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Chandler House Research Facilities Management Policy: Final

This policy was developed in discussions of the Chandler House Research Facilities working group in the summer of 2007. It forms part of the Final report of that working group. Final minor revisions were made following discussions of the Management Board of the Division of Psychology and Language Sciences (meeting of 19 March 2008)

**Group members:**
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Management of research space and facilities in the refurbished Chandler House.

A. Scope of management process

We must ensure that there is local management designed to encourage the most effective use of research facilities and to manage their future development and enhancement. Once the pattern of facility use and need within the building becomes established over the first year or two of occupancy, it is envisaged that major facilities management decisions will be needed only occasionally – for example if a major new research activity begins, or there is contention over access to limited resource. During the initial occupancy period however, the allocation and use of research facilities will need to be carefully monitored and adapted as needed.

The constituency for facilities management will include all of the research teams involved in the original case for the Chandler House refurbishment, even though not all of these research teams will be wholly based within the building. Management will be by a committee of HoRDs or their delegated deputies representing:

- a/ the 3 wholly Chandler House-based Divisional Research Departments (Linguistics, Speech Hearing and Phonetic Sciences, Language and Communication)
- b/ the Developmental Science RD
- c/ DCAL

This would lead to 5 groups having representation (Linguistics, SHPS, Language & Communication, Dev Sci, DCAL). These groups are henceforth referred to as “research groups” irrespective of Divisional status. The groups having representation can be adjusted if required through Division-level agreement to suit future changes. Decisions of the management group require complete consensus or a majority of four to one. In the event that such agreement cannot be reached the Division head will be consulted and will exercise a casting vote.

Access to CH research facilities for researchers outside of these research groups will normally be managed through secondary affiliation to a Research Department that is based in Chandler House or through recognised collaboration with a member of one such Research Department. Exceptionally, the Division head may make representation to the management group to request the allocation of space or other facilities for other Divisional staff.

Information on available space and facilities within Chandler House and the procedures required to request access will be made available to all staff and research students in research groups associated to the building.

Two main issues in the management of research facilities are the basis of the process for management (section B), and policies that determine priority access to and use of research facilities (section C).

B. Facilities Management Process

All research spaces and other facilities will be managed at building level and will be the collective responsibility of the five research group leaders as set out above.

This management approach has several advantages over the allocation of specific spaces and facilities to individual research departments.

- Efficiency in use of space and resource
- Flexibility in response to change of balance of activity between research groups
- It favours cross-disciplinary use
- It minimises potential for conflict between research groups over facility allocation
- It can be applied to the needs of research teams that are not directly aligned to Divisional Research Departments

C. Principles governing priority access

A first priority must be to ensure that space and facilities are available to meet the needs of externally-funded research. This priority can only be absolutely assured where grant-holders accept the responsibility to meet any consequential support and maintenance costs.

The second priority should be for registered PhD students. Any bench fee element of student support may properly be considered as enhancing a request for space and/or facilities.

The third priority should be for staff research that is part of the development of a case for external funding (pilot studies etc).
1. Management of facilities established from external grant support to individual investigators

- All grant-funded facilities are deemed to be under the control of UCL, and managed through the devolution of this control to the Chandler House research facilities management process.
- Grant-holders will have priority access to facilities that are wholly purchased from their external funding during the currency of the grant.
- Priority access to the PI shall continue during the currency of subsequent grants that can be demonstrated to have been secured on the premise that priority access to those facilities would continue. If however, the investigator(s) are unable to meet from their own external funding any support and maintenance costs involved in their continuing use of the facilities, the facilities management process has the power to disallow priority access.
- Once funding for work dependent on a facility has terminated, the facilities management process will determine whether a PI’s priority access to the facility continues.
- Notwithstanding the lack of priority access to a facility established through the rights set out above, the facilities management process may nevertheless allow priority access to individual researchers or research groups if this will result in the most effective use of a given facility.
- In case of any conflict of this policy with conditions of funding, the conditions of funding will prevail, however these principles are consistent with the common terms and conditions of OST/Research Council grants that were put in place when FEC was introduced (see appendix).

2. Management of facilities provided through UCL-managed support (for example, JIF, SRIF, Friends) and external equipment grants to multiple investigators.

Privileged rights of access and use for space and equipment will respect any conditions of support for a period of five years, or for a longer period should this be stipulated under the terms of support. At the end of this period, privileged rights of access will be subject to periodic review within the scope of the Chandler House facilities management process.

3. Access to research space

Research space in the building will be allocated by the research facilities management group. PIs making funding proposals for or otherwise making plans for work that requires priority or exclusive use of a specific space should request privileged access from the management group in advance of the submission of the funding proposal, and cannot be assured of this access without the agreement of the management group.
Appendix: OST/Research Councils conditions on research equipment purchased from grants

“GC 12 Ownership and Use of Equipment (February 2008)

Equipment purchased from grant funds is primarily for use on the research project for which the research grant was awarded, and belongs to the Research Organisation. In certain circumstances the Research Council may wish to retain ownership throughout the period of the grant and possibly beyond. In such cases, the grant will be subject to an additional condition.

The Research Council must be informed if, during the life of the research grant, the need for the equipment diminishes substantially or it is not used for the purpose for which it was funded. The Research Council reserves the right to determine the disposal of such equipment and to claim the proceeds of any sale.

Any proposal to transfer ownership of the equipment during the period of the grant is subject to prior approval by the Research Council. After the research has ended, the Research Organisation is free to use the equipment without reference to the Research Council, but it is nevertheless expected to maintain it for research purposes as long as is practicable.

Where there is spare capacity in the use of the equipment, the Research Council expects this to be made available to other users. Priority should be given to research supported by any of the Research Councils and to Research Council-funded students”