



University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

University of Central Florida Draft Policy Submission Cover Memo Form

Policy No. and Title:

Initiating Authority:

Initiating Authority Approval Date:

Date of Submission for Review:

Submitted by:

Department:

New Policy

Existing Policy (5-year Review)

Existing Policy (Out of Cycle
Review)

Summary of Revisions: (For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.)

Stakeholders included in the Review Process: (Provide a list of departments involved in the review/revision process.)

Stakeholder feedback must also be requested from the [Faculty Senate](#) and the [College Policy Liaisons](#). By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

College Policy Liaisons

Faculty Senate

Regulatory Requirements (if applicable): (Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

Presenters: (Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.)



Draft - Use of Research Space by Third-Parties and UCF Employees for non-UCF Purposes

Policy Number	4-215.42
Responsible Authority	Vice President for Research <u>and Innovations</u>
Initiating Authority	<u>Provost and Executive Vice President for Academic Affairs</u> <u>Vice President for Research and Innovation</u>
Effective Date	
Date of Origin	12/5/2017

APPLICABILITY/ACCOUNTABILITY

This policy establishes required approvals and procedures for periodic use or access to University of Central Florida (UCF) Research space (defined below) 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 (defined below) 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 based on either market rates for similar types of space, or coverage of the Total Cost of Ownership ("TCO") for the space (i.e. repair, maintenance, and capital renewal). Only Authorized Uusers (defined below) may access and use UCF Research space after approval from the Compliance Units (defined below) ~~(defined below)~~. 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.

GENERAL POLICY

1. All UCF faculty, staff, and students accessing and/or using Research Sspace are obligated to act in the best interest of UCF; and ~~to~~ ensure that any non-UCF activities

or non-UCF financial interests do not interfere with their respective obligations to UCF.

2. Academic use of Rresearch Sspace ~~shall always take~~ priority over non-academic use. In certain instances, however, priority may be extended given to governmental ~~units~~ entities for non-academic use.

2.3. Research Space is only available for Periodic Use (defined below). Use of Research Space for more than 120 days per year is contingent upon the needs of the Governing Unit (defined below) and review and approval of the University Space Committee; and by the Provost, when required by the Provost. The duration of the Periodic Use period for a Facility Use Agreement may be extended by the Vice President for Research and Innovation. The Office of Research will track all active third-party uses of Rresearch sSpace and shall will notify the Office of Strategic Campus Planning (SCP), the Real Estate and Space Administration office when their the duration of -Periodic Use period has been revisedextended.

4. A Ggoverning Uunit may only permit access to and use of Rresearch Sspace to Aauthorized Uusers.

5. ~~Each Ggoverning Uunits are is~~ responsible for (a) issuing access cards and keys to Authorized Users in accordance with university policy, (b) tracking and monitoring access to its assigned Rresearch Sspace, and issuing access cards and keys to authorized users in accordance with university policy. ~~Each governing unit is also responsible for~~ and (c) ensuring that access cards and/or keys are returned upon termination of a facilities Facility uUuse aagreement, Volunteer/Visiting Facility Access Agreement, or Incubator Lease (which includes the Research Space addendum). Any Aauthorized Uuser not in possession of an access card ~~and or~~ key must have someone from the Ggoverning Uunit present to provide access to the Rresearch Sspace.

3.

4.6. All UCF buildings have standard operating hours. Any research activity occurring ~~pursuant to under~~ this policy which is outside of ~~the~~ standard operating hours requires prior approval ~~of from~~ the Ggoverning Uunit's ~~dean, director and/or chair~~.

5.7. ~~In addition to any rent charged by a Ggoverning units may charge a fee for use of its assigned Rresearch Sspace.~~ Facilities and Business Operations (FBO) F&BO may shall charge a fee to recover the Total Cost OwnershipTCO its of the facilityResearch Space costs, based on square footage, ~~and type of space, the Rresearch Sspace~~ and/or equipment usage. The Governing Unit will be responsible for forwarding the Total Cost OwnershipTCO fee to Facilities and Business OperationsFBO. Governing Units may also charge a fee for use of their assigned Research Space. Cost recovery fees, or building maintenance fees, should be revisited annually.

6.8. Authorized Uusers 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. ~~They also are required to complete and maintain UCF required training protocols to include laboratory and space safety protocols and procedures.~~

~~7.9.~~ All Authorized Users of UCF space, whether third-party or employees of the university, are subject to periodic inspections and reviews to ensure the Research Space is being used in a manner consistent with UCF policies and federal and state compliance requirements. Authorized Third-party Users who fail to meet compliance requirements, ~~or and~~ who fail to respond to repeated requests for compliance may be required to pay for repeat inspections or ~~may lose have~~ their Facility Use Agreement ~~license~~ terminated.

DEFINITIONS

Authorized Users. UCF employees and third-parties who have a) been vetted by the Office of Research; b) completed the Periodic 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 License Agreement, or Business Incubation Program UCFRF Onsite Client License Agreement (Incubator Agreement).

Compliance Units. Those UCF administrative offices and departments responsible for safety, security, space administration, facility management ~~and maintenance~~, financial compensation and legal matters. Compliance Units include, but are not limited to, Office of Research (OR), Office of General Counsel (OGC), Environmental Health and Safety (EHS), Planning, Design, and Construction (PDC), ~~and Office of Real Estate and Space Administration~~ Strategic Campus Planning (RESASCPAD), ~~and Office of International Collaborations and Export Control (OICEC).~~

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. ~~This limitation Consecutive day use is contingent upon the research space needs of the governing unit. Users of temporary space must comply with all rules and regulations with respect to space use at UCF, including required training. Periodic use does not apply to an Incubator Agreement leased space.~~

Research Space. Any space owned, controlled, or leased by UCF which is used for experimentation, investigation, or training in research methods, professional research and observation, or structured creative activity ~~activities~~ within a specific program, including all equipment and materials used to conduct research therein.

PROCEDURES

Any person or entity requesting use of UCF ~~R~~esearch ~~S~~pace must complete the [Periodic Use of Research Space by Third-Parties Request Form](#), and submit to the [G](#)overning [U](#)nity, [which will then submit the form to ~~OR~~the Office of Research](#). ~~The governing unit will submit the Use of Research Space Request Form to OR.~~

~~The Office of Research~~OR will review the request and forward to ~~the Real Estate and Space Administration~~SCP ~~all appropriate compliance units~~ for approval. ~~Upon approval by the Real Estate and Space Administration office~~SCP, ~~the Office of Research~~OR shall submit the form to ~~all other Compliance Units for approval. and notify the governing unit of the request.~~

Compliance [U](#)nities may require additional information ~~and/or clarification in order~~ to properly assess the request. Once the request is approved by the [C](#)ompliance [U](#)nities, the [requesting person or entity](#) ~~S~~shall execute the appropriate Facility Use or Incubator Agreement, and complete all required training to become an Authorized User. ~~will be deemed an authorized user and shall be granted periodic use or access.~~

RELATED INFORMATION or DOCUMENTS

[UCF Policy 4-209 Export Control Policy](#)

[UCF Policy 4-504 Reporting Outside Activities, Financial Interests, and Potential Conflict of Interests, and Potential Conflicts of Interest or Conflict of Commitment in Research](#)

[UCF Policy 4-211 Research Misconduct Policy](#)

[UCF Policy 3-125.1 Real Estate Transactions](#)

[UCF Policy 3-125.1 Comprehensive Space Management](#)

[UCF Policy 3-105 University Access Control](#)

[UCF Regulation 4.0293 Use of University Facilities: General Responsibilities](#)

[UCF Policy 3-122.1 Campus Safety and Health Policy](#)

[Use and Access Examples](#)

FORMS

[~~Research Facility Use Request Form-Periodic Use of Research Space by Third-Parties Request Form~~](#)

[Hazardous Waste Management](#)

History: 4-215 12/5/2017; 4-215.1 11/23/2022