponsored Programs?

# **F.A.Q. #4:**

# How to Code Space Used to <u>Administer</u> Sponsored Programs?



### **Section 4: System Demonstrations**

## FY2025 Space Validation System Demonstration & Instructions

### For Office & Research Locations

# **Complete Steps for Validation for an Office**

#### **New Look to Space Record Pages**

- FC was updated in March '25.
  - Functionality and location of buttons are in same location. Theme/look has changed
  - > "Blue links" is a selectable link to move/open to different pages
  - Graphical floor plan viewer has been updated (see training materials)
  - On the Assignee/Lab-User/Function code verification page, a new warning will prompt user if the Percentages are left at <u>0%</u>.
    - Space record will not validate until percentage is corrected

#### New Look to Space Record Pages

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								No	data to display									
<ul> <li>Occupant - Not</li> </ul>	t in Facilities (	Connect																
Unnamed Occupa	ant								~									

#### Validation completion steps for an OFFICE – Space Class

Space: 00284D					8	Activate Save	e Save & Close	Space Update Request More	$\sim$ $\times$
Space Details General Contact Details	s Floor Plan Details Allo	cation Finishes	Regulatory Main	ntenance History	Notifications Notes & Documents	Calendar Details	3D Model Calendar	Includes Reports	
✓ Building / Space	Details								
Building ID	8844		Building Descript		2020 Ridge	Floor	C2	02 Wing	
Area	93.89		Status	_	Revision In Progres	s			
Description	Workstation								
Program Class 🔹	70 - Operations An	d Ma 🗸							
Capacity	1								
					1.1.1.1.1.1.1.	2			- 5
<ul> <li>Space Informati</li> </ul>	on						Find	Clear	
Space Class	316 - Workstation/	Cubicle							
I Name Title	Reports To	HR Department Name	HR Dept ID	Email	Work Phone	_			<b>1</b>
Eaton,Patrick R Manager	of Space Informat Grzyb,Kevin J	Facilities Mgmt EV	047400	patrick.eaton@northwe	ster				
Items per page: 10 🗸 1 - 1 of 1 items								1 ∨ of 1 pages	۰.
<ul> <li>Occupant - Secondary Location</li> </ul>								Find Remov	ve
People Query I Name Title	Reports To	HR Department Name	HR Dept ID	Email	Work Phone				G \$
! Name Inte	Reports 10	HK Department Name	HK Dept ID	No data to display	work Phone				
<ul> <li>Occupant - Not in Facilities Connect</li> </ul>									
Unnamed Occupant					~				

#### Validation completion steps for an OFFICE – Room Information

Space: 0	00284D						🖶 😢 Activate Save	Save & Close	Space Up	idate Request M	ore 🗸 X
$\sim$	Building	/ Sp	ace Det	ails							
	Building I	١D	8	844	Building Description	2020 Ridge	Floor	C3 _	02	Wing	
	Area		9	3.89	Status	Revision In Prog	ress				
	Descriptio	on	W	/orkstation							
	Program (	Class	7	0 - Operations And M	a 🗡						
	Capacity	Spac	e Classes								
•		=	ID	Name	Hierarchy Path		1				•
			Con	Contains	Contains		-				
$\sim$	Space Ir		257	257 - Autoclave	\Classifications\Space Class Current\200 LAE	BORATORY FACILITIES\257 - Autoclave	•	Find		Clear	
		0	258	258 - Lab Storage Room	\Classifications\Space Class Current\200 LAB	BORATORY FACILITIES\258 - Lab Stora	ge Room				
	Space Cla	0	[] 259	259 - Linear Equipment Roo	\Classifications\Space Class Current\200 LAB	BORATORY FACILITIES\259 - Linear Equ	uipment Room				
		0	[∄ 260	260 - Equipment Corridor	\Classifications\Space Class Current\200 LAB	BORATORY FACILITIES\260 - Equipmen	nt Corridor				
	Jpant - Primary Location	0	261	261 - Special Fac Corridor	\Classifications\Space Class Current\200 LAB	BORATORY FACILITIES\261 - Special Fa	ac Corridor			Find	Remove
	Name	0	262	262 - Lab Suite Corridor	\Classifications\Space Class Current\200 LAB	BORATORY FACILITIES\262 - Lab Suite	Corridor				G 2 @
	🖸 Eaton, Patrick R	0	263	263 - Research Exam/Inter	\Classifications\Space Class Current\200 LAB	BORATORY FACILITIES\263 - Research	Exam/Interview Room				
		0	264	264 - Research Asset Locat	\Classifications\Space Class Current\200 LAB	BORATORY FACILITIES\264 - Research	Asset Location				
Items per	page: 10 🗸 1-	0	265	265 - Freezer Farm	\Classifications\Space Class Current\200 LAB	BORATORY FACILITIES\265 - Freezer Fa	arm			1 ∨ of1pag	es ∢ ≻
V Occu	upant - Secondary Loca		266	266 - Recharge Operation S	\Classifications\Space Class Current\200 LAB	BORATORY FACILITIES\266 - Recharge	Operation Support			Find	Remove
People Q	uery	0	C 310	310 - Faculty Office	\Classifications\Space Class Current\300 OFF	FICE FACILITIES\310 - Faculty Office					S @
	Name	0	2 311	311 - Research Staff Office	\Classifications\Space Class Current\300 OFF	FICE FACILITIES\311 - Research Staff C	Office				
		0	C 312	312 - Grad Student Office	\Classifications\Space Class Current\300 OFF	FICE FACILITIES\312 - Grad Student Off	fice				
		0	C <sup>7</sup> 313	313 - Administrative Office	\Classifications\Space Class Current\300 OFF	FICE FACILITIES\313 - Administrative O	Office				
V Occu	upant - Not in Facilities		C <sup>7</sup> 314	314 - Other Staff Office	\Classifications\Space Class Current\300 OFF	FICE FACILITIES\314 - Other Staff Offic	ce 📲				
Unna	amed Occupant	0	2 315	315 - Office Service	\Classifications\Space Class Current\300 OFF	FICE FACILITIES\315 - Office Service					
		0	C <sup>7</sup> 316	316 - Workstation/Cubicle	\Classifications\Space Class Current\300 OFF	FICE FACILITIES\316 - Workstation/Cub	bicle				
		0	317	317 - Open Work Space	\Classifications\Space Class Current\300 OFF	FICE FACILITIES\317 - Open Work Spac	ce				

Northwestern

#### Validation completion steps for an OFFICE – Department Assignments

Space: 0028	4D										8	Activate	Save	Save & Close	Space Update Requ	est	More 🗸 🗡
Space Detail	General	Contact Details	Floor Plan	Details	Allocation	Finishes	Regulatory	Maintenance	History	Notifications	Notes & Documents	Calendar Details	3D Model	Calendar	Includes	Reports	
<ul> <li>✓ Building</li> </ul>	/ Space Details																
Building I	D	8844			Building Description	C2	2020 Ridge	Floor	C	02	Wing				Room Number		00284D
Area		93.89			Status		Revision In Progress										
Descriptio	n	Workstation															
Program (	lass 🍝	70 - Operations And Ma	intenance of Plant	~													
Capacity		1															
Space In	formation															Find	Clear
Space Cla	ss 📑	316 - Workstation/Cubi	cle														
					_		_										
$\sim$	Departn	nent Assig	Inments	_			_						_			-	
Space	e Level A	llocations	$\sim$														
	Organiz	ation Name		c	Organization	Descr	ription			Area A	llocated		Percent	Allocated	Status		
	-												Percent	Allocated	Status		
	Organiz				<b>)rganization</b> Jniversity_C				9	Area A 3.89 squ				Allocated	Status Active		
	-									3.89 squ	are-feet		10	0 percent	Active		
	-										are-feet		10		Active		
	[] 182	20200								3.89 squ	are-feet		10	0 percent	Active		
	-	20200								3.89 squ	are-feet		10	0 percent	Active		
1 - 1 a	[] 182	20200								3.89 squ	are-feet		10	0 percent	Active		
1 - 1 c	[] 182	s			Jniversity_C	Ops-Sp	bace Infor		93	3.89 squ 3.89 squ	are-feet		10	0 percent	Active	-	S @
1 - 1 a	[] 182	20200				Ops-Sp		Enal	93	3.89 squ	are-feet		10	0 percent	Active	-	5 0
1 - 1 c	[] 182	s			Jniversity_C	Ops-Sp	bace Infor	Enal	93	3.89 squ 3.89 squ	are-feet		10	0 percent	Active		2 0
1 - 1 c	[] 182	S Trite			Jniversity_C	Ops-Sp	bace Infor	Enal	93	3.89 squ 3.89 squ	are-feet		10	0 percent	Active		C (8)
1 - 1 c	Image: Name	S Trite			Jniversity_C	Ops-Sp	bace Infor	Enal	93	3.89 squ 3.89 squa	are-feet		10	0 percent	Active		5 0

#### Validation completion steps for an OFFICE – Primary Occupant Location

Space: (	00284D										é	8 0	Activate	Save Si	ave & Close	Space Update R	equest	More	××
Space D	etails	General	Contact Details Floor	Plan Details	Allocation	Finishes	Regulatory	Maintenance	History	Notifications	Notes & Docum	nents	Calendar Details	3D Model	Calendar	Includes	Reports		
→ Build	ding / Space D	)etails																	
Build	ding ID		8844		Building Description	C	2020 Ridge	Floor	C	02	Wing					Room Number	*	00284D	
Area			93.89		Status		Revision In Progress												
Desc	ription		Workstation																
Prog	ram Class	•	70 - Operations And Maintenance of	f Plant v															
Capa	acity		1																
<ul> <li>✓ Space</li> </ul>	ce Information	n															Find	Clea	ar
Spac	e Class	Ľ*	316 - Workstation/Cubicle																
✓ Depart	artment Assig	nments																	-
Space Lev	el Allocations	~																G ¥	≡ ©
Org	ganization Name		Organization Description	Area Allocate	ed Percent /	Allocated St	atus												
	1820200		University_Ops-Space Infor	93.89 square-fee		0 percent A	ctive							-					÷
1	Occupa	ant -	Primary Locatio	on: Use th		to ide	ntify the	occupant	ts of the	room					Find		Remov	'e	
£			-	on: Use th		to ide	ntify the	occupant	ts of the	room					Find				
£			Primary Locatio	on: Use th		to ide	ntify the	occupant	ts of the	room					Find		Remov ପ୍ର	re ⊥	ø
£		imary	Location	on: Use th	is section	to ide	ntify the			room		HR Dei	partment Na	me		R Dept ID			\$
£		imary	-	on: Use th		to ide	ntify the		ts of the orts To	room		HR Dej	partment Na	me		R Dept ID			¢
£		imary N	Location		is section Title		ntify the	Rep					partment Na ies Mgmt E		Н	R Dept ID 47400			\$
£		imary N	Location lame		is section Title			Rep	orts To						Н				\$
£		imary N	Location lame		is section Title			Rep	<b>orts To</b> yb,Kevin	J		Facilit	ies Mgmt E	ΞV	Н				\$
Peop		imary N	Location lame		is section Title Manager			Rep	<b>orts To</b> yb,Kevin	J		Facilit	ies Mgmt E	ΞV	H		3		\$
Peop	ple - Pri	imary N	Location lame		is section Title Manager			Rep	<b>orts To</b> yb,Kevin	J		Facilit	ies Mgmt E	ΞV	H	47400	3		\$ *
Peop D Items	ple - Pri !	imary N E age:	Location Jame 2 Eaton,Patrick R 10 $\checkmark$ 1 -		is section Title Manager			Rep	<b>orts To</b> yb,Kevin	J		Facilit	ies Mgmt E	ΞV	H	47400	3		\$ }
Peop D Item:	ple - Pri	imary N E age:	Location Jame 2 Eaton,Patrick R 10 $\checkmark$ 1 -		is section Title Manager			Rep	<b>orts To</b> yb,Kevin	J		Facilit	ies Mgmt E	ΞV	H	47400	3		\$

#### Validation completion steps for an OFFICE – Occupant Secondary Location

Space: 00	0284D											= .	Activate	Save Sa	we & Close	Space Update Re	quest	More 🗸	×
Space De	tails	General	Contact Details	Floor Plan	Details	Allocation	Finishes	Regulatory	Maintenance	History	Notifications	Notes & Documents	Calendar Details	3D Model	Calendar	Includes	Reports		
	ing / Space	Details							_										
Buildi	ng ID		8844			Building Description	C <sup>3</sup>	2020 Ridge	Floor	C	02	Wing				Room Number	* 00	)284D	
Area		i	93.89			Status		Revision In Progress											
Descri	am Class		Workstation		~														
Capac		•	70 - Operations And Mai	ntenance of Plant	~														
oupuo	Sity		1		_														
Space	e Informatio	on															Find	Clear	
Space	Class	C2*	316 - Workstation/Cubic	le															
∨ Depa	rtment Assi	ignments																	
	el Allocations																5	± ≡	ŵ
	anization Name		Organization Description		Area Allocated	Percent /	Allocated	Status											
<b>п</b>						***		1											
	000	-	- Seconda					_			_				Find	_	Remov		
	UCCU	ipant	- Seconda	y Localio	n										FILIG		Remov	e	
Peo	ople Q	)uerv																G	eđ.
																			1
	1		Name			Title			Re	ports To		HR	Department	Name		HR Dept ID			
																			Т
									No da	ata to disp	lay								
•																			
																			1
$\sim$	Occu	Jpant	- Not in Fa	cilities Co	onnect	t													
	Unna	amed																	
	Occu	pant	N	Ion Northw	/estern	Employee /	Facu	lty (NMFF, NI	MH, etc)		~								ī
			Gr	aduate Stu	dent-Fu	Inded													4
			Gr	aduate Stu	dent-Ur	nfunded													
			Vis	iting Facult	tv / Res	earcher / Sc	holar												
				neritus Facu															-
				ientus raci	utty														
								A											
scrip	lectV	/alue(2 <mark>0</mark>	69246) No	n Northwe		mployee / Fa	aculty	(NMFF, NMH,	etc)	_									
iscript	lect\/	/alue(2 <u>0</u>	Northv			mployee / Fa	aculty	(NMFF, NMH,	, etc)								42		

## Validation completion steps for an OFFICE

Space: 0028	4D										8	Activate Sa	ave Save	e & Close	Space Update Requ	est	More 🗸	×
Space Details	General	Contact Details	Floor Plan	Details	Allocation	Finishes	Regulatory	Maintenance	History	Notifications	Notes & Documents	Calendar Details	3D Model	Calendar	Includes	Reports		
Duilding	(Crease Dataila																	
	/ Space Details																	
Building I	D	8844			Building Description		020 Ridge	Floor	2	02	Wing				Room Number	* 0	0284D	
Area		93.89			Status	R	evision In Progress	_										
Descriptio	n	Workstation																
Program C	lass •	70 - Operations And Maint	tenance of Plant	~														
Capacity		1																
Space In	formation															Find	Clear	
Space Cla	S ra	316 - Workstation/Cubicle	a															
			·															_
Lopurim	eneralsignments					_							_		_	-		
Space Level All	ocations 🗸															ŧ	9 ∓ ≡	-
] Organiza	tion Name	Organization Description		Area Allocated	Percent A	llocated Stat	us											
1820	200	University_Ops-Space Infor	r 93.8	89 square-feet	100 p	percent Act	ive											
			93.8	39 square-feet	100 p	percent												-1
- 1 of 1 it																		
							-							_		_		2
		on: Use this section to ider	ntity the occupants	s of the room												Find	Remove	
People - Prima																	0 ¥	101
	Name	Title	Repor		HR Departme		HR Dept ID	Emai		Work Phone								
	🖸 Eaton,Patrick R	Manager of Spac	se Informat Grzyb	o,Kevin J	Facilities Mg	gmt EV	047400	patri	ck.eaton@northweste	r								
Items per page	: 10 🗸 1 -	1 of 1 items														1 ✓ of 1 p	ages 4	•
<ul> <li>Occupan</li> </ul>	t - Secondary Loca	ation														Find	Remove	
People Query																	G	\$
	Name	Title	Repor	rts To	HR Departme	ent Name	HR Dept ID	Emai	I.	Work Phone								
								No	data to display									
<ul> <li>Occupan</li> </ul>	t - Not in Facilities	Connect																
Unnamed									、 、									
										_								

#### Validation completion steps for an OFFICE – Department Details

Space: 0028	34D										8	Activate	Save	Save & Close	Space Update Requ	est	More 🗸	×
Space Detai	s Gene	ral Contact Det	ails Floor Plan	Details	Allocation	Finishes	Regulatory	Maintenance	History	Notifications	Notes & Documents	Calendar Details	3D Model	Calendar	Includes	Reports		
<ul> <li>Building</li> </ul>	/ Space Detail	ls																
Building	ID	8844			Building Description	· C	2020 Ridge	Floor	C	02	Wing				Room Number		00284D	
Area		93.89			Status		Revision In Progress											
Descripti	on	Workstation																
Program		<ul> <li>70 - Operations</li> </ul>	And Maintenance of Plan	nt 🗸														
Capacity		1																
Space I	nformation															Find	Clear	
Space Cla	155	316 - Workstati	on/Cubicle															
				-	-		-											
~	Depar	tment As	signmen	ts														
Spac	e Level	Allocation	is 🗸															
																		1
	Organ	nization Nar	ne	(	Organization	n Descr	iption			Area A	llocated		Percent	Allocated	Status			
			ne		-		-		0									
		nization Nar 820200	ne		Organization University_(		-		9	Area A 3.89 squ				Allocated				
			ne		-		-			3.89 squ	are-feet		10	0 percent	Active			
			ne		-		-				are-feet		10		Active			
		820200	ne		-		-			3.89 squ	are-feet		10	0 percent	Active			
	1	820200	ne		-		-			3.89 squ	are-feet		10	0 percent	Active			
	of 1 ite	820200	ne		-		-			3.89 squ	are-feet		10	0 percent	Active		0	
1 - 1 (	of 1 ite	820200	ne		University_(		-	- Emai	93	3.89 squ	are-feet		10	0 percent	Active		0.0	3
1 - 1 ( People Query	of 1 ite	820200 ms	ne		University_(	Ops-Sp	bace Infor	Emai	93	3.89 squa 3.89 squa	are-feet		10	0 percent	Active		0.0	
1 - 1 ( People Query	of 1 ite	820200 ms	ne		University_(	Ops-Sp	bace Infor	Emai	9:	3.89 squa 3.89 squa	are-feet		10	0 percent	Active		0	
1 - 1 ( People Query	of 1 ite	820200 ms	ne		University_(	Ops-Sp	bace Infor	Emai	9:	3.89 squa 3.89 squa	are-feet		10	0 percent	Active		0	

#### Validation completion steps for an OFFICE – Assignee Details

Sp	oace Level Allocations	: 1065344					8	Save Save & Close	Verify	Retire Hidden	More 🗸	×
Al	location Details	General System	Audit Actions									
(	Required): General info	mation for Space Level Allocations.										
	Building/Space De	tails										
	Location Lookup	C* \Locations\Evanston Campus\	2020 Ridge\02\00284D									
	Building ID	8844		Building Description	2020 Ridge		Floor 🖸	02	Space	00284D		
	Area	93.89										
	Allocation Details											
	Organization Name	1820200				Organization Description	Univers	ity_Ops-Space Information				
	Area Allocated		93.89 square-feet									
	Percent Allocated		100									
	Verified By					Verified Date						
1	Australia Datalla									Find		
	Assignee Details									Find	Remove	
	Employee ID	Assignee Name	Productivity Department			Allocated Percent(Manual)	A	rea Allocated Start Date		End Date		
	S 0000 00							93.89 square-feet 09/01/2024	and the second second	08/31/2025	25 😳	
	<b>5</b> <u>9999</u> 02	Vice President, Vice President	1820200	P 8	100 percent	100			25 🕄			
	100 <u>9999 02</u>	<u>Vice President, Vice President</u>	1820200	0 9	100 percent 100 percent	100		93.89 square-feet	25 😳			
~		Vice President, Vice President	1820200	۵ ۵ (		100						
	Lab Users	Vice President Vice President	1820200	۵ ۵ [		100			28 63	Remove	Reset Lab Users	
Lab	Lab Users		1820200	۵ ۹		100					Reset Lab Users	ŵ
Lab	Lab Users	<u>Vice President Vice President</u>	1820200	۵ ۵ [	100 percent					Remove	Reset Lab Users	ŵ
Lab	Lab Users		1820200	۵ ۹	100 percent	a to display				Remove	Reset Lab Users	ŵ
Lab	Lab Users		1820200	۵ ۵ (	100 percent					Remove	Reset Lab Users	\$
Lat	Lab Users Users Lab User ID		1820200	۵ ۹	100 percent					Remove	Reset Lab Users	@
Lat	Lab Users Users Lab User ID		1820200		100 percent		L Year Percent	93.89 square-feet	Find	Remove	Reset Lab Users 7 Apply Filters	¢
Lat	Lab Users Users Lab User ID Function Code	Lab User Name			100 percent No dat	a to display	l Year Percent	93.89 square-feet	Find	Remove	Reset Lab Users 7 Apply Filters	\$
Lat	Lab Users Users Lab User ID Function Code	Lab User Name		Pre	100 percent No dat	a to display	I Year Percent	93.89 square-feet	Find ent(Manual)	Remove	Reset Lab Users 7 Apply Filters	®

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## Validation completion steps for an OFFICE - Assignee

S	pace Level Allocations:	1065344				<b>a</b>	0	Save	Save & Close	Verify	Reti	re Hidden	More	$\checkmark$
A	llocation Details	General System Aud	it Actions											
	(Required): General inform	- mation for Space Level Allocations.												
	Building/Space Det	tails												
	Location Lookup	C* \Locations\Evanston Campus\2020	D Ridge\02\00284D											
	Building ID	 [7] 8844	Building Descr	ription ra 2	020 Ridge	Floo	or CZ	02		Space	00284	4D		
	Area	93.89												
	Allocation Details													
	Organization Name	1820200				Organization Description	Universi	ity_Ops-Space Inform	ation					
	Area Allocated		93.89 square-feet											
	Percent Allocated		100											
	Verified By					Verified Date	1					-		
$\sim$	Assignee D	etails									Find		Remove	1
										L				
ġ	Export 1 total found	đ												- 1
¢	Export 1 total found Employee ID	d Assignee Name	Productivity Department		ercent located	Allocated Percent(Manua	al) Ar	ea Allocated	Start Date			End Date		
	Employee ID			Al				ea Allocated			25 🕄	End Date 08/31/2025	]	25 %
	Employee ID	Assignee Name		Al O	located		<u>93</u>		et 09/01/2024		25 😒			25 🗙
	Employee ID	Assignee Name		Al O	located 100 percent		<u>93</u>	3.89 square-fee	et 09/01/2024		25			25 🗙
	Employee ID	Assignee Name		Al O	located 100 percent		<u>93</u>	3.89 square-fee	et 09/01/2024		25			25
	Employee ID	Assignee Name		Al O	located 100 percent .00 percent	100	<u>93</u>	3.89 square-fee	et 09/01/2024		25 🕄			25 🛛
	Employee ID	Assignee Name		Al O	located 100 percent .00 percent		<u>93</u>	3.89 square-fee	et 09/01/2024		25 🕄			25 0
	Employee ID	Assignee Name		Al O	located 100 percent .00 percent	100	<u>93</u>	3.89 square-fee	et 09/01/2024		25 🕄			25
	Employee ID 9999 02	Assignee Name		Al O	located 100 percent .00 percent	100	<u>93</u>	3.89 square-fee	et 09/01/2024		25 🕄		Remove	25
	Employee ID 9999 02	Assignee Name			located 100 percent .00 percent	100 ata to display	93	3.89 square-fee	et 09/01/2024		25 🕄	08/31/2025		25

#### Validation completion steps for an OFFICE – Function Code

s	pace Level Allocations	: 1065	344				8	Sa	ave Sa	ve & Close	Verify	Retire Hidde	en i	More 🗸	×
A	llocation Details	Ge	neral System	Audit Actions											
	(Required): General info	rmatior	for Space Level Allocations.												
	Building/Space De	etails													
	Location Lookup	⊡*	\Locations\Evanston Camp	ous\2020 Ridge\02\00284D											
	Building ID	C	8844		Building Description	2020 Ridge	Floo	<sup>or</sup> [] 0	02		Space _	00284D			
	Area		93.89												
	Allocation Details														
	Organization Name		1820200			Organization D	escription	University O	)ps-Space Informat	ion					
	Area Allocated			93.89 square-feet				/-							
	Percent Allocated			100											
	Verified By					Verifie	ed Date								
												[			-
ő	Assignee Details												Find	Remove	-
	Employee ID		ee Name	Productivity Department		Percent Allocated Allocated Percent()		Area Al	llocated	Start Date		End Da			
	<u>9999_02</u>	Vice Pr	<u>esident,Vice President</u>	1820200	<u>ب</u> ۵	<u>100 percent</u> 100 100 percent	V		93.89 square-fee		25	08/31/20	025	25	
						200 0010011			75.67 Square 100						
	Lab Users										Find	Remove	Res	et Lab Users	
La	b Users												G 7	Apply Filters	ŝ
D	Lab User ID	Lab	Jser Name				_					_	_		
	Function	<b>C</b> ~	10								Find		Remove		
Ť	Function	COL	ie .								1 mg		Nemove		
ø	Export 1 total f														
	ID	r	lame			Previous Fiscal Year Percent	Current Percent			Allocated F	Percent(Ma	nual)			I
	n <u>0020</u>	S	<u>alaries &amp; Wages (</u>	Calculated)		100			0 percen	t 0					
									0 percent						j
											_				
			Northwester	'n									-	47	

#### Validation completion steps for an OFFICE – Function Code

	Get	All Function Code	Records	
Space Level Allocations: 1065344		ID	Name	🔒 📀 Save 🖞 Save & Close Verify Retire Hidden More 🗸
Allocation Details General System Audit Actions		Contains	Contains	
(Required): General information for Space Level Allocations.		[] 0005	Instruction	
> Building/Space Details		[] 0007	Department Research	
Location Lookup	28	[] 0010	Sponsored Research	
Building ID C 8844		[] 0012	Industry Clinical Trial	OOT C 02 Space 00284D
Area 93.89		[] 0014	Other Sponsored Activity	
<ul> <li>Allocation Details</li> </ul>		[] 0016	Other Institutional Activity	
Organization Name 1820200		[] 0020	Salaries & Wages (Calculated)	ed) on University_Ops-Space Information
Area Allocated 93.89 squar	e. 🔲	[] 0035	Library	
Percent Allocated 100		0040	General Administration	
Verified By		[] 0050	Sponsored Project Administra	tration
Assistant Dataila		0060	School/Department Administr	stration Find Remove
Assignee Details     Expert 1 total found		0065	Student Services	rinu kenove
Employee ID         Assignee Name         Productivity De           Image: Second	<sup>ep;</sup>	0075	Operations & Maintenance	Area Allocated         Start Date         End Date           93.89 square-feet         000112024         33         003112025         33         63
		[] 0085	Sponsored Training	93.89 square-feet
		[] 0110	Specialized Service Facility	
✓ Lab Users		[] 9950	Non-University Activity	Find Remove Reset Lab Users
Lab Users		[] 9975	Vacant/Not in Use	C 🖓 Apply Filters 🕸
Lab User ID Lab User Name		C <sup>7</sup> 9980	Under Construction	
<ul> <li>Function Code</li> </ul>		[] 9985	End of Lease	Find Remove
Sexport 1 total found		C <sup>7</sup> 9999	Nonassignable	
D ID Name		_	Previous Fiscal Year Percent	t Current Fiscal Year Percent Allocated Percent(Manual) Allocated
0075 Operations & Maintenance			<u>100</u>	100 percent 100
				100 percent

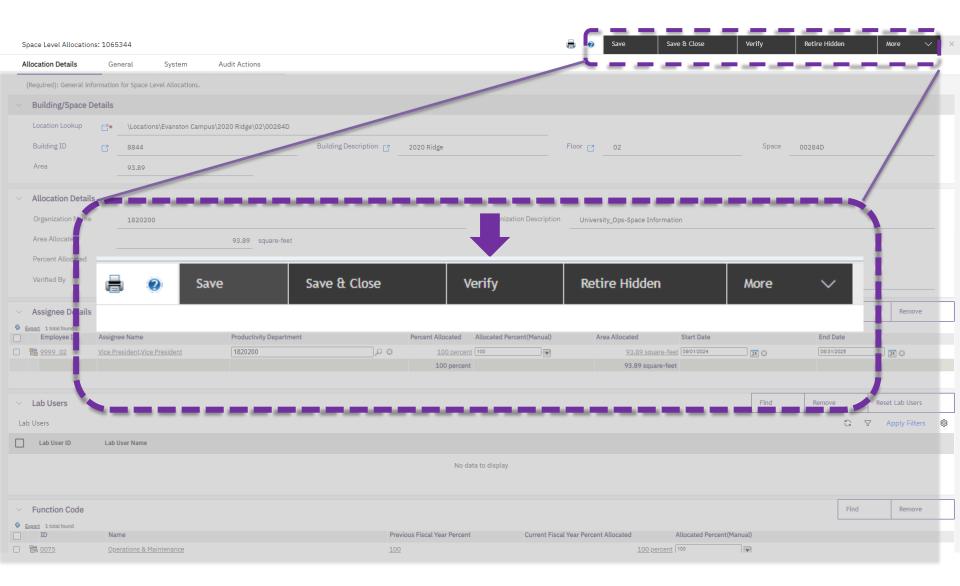
## 0% Warning steps for an OFFICE

,	Allocation Details	General	System A	udit Actions									
	(Required): General infor	mation for Space Le	vel Allocations.										
ļ	Attention!												
	The total Percent Allo	cated amounts of As	ssignee Details record	s should equal 100%. Please review and update perce	ntages.								
^	Building/Space De	tails											
~	Allocation Details												
	Allocation Details												-
$\sim$	Assignee Details												
9	Export 1 total found												
		Assignee Name		Productivity Department			Allocated Percent		Area Alloca		Start Date	-	
	<u>9999 02</u>	Vice President, Vice F	President	1820200	8	100 percent	0			3.89 square-fe		25 🕃	
						100 percent			93	3.89 square-fee	et		
													_
^	Lab Users						_					Fin	nd
	Evention Code												
	Function Code											-	
•	Export 1 total found ID	Name			Previ	ous Fiscal Year Percent		Current Fiscal Year Pe	ercent Allouited	ł	Allocated Percent(Manu	al)	
		Operations & Mai	intenance		<u>100</u>					100 percent	0	-	
_										100 percent			
											-		

## Activation completion steps for an OFFICE

Budding Space Parks	Space: 00284D Space Details	General	Contact Details	Floor Plan	Details	Allocation	Finishes	Regulatory	Maintenance	History	Notifications	Notes & Docume		Activate Calendar Details	Save 3D Model	Save & Close Calendar	Space Up	late Request s Repo	More	~
Bat Detrop Store yfter 2 200 min and Note 0 000000000000000000000000000000000000													-	-		-	-			_/
Note 0.00000000000000000000000000000000000		bace Details	8844			Building Descript	ion ra	2020 Ridge	Floor	13	02	Wing					Room Numb	er	<ul> <li>00284D</li> </ul>	
Current   Support		_				Status														
Cypeld = 100028738action = Edit&managerType = query&altGuilistId = -1&inline = false     Activate     Save     Save & Close     Space Update Request     More	Description		workstation																	
Cypeld = 100028738action = Edit&managerType = query&altGuilistId = -1&inline = false     Activate     Save     Save & Close     Space Update Request     More	- rogram Cla			_		_	_	_	_				_	_	_	-		ð	×	
Specified Activate Save Save & Close Space Update Request More X   Dearting Maintenance History Notifications Notes & Documents Calendar Details 3D X   Image: I		Tupold	-10002873	Reaction	-Edit8	Imanac	orTupo	- auony®	altCuil is	+ld= 18	inline_f									
Activate Save Save & Close Space Update Request More X   Department Maintenance History Notifications Notes & Documents Calendar Details 3D X   Crucater - Primary Location: Use Notes & Documents Calendar Details 3D X X   Crucater - Primary Location: Use Notes & Documents Calendar Details 3D X	Space Info	ciypeiu.	-10002073	ocaction	I-Luite	ananay	Jeriype	-queryo	cartourus	diu=-16	innine=1a	iise							_	
Near Indiana       History       Notifications       Notes & Documents       Calendar Details       3D       Image: Calendar Details         Creace       Creae       Creace       Creace	Space Class	<b>=</b>		Activate		S	ave		Save & C	lose		Space Up	date I	Request		Mc	re	$\sim$	×	1
Maintenance History Notifications Notes & Documents Calendar Details 3D >     Contrast Press <t< td=""><td>Departme</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Jure de C</td><td></td><td></td><td>obeec ob</td><td>duce</td><td>nequese</td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	Departme								Jure de C			obeec ob	duce	nequese						
A logical provide the second secon	Space Level Allo	Maint	ananco	H	lietory		Notifi	ications		Notes 8	Docum	onte		Calonda	r Dotaile	-	30	5		6
I a term		Plaint	enance		natory		Notin	cations		NOLES 6	Docum	enta		Catenua	Detail	5	50		~	
A Occupant - Primary Location: Use this section to identify the occupants of the room     People - Primary Location:     People - Primary Location:     I Name     Tele   Reports Te   I Name     Tele   Reports Te     People - Drimary Location:     I Name     Tele   Reports Te     People - Drimary Location:     I Name     Tele   Reports Te     People - Drimary Location:     I Name     Tele   Reports Te     People - Drimary Location:     I Name     Tele   Reports Te     People - Drimary Location:     People - Drimary Location:     I Name     Tele   Reports Te     People - Drimary Location:     People - Name     Tele     Reports Te	18202																			
People - Primy Loadia     1 Name     1 <	- • • • 1 items		-				_											_	-	
People - Primy Loadia     1 Name     1 <	<ul> <li>Occupant - I</li> </ul>	Primary Location:	Use this section to ide	ntify the occupan	its of the room													Find	Re	move
																				) 不 (8
tem s pr page 10 v 1-1 of 11ems 1 v of 1 page 1 v of 1 pag	. ! Na	ime	Title	Rep	oorts To	HR Dep	partment Name	HR Dept ID	Em	nail	Work Phone									
People Query       I       Name       Title       Reports To       HR Department Name       HR Dept ID       Email       Work Phone       I       No data to display       India to display<		5 Eaton,Patrick R	Manager of Spac	ce Informat Grz	yb,Kevin J	Facilit	ies Mgmt EV	047400	pa	trick.eaton@northwes	ter									
People Query       I     Name     Title     Reports To     HR Department Name     HR Dept ID     Email     Work Phone	items per page:	10 🗸 1 - 1 o	1 items															1 🗸	of 1 pages	
I Name     Title     Reports To     HR Department Name     HR Dept ID     Email     Work Phone	Occupant -	Secondary Locatio	n															Find	Re	move
No data to display																				C @
	! Na	ime	Title	Rep	oorts To	HR Dep	partment Name	HR Dept ID			Work Phone									
<ul> <li>Occupant - Not in Facilities Connect</li> </ul>									h	No data to display										
	- Occupant -	Not in Facilities Co	nnect																	
Unnamed Occupant	Unnamed Occ	supant									~									

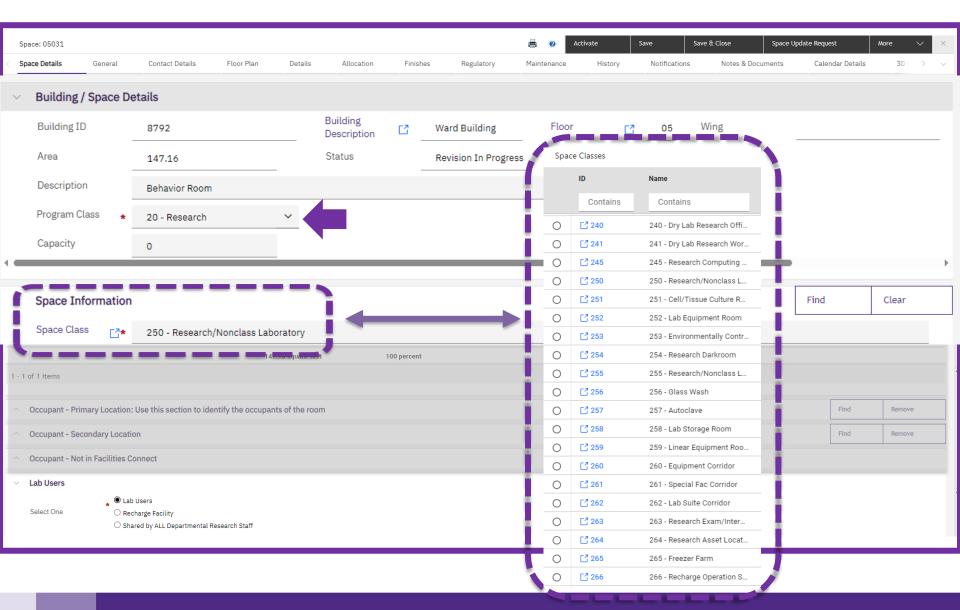
#### Verification completion steps for an OFFICE



# Completion Steps for Validation for a Laboratory

Home															
My E	Department Base Da	ata G													
My Re	esponsible Department Base Da	ita						G ¥ 5							
Parent E	Building ID: 8792 × Parent Floo	r: 05 × Organization Name: 510	08000 × <u>Clear Filters</u>												
	Parent Property         Parent Building ID         Parent Building Name         Parent Floor         Space ID         Space Name ^         Organization Name         Organization Description           Contains         8792         Contains         05         Contains         Contains         S108000         Contains														
	Contains	8792	Contains	05	Contains	Contains	5108000	Contains							
	C Chicago Campus	8792	Ward Building	05	8792-05-05021	05021	5108000	FSM-Neuroscience FSM							
	🖸 Chicago Campus	8792	Ward Building	05	8792-05-05021	05021	5108000	FSM-Neuroscience FSM							
	Chicago Campus	8792	Ward Building	05	8792-05-05023	05023	5108000	FSM-Neuroscience FSM							
	🖸 Chicago Campus	8792	Ward Building	05	8792-05-05031	05031	5108000	FSM-Neuroscience FSM							
	🖸 Chicago Campus	8792	Ward Building	05	8792-05-05036	05036	5108000	FSM-Neuroscience FSM							
	Chicago Campus	8792	Ward Building	05	8792-05-05063	05063	5108000	FSM-Neuroscience FSM							
	🖸 Chicago Campus	8792	Ward Building	05	8792-05-05071	05071	5108000	FSM-Neuroscience FSM							
	🖸 Chicago Campus	8792	Ward Building	05	8792-05-05071	05071	5108000	FSM-Neuroscience FSM							
	🖸 Chicago Campus	8792	Ward Building	05	8792-05-05075	05075	5108000	FSM-Neuroscience FSM							
	🖸 Chicago Campus	8792	Ward Building	05	8792-05-05097	05097	5108000	FSM-Neuroscience FSM							
	🖸 Chicago Campus	8792	Ward Building	05	8792-05-05116	05116	5108000	FSM-Neuroscience FSM							
	🖸 Chicago Campus	8792	Ward Building	05	8792-05-05118	05118	5108000	FSM-Neuroscience FSM							
	🖸 Chicago Campus	8792	Ward Building	05	8792-05-05118	05118	5108000	FSM-Neuroscience FSM							
	🖸 Chicago Campus	8792	Ward Building	05	8792-05-05120	05120	5108000	FSM-Neuroscience FSM							
	🖸 Chicago Campus	8792	Ward Building	05	8792-05-05122	05122	5108000	FSM-Neuroscience FSM							
	🖸 Chicago Campus	8792	Ward Building	05	8792-05-05132	05132	5108000	FSM-Neuroscience FSM							
	🖸 Chicago Campus	8792	Ward Building	05	8792-05-05140	05140	5108000	FSM-Neuroscience FSM							
	C Chicago Campus	8792	Ward Building	05	8792-05-05145	05145	5108000	FSM-Neuroscience FSM							
• •															
Items	per page: 50 🗸 1 - 50	of 59 items						1 <b>∨</b> o							

Sp	ace: 05031										Activate	Save S	ave & Close Space Up	date Request	More 🗸	<ul> <li>×</li> </ul>
Spa	ace Details	General	Contact Details	Floor Plan	Details	Allocation	Finishes	s Regul	latory	Maintenance	History	Notifications	Notes & Documents	Calendar Details	3D	> ~
$\sim$	Building / Space D	etails														
	Building ID		8792		Building Descripti	ion 📑 🛛 W	ard Building	Floor		C7 05	Wing			Room Number	* 0503	)1
	Area		147.16		Status	Re	evision In Progre	ess								
	Description		Behavior Room													
	Program Class	*	20 - Research	~												
	Capacity		0													
		_														
$\sim$	Space Information	n												Find	Clear	
	Space Class	<b>[]*</b>	250 - Research/Nonclass Laborate	ory												
		_														_
$\sim$	Department Assig	nment	6													
Spac	e Level Allocations	~												:	G 7 E	¢
	Organization Name		Organization Description		Area Allocated	Per	cent Allocated	Status								
	5108000		FSM-Neuroscience FSM		147.16 square-feet		100 percent	Active								
					147.16 square-feet		100 percent									
1 - 1 (	of 1 items															
^	Occupant - Prima	y Loca	tion: Use this section to identi	fy the occup	pants of the room									Find	Remove	
^	Occupant - Secon	dary Lo	cation											Find	Remove	
^	Occupant - Not in	Eaciliti	es Connect													
	occupant - not in	acidu	es comfect													
$\sim$	Lab Users															
	Select One		Lab Users													
	Select Une		)Recharge Facility )Shared by ALL Departmental Rese	arch Staff												
			· ·													



#### Northwestern

Space	:05031							<b>a</b> 0	Activate	Save S	Gave & Close Space U	Ipdate Request	More 🗸	×
Space	Details Ge	neral Contact Details	Floor Plan	Details	Allocation	Finishes	Regulatory	Maintenance	History	Notifications	Notes & Documents	Calendar Details	3D   >	~
_														
<ul> <li>→ Bu</li> </ul>	ilding / Space Det	ails												
Bu	ilding ID	8792		Building Descripti	on 📑 🛛 Wa	rd Building	Floor	C7 05	Wing			Room Number	* 05031	2
Are	за	147.16		Status	Rev	vision In Progress								
De	scription	Behavior Room												
Pro	ogram Class	* 20 - Research	~											
Caj	pacity	0												
	ace Information	3*250 - Research/Nonclass Labor	~ L	ab Users			I					Find	Clear	2
∨ De	partment Assignn	nents			*	🔊 🔍 Lab U	Jsers							
	evel Allocations 🗸		9	Select One		O Rech	arge Facilit	v				×.	g ∓ ≡ {	<u>ĝ</u>
	Organization Name	Organization Description					ed by ALL D		ntal Reseau	rch Staff				
	5108000	FSM-Neuroscience FSM				O onan	50 by /122 b	opartmor	nai nesea	ion otan				
				47.10 Square-icci		roo percent	_	_						
1 - 1 of 1	items													2
												Find		
		location: Use this section to iden	itity the occup	ants of the room								Find	Remove	
~ Oc	cupana - Seconda	ry Location										Find	Remove	
-	cunt-Milin F	iiti în în al al al al a	_											
∨ Lat	b Users			1										
		* O Lab Users		i –										2
Sel	lect One	<ul> <li>Recharge Facility</li> <li>Shared by ALL Departmental Re</li> </ul>	esearch Staff											
	_													

#### Validation completion steps for a LABORATORY – Department Assignments

Sp	bace: 05031								8		Activate	Save	Save & C	lose	Space Upda	ate Request	More	e \	~	×
Sp	bace Details	Genera	Contact Details	Floor Plan	Details	Allocation	Finishes	Regulatory	Maintena	ince	History	Notification	ıs	Notes & Doc	uments	Calendar Deta	ls	3D	>	~
ř	Building / Space	Details																		
	Building ID		8792		Building Description	Ward B	uilding	Floor	<u> </u>	5	Wing					Room Number		* 050	31	
	Area		147.16		Status	Revisio	n In Progress													
	Description		Behavior Room																	
	Program Class	*	20 - Research	~																
	Capacity		0																	
~	Space Informatio	חר														Find		Clear		7
	Space Class		250 Bernerk (Neerland Lebern																	
		[]*	250 - Research/Nonclass Labora	lory																
ſ	Department Assi	gnment	s					-												
Spa	ce Level Allocations	$\sim$						- I.									G	⊻ ≡	\$	
5	Organization Name		Organization Description		Area Allocated	Percent	Allocated Sta	atus												
_	5108000		FSM-Neuroscience FSM	14	7.16 square-feet	100	percent Ac	tive												
Ľ		_		147	7.16 square-feet	100	percent													
1 - 1	of 1 items							_												
	Occupant - Prima	ary Loca	tion: Use this section to ident	ify the occupan	its of the room											Find		Remove		
	Occupant - Secor															Find		Remove		5
	Occupant - Not ir	n Facilit	es connect																	
~	Lab Users		-																	
	Select One		● Lab Users ⊃ Recharge Facility																	
			C Shared by ALL Departmental Res	earch Staff																

#### Validation completion steps for a LABORATORY – PI / Assignee Details

#### **Building/Space Details**

	Location Lookup	🔀 \Locations\Chicago Camp	us\Ward Building\05\05031							
	Building ID	8792		Building Description	Ward Building	Floor	05	Space	05031	
	Area	147.16								
~	Allocation Details									
	Organization Name	5108000			Organization	FSM-Neu	roscience FSM			
					Description					
	Area Allocated		147.16 square-feet							
	Percent Allocated		100							
	Verified By				Verified D	ate				
	i									
C	Assignee Details								Find	Remove
ø	Export 1 total found									
ø		ee Name Pro	oductivity Department	Perce	ant Allocated Allocated Percent(Manual)	Area Alloca	ted Start Date		End Date	
ø   	Employee ID Assigne		oductivity Department	Perce	Allocated Percent(Manual)		ted Start Date	25 3	End Date 08/31/2025	25 🛇
ø   	Employee ID Assigne					14		25 🕄		I C
	Employee ID Assigne				100 percent 100	14	7.16 square-feet 09/01/2024	25 0		I &
	Employee ID Assigne				100 percent 100	14	7.16 square-feet 09/01/2024			₽ 🖸 🔀
	Employee ID Assignt 1092328 Lerner,1 Lab Users				100 percent 100	14	7.16 square-feet 09/01/2024	_	08/31/2025	Reset Lab Users
► ~ ~	Employee ID Assigned 1092328 Lerner, Lab Users Function Code	Talia Newcombe 51			100 percent 100	14	7.16 square-feet 09/01/2024	_	08/31/2025	'
► ~ ~	Employee ID Assignt 1092328 Lerner,1 Lab Users	Talia Newcombe 51		8 م	100 percent 100	14	7.16 square-feet 09/01/2024	_	08/31/2025 Remove	Reset Lab Users
► ~ ~	Employee ID Assigne 1092328 Lerner, Lab Users Function Code Exect 4 total found Apply Filters	Talia Newcombe     51       Clear Filters     Show More Filters	108000	8 م	100 percent 100 V 100 percent V ous Fiscal Year Percent	14	7.16 square-feet	Find	08/31/2025 Remove	Reset Lab Users
	Employee ID Assigned 1092328 Lerner, Lab Users Function Code Export 4 total found Apply Filters ID	Talia Newcombe     51       Clear Filters     Show More Filters       N     (	108000	P ⊗	100 percent 100 V 100 percent V ous Fiscal Year Percent	14 14 Current Fiscal Y	7.16 square-feet	Find Allocated Percent Contains	08/31/2025 Remove Find (Manual)	Reset Lab Users
	Employee ID Assigned 1092328 Lerner, Lab Users Function Code Espect 4 total found Apply Filters ID Contains	Talia Newcombe     51       Clear Filters     Show More Filters       N     [2]       I     [2]	108000	P ⊗	100 percent 100 V 100 percent V ous Fiscal Year Percent	14 14 Current Fiscal Y	7.16 square-feet       09/01/2024       7.16 square-feet	Find Allocated Percent Contains t o	08/31/2025 Remove Find (Manual)	Reset Lab Users
	Employee ID Assigned 1092328 Lerner, Lab Users Function Code Expert 4 total found Apply Filters ID Contains 0005	Talia Newcombe     51       Clear Filters     Show More Filters       N     1       I     1	Vame Contains nstruction	P ⊗ Previ 5	100 percent 100 V 100 percent V ous Fiscal Year Percent	14 14 Current Fiscal Y	7.16 square-feet       09/01/2024       7.16 square-feet   ear Percent Allocated       0. percent	Find Allocated Percent Contains t 0 t 0	08/31/2025  Remove Find (Manual)	Reset Lab Users
	Employee ID Assigned 1092328 Lerner, Lab Users Function Code Execut 4 total found Apply Filters ID Contains 2005 2005 2007	Talia Newcombe     51       Clear Filters     N       I     I       I     I       I     S	Vame Contains Instruction Department Research	P ⊗ Previ 5 5	100 percent 100 V 100 percent V sous Fiscal Year Percent	14 14 Current Fiscal Y	7.16 square-feet       09/01/2024       7.16 square-feet   ear Percent Allocated       0. percent       0. percent	Find Allocated Percent Contains t 0 t 0 t 0 t 0	08/31/2025  Remove Find (Manual)	Reset Lab Users

#### Validation completion steps for a LABORATORY – PI / Assignee Details

#### **Building/Space Details**

	Loca	tion Lookup	א ≫ \Locations\Chicago Cam	pus\Ward Building\05\05031								
	Build	ding ID	3 8792	В	uilding Description	🖸 🛛 Ward Bu	uilding	Floor 🗗 05		Space	05031	
	Area	a	147.16									
~	Allo	cation Details										
	Orga	anization Name	5108000				Organization Description	FSM-Neuroscience FSM	1			
	Area	Allocated		147.16 square-feet								
	Perc	ent Allocated		100								
	<b>andria</b> rit	fie <b>dily</b>					/erifi <b>nal</b> Date					
	,	Assignee D	etails							Find		Remove
		NooiBrice D	orano									
(	Exp	ort 1 total foun	d									
			Assignee Name	Productivity Department		Percent Allocated	Allocated Percent(Manual)	Area Allocated	Start Date		End Date	1
		1092328	Lerner,Talia Newcombe	e 5108000	. <b>₽</b> ©	100 percent	100	147.16 square-feet	09/01/2024	25 🕃	08/31/2025	25 🕻
	7					100 percent		147.16 equare feet				'
	Fun	ction Code									Find	Remove
6	Export	4 total found Apply Fi	Iters Clear Filters Show More Filters									
	ID			Name		Previous Fiscal Ye	ear Percent	Current Fiscal Year Percent All	ocated	Allocated Percent(M	anual)	
	Co	ontains		Contains		Contains		Equals		Contains		
	<u>00</u>	05		Instruction		<u>5</u>			<u>0 percent</u>	0	T	
	<u>00</u>	07		Department Research		<u>5</u>			<u>0 percent</u>	0	V	
	<b>00</b>	10		Sponsored Research		<u>70</u>			<u>0 percent</u>	0	V	
	<u>00</u>	85		Sponsored Training		20			<u>0 percent</u>	0	V	
									0 percent			

## Validation completion steps for a LABORATORY – Grant Chart-Strings Assignee Details: Lerner, Talia Newcombe - 5108000 - \Locations\Chicago Campus\Ward Building\05\05031, 1089012

Required): General infor	mation for Space Level Alloc	cations.										
Building/Space De	tails											
Building ID	8792		Building Description ٢기	Ward Build	lind	Floor	「 [ 7] 05		Space 0	)5031		
Building 10			Building Beschption			1 1001				/5031		
Area		147.16	Status	Active								
Allocation Details												
Organization Name	5108000				Organization Description	F	SM-Physiology					
Area Allocated		147.16 square	feet		PI Name		erner,Talia Newcombe					
Percent Allocated		100			Productivity Department	.7 54	400000				Ēά	
		100			Department	ິ ວ.	108000					2
Percent Allocated	100			~	Department L		9/01/2024				Ë	
	100			~	Dopartment	0						×
Percent Allocated	100 - Select Active Grant (		his Assignee	~	Start Date	0	9/01/2024	Add M	lanual Chartstring			×
Percent Allocated	– Select Active Grant (		nis Assignee	~	Start Date	0	9/01/2024	Add M				×
Percent Allocated	– Select Active Grant (		his Assignee Active	~	Start Date	09	9/01/2024				Remove	×
Percent Allocated	– Select Active Grant (		_	~	Start Date	Of Of Date	9/01/2024	Activ	anual Chartstring		Remove	×
Percent Allocated Grant Chartstrings Reat 9 total found Apply f Grant Chartstrings Contains 650-5108000-60061	- Select Active Grant ( Filters Clear Filters		Active	~	Start Date	Of Of Date	9/01/2024	Activ	lanual Chartstring		Remove	×
Percent Allocated Grant Chartstrings For 9 total found Apply.F Grant Chartstrings Contains G50-5108000-60061 G10-5108000-60061	- Select Active Grant ( Filters Clear Filters		Active		Start Date End Date Active Start I More Than or E 10/01/2021 05/01/2022	Ou Date	9/01/2024	Activ Less 1 01/3: 04/30	e End Date Than or Equals 1/2025 0/2025		Remove	×
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## Validation completion steps for a LABORATORY – Grant Chart-Strings Assignee Details: Lerner, Talia Newcombe - 5108000 - \Locations\Chicago Campus\Ward Building\05\05031, 1089012

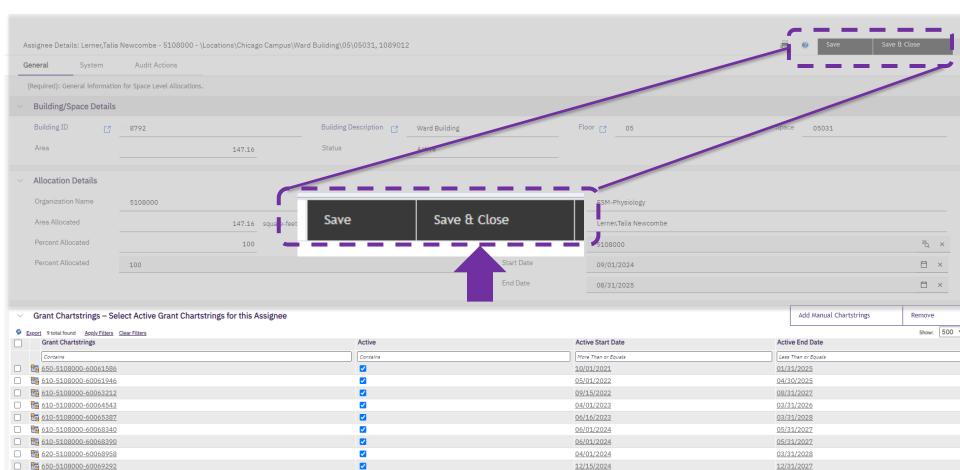
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#### Validation completion steps for a LABORATORY – Function Codes

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#### Validation completion steps for a LABORATORY – Function Codes

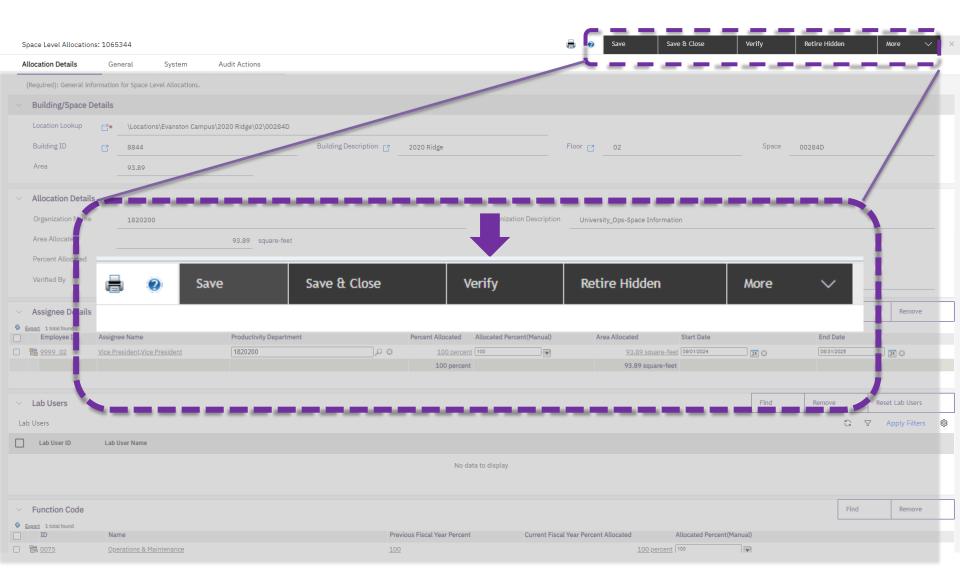
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## **0% Warning for Assignee/Function Code**

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## Activation completion steps for an LABORATORY

Space: 00284D Space Details	General	Contact Details Flo	or Plan Details	Allocation Finishes	Regulatory	Maintenance History	Notifications N	ates & Document	Activate Save Calendar Details	Save & C 3D Model	lose Space Up Calendar Include	late Request	More V
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## <u>New Item – Update Graphical floor plan tool</u>

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# **Section 5: Resources & Audience Q&A**

# Next Steps: Prepare for the Space Survey

- Make sure you can <u>access Facilities Connect</u> and that you can <u>navigate to and see</u> your department's space under 'My Responsible Spaces'
  - If you cannot, please alert Space Information and your Data Steward, they will likely direct you to the Facilities Services Approver Change Form
- Review the floor plans and report any physical changes (i.e. renovations) or department allocation changes Space Information. Walk or Tour your spaces.
- Review the <u>glossary of terms</u> and <u>Space Validation training material</u>, job aides, and <u>quick</u> <u>guides</u>
- Schedule time to speak with Assignees about activities occurring within their labs, information to collect includes but is not limited to:
  - Occupants
  - Productivity Department
  - Function Code Distribution
  - Grant Chart-strings (by Assignee) research activity occurring in the room
  - Lab Users (By Chart-string)
- Alert your department chair so you can accommodate this within your work plan

#### Do not wait until last minute as this will and should take time – Start now!

#### Northwestern

# **Questions & Resources**

Thank you, in advance, for your time completing the FY2025 Space Validation! Questions?

Facilities, Planning & Space Information

Key Contacts: Patrick Eaton Manager of Space Information patrick.eaton@northwestern.edu

Kevin Grzyb Assistant Director of Space Information <u>k-grzyb@northwestern.edu</u>

Reference to Space Validation Training: <u>https://www.northwestern.edu/fm/connect/training/</u> Financial Operations, Accounting Services for Research and Sponsored Programs (ASRSP)

Key Contacts: Maureen Johnson Sr Director Post-Award Financial Reporting maureen.johnson@northwestern.edu

Sophia Gabay Senior Cost Analyst s-gabay@northwestern.edu

Reference to F&A Rates: https://www.northwestern.edu/coststudies/fa.html

Uniform Guidance: <u>Direct and Indirect Costs §</u> 200.412-.415 <u>Appendix III to Part 200</u>

Cost Accounting Standards

Class Code: