



## SPACE INFORMATION

**GLOSSARY OF TERMS**

Defines the key terminology contained within a Space Record.

FACILITIES CONNECT	DESCRIPTION
<b>Space Record</b>	
<b>Space ID</b>	All spaces have a unique identifier that consists of a combination of the building ID, floor ID, and space. For example, the Room A110, on the first floor of the Technological Institute's ID is 8735-01-A110.
<b>Space</b>	The space, designated by the room number, is a room usually defined by walls or other partitions though it may not be a fully enclosed space.
<b>Area</b>	Area is computed by physically measuring or scaling measurements from the inside faces of surfaces that form the boundaries of the designated areas.
<b>Program Class</b>	A high level designation of the space based on its most common use. Program class designations include: Instruction, Research, Student Services, Facilities, Academic Support, Institutional Support, Operations and Maintenance, Auxiliary Enterprises.
<b>Capacity</b>	Indicates the number of stations or seats in a room. This is typically the number of chairs, desks, or lab bench positions in the room; or the seating capacity of a classroom, lecture hall or seminar room.
<b>Description</b>	This is a free-form text field which may be populated with additional information about the room.
<b>Space Class</b>	Each space is assigned a space class that is used to classify assignable and non-assignable spaces, by use, within campus facilities. As a foundation, and in compliance with federal reporting requirements, Northwestern uses and expands upon the space classes found in the Postsecondary Education Facilities Inventory and Classification Manual (FICM), 2006 Edition manual.
<b>Organization Description</b>	Identifies the department / unit for which the space is allocated. Multiple departments / units can be allocated within a space. These allocations are managed utilizing the percent allocated field (split).  Department Assignment information has been updated in Facilities Connect to coordinate with department IDs and descriptions in NU Financials, opposed to HRIS which was previously utilized in SIMS.
<b>Primary Occupant</b>	The primary occupant is the individual(s) for which the room serves as the primary office (desk) space. A person can only be a 'primary occupant' of one space. When editing, if an occupant is identified as a primary occupant in a new locations, they will be vacated from their current location in Facilities Connect.  Locate specific names of faculty, staff, students, or temporary employees and their respective departments by using the lookup function within Facilities Connect which is populated nightly from HRIS.  Rooms with no occupants, such as conference rooms and storage closets will be left blank. "No Occupant" will be automatically filled into the occupant reporting field.
<b>Secondary Occupant</b>	The secondary occupant is the individual(s) secondary location. A person can be a 'secondary occupant' for multiple locations.
<b>Unnamed Occupant</b>	When individuals with desk space cannot be found by name, select the appropriate role from the dropdown list: <ul style="list-style-type: none"> <li>- Undergraduate Student</li> <li>- Graduate Student-Funded</li> <li>- Graduate Student – Unfunded</li> <li>- Visiting Faculty / Researcher / Scholar</li> <li>- Emeriti Faculty</li> <li>- Non Northwestern Employee / Faculty (NMFF, NMH, etc.)</li> </ul>



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<b>Space Level Allocations</b>	
<b>Assignee or Principle Investigator (PI)</b>	<p>“Assignee” indicates the faculty member(s) or the administrative position(s), also known as the Principle Investigator (PI), responsible for the activity occurring in that room. The Assignee field is needed in developing research planning metrics, as it provides information to help link an investigator’s grant expenditures with their assigned space. The data contained in the Assignee field also helps support the appropriateness of activity codes used in the Facilities &amp; Administrative (F&amp;A) rate calculation. There can be more than one assignee to a space with designated percentages of use.</p> <p>For laboratories, faculty offices, and other rooms specifically assigned to individual faculty members for their use, including use by staff and/or students under their direction, Assignee = faculty member(s).</p> <p>For department administrative offices, conference rooms (in most cases), and other rooms not specifically assigned to a faculty member: Assignee = Chair, Director, or Chief. Use the appropriate generic position title for the unit head.</p> <p>For administrative spaces, including dean’s offices: Assignee =President, Vice President, Provost, or Dean. Use the appropriate generic position title for the unit head.</p>
<b>Productivity Department</b>	<p>Productivity department is a function of the Assignee indicating the primary department related to the activities occurring in the space.</p> <p><b>In Facilities Connect, the Productivity Department is pulled from NUFinancials.</b></p>
<b>Assignee Start Date</b>	<p>The date within the fiscal year that the assignee was assigned to the space.</p>
<b>Assignee End Date</b>	<p>The date within the fiscal year at which point the assignee was no longer assigned to the space.</p>
<b>Grant Chart-Strings</b>	<p>The grant chart-strings is a function of an assignee. Chart-strings are populated automatically by association to the Assignee in research spaces. Individual chart strings can be activated within each space through a check-box functionality. An assignee may have more than one chart-string. The space administrators must check any or all chart-string(s) that apply to the room.</p> <p><b>In Facilities Connect, the grant chart-strings are pulled from NUFinancials.</b></p>
<b>Lab Users</b>	<p>Lab users are individuals present in the lab and use the lab resources for activities such as research. The individuals may include faculty, staff, students, unpaid researchers, and visitors.</p> <p>A lab may not have any occupants if no employees have permanent desks in the lab. However, individuals who are present in the lab to engage in activities should be identified as lab users.</p> <p>If a lab is a recharge center, do not enter lab users in the lab user field. Check the Recharge Center box on 'Space Details' page instead.</p> <p>In Facilities Connect, lab users are automatically populated based on the grant chart-strings applicable to the space. It is the responsibility of the space administrator to remove any lab users that do not qualify with the definition of a lab user.</p>
<b>Function Code</b>	<p>Data collected in the activity code field is used in the University’s Facilities &amp; Administrative (F&amp;A) or indirect cost rate calculation and in developing research metrics and to fulfil reporting requirements.</p>
<b>Recharge Facility</b>	<p>A recharge/service center is a unit within Northwestern which provides goods and/or services of a specialized nature to other Northwestern users on a recurring basis and charges a fee for those goods/services. Operations that are set up as recharge/service centers are designed to recover the costs of their operations primarily through charges to internal (NU) users.</p>
<b>Shared by ALL Dept. Research Staff</b>	<p>Research resource used by multiple PI’s across a school/unit.</p>