



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: Use of Research Space by Third-Parties and UCF Employees for non-UCF Purposes	Effective Date: 12/5/2017	Policy Number: 4-215	
	Supersedes:	Page 1	Of 4
	Responsible Authority: Provost and Executive Vice President Vice President for Research & Dean College of Graduate Studies		

APPLICABILITY/ ACCOUNTABILITY

This policy establishes required approvals and procedures for periodic use or access to University of Central Florida (UCF) research space by third-parties and UCF employees for non-UCF purposes.

POLICY STATEMENT

Research conducted in any space owned, controlled, or leased by UCF may only support UCF interests and relationships, and must adhere to all regulations and procedures set forth by state and federal government, as well as compliance units authorized by this policy to approve access and use of space. UCF resources may not be used to support non-UCF activity without due compensation. Only authorized users may access and use UCF research space after approval from the compliance units. UCF reserves the right to deny entry, at its sole discretion, to anyone who is not authorized, or who is believed to represent a safety or security risk.

DEFINITIONS

Authorized Users. UCF employees and third-parties who have a) been vetted by the Office of Research & Commercialization; b) completed the Use of Research Space by Third-Parties Request Form; c) completed all laboratory, equipment and/or other compliance training required

by the compliance units; and d) have executed either a Facility Use Agreement, Volunteer/Visiting Facility Access Agreement, or Incubator Lease which includes a Research Space addendum.

Compliance Units. Those UCF administrative offices and departments responsible for safety, security, facility management and maintenance, financial compensation and legal matters concerning access to and use of research space (i.e. Facilities & Safety (F&S), Office of Research & Commercialization (ORC), Office of General Counsel, and Space Planning, Analysis, and Administration (SPAA)).

Governing Unit. A department and/or college that maintains or manages research space which is respectively owned, controlled, or leased by UCF.

Periodic Use. Temporary use of Research Space on a non-lease basis is not to exceed 120 days per year. Consecutive day use is contingent upon the research space needs of the governing unit. Periodic use does not apply to incubator leased space.

Research Space. Any space used for experimentation, investigation, or training in research methods, professional research and observation, or structured creative activity within a specific program, including all equipment and materials used to conduct research therein.

GENERAL POLICY

- 1.** All UCF faculty, staff, and students accessing and/or using research space are obligated to act in the best interest of UCF, and to ensure that any non-UCF activities or non-UCF financial interest do not interfere with their respective obligation to UCF.
- 2.** Academic use of research space shall always take priority over non-academic use. In certain instances, however, priority may be extended to governmental units for non-academic use.
- 3.** A governing unit may only permit access to and use of research space to authorized users. Each governing unit is responsible for tracking and monitoring access to its research space, and issuing access cards and keys to authorized users in accordance with university policy. Each governing unit is also responsible for ensuring that access cards and keys are returned upon termination of a facilities use agreement, Volunteer/Visiting Facility Access Agreement or Incubator Lease (which includes the Research Space addendum). Any authorized user not in possession of an access card and key must have someone from the governing unit present to provide access to the research space.
- 4.** All UCF buildings have standard operating hours. Any research activity occurring under this policy outside of the standard operating hours requires prior approval of the governing unit's dean, director and/or chair.

5. In addition to any rent charged by a governing unit for use of its research space, F&S may charge a fee to recover its costs, based on square footage of the research space and/or equipment usage.
6. Authorized users are responsible for the proper handling, transfer, access, storage, and control of export controlled hardware, software, information, technology, and technical data to destinations and persons outside of the United States, as well as to foreign nationals at UCF engaged in instruction, conducting research, or providing service activities.

PROCEDURES

Any person or entity requesting use of UCF research space must complete the Use of Research Space by Third-Parties Request Form, and submit to the governing unit. The governing unit will submit the Use of Research Space Request Form to ORC at (link to be added after approval of policy).

ORC will review the request and forward to all appropriate compliance units for approval, and notify the governing unit of the request. Compliance units may require additional information and/or clarification in order to properly assess the request. Once the request is approved by the compliance units, the person or entity will be deemed an authorized user and shall be granted periodic use or access.

RELATED INFORMATION

UCF Policy 4-209 Export Control Policy

<http://policies.ucf.edu/documents/4-209ExportControlPolicy.pdf>

UCF Policy 4-504.2 Reporting a Potential Conflict of Interest or Conflict of Commitment in Research

<http://policies.ucf.edu/documents/4-504.2ReportingAPotentialConflictOfInterestOrConflictOfCommitmentInResearch.pdf>

UCF Policy 4-211 Research Misconduct Policy

<http://policies.ucf.edu/documents/4-211ResearchMisconductPolicy.pdf>

UCF Policy 3-125 Real Estate Transactions

<http://policies.ucf.edu/documents/3-125RealEstateTransactions.pdf>

UCF Policy 3-105 Keys

<http://policies.ucf.edu/documents/3-105Keys.pdf>

UCF Regulation 4.0293 Use of University Facilities: General Responsibilities

http://regulations.ucf.edu/docs/notices/4.0294UseofUniv.Fac_GeneralRequirements.pdf

FORMS

Research Facility Use Request Form, link to be added after approval of policy.

Hazardous Waste Management

<http://www.ehs.ucf.edu/forms.html>

INITIATING AUTHORITY

Provost and Executive Vice President

Vice President for Research & Dean, College of Graduate Studies

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>4-215</u>	
Initiating Authority: <u>Dale Whittaker</u>	Date: <u>12/5/17</u>
University Policies and Procedures Committee Chair: <u>Quanda L Bishop</u>	Date: <u>11/30/2017</u>
President or Designee: <u>John C. Hill</u>	Date: <u>12/5/17</u>