

Here we go!



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What is the Space Survey?

- 1) Process of functionalizing assignable square footage in accordance with 2 CFR Part 200 classifications
- 2) To ensure Federal Tax code compliance for non-qualifying Tax-Exempt purposes

Why a Space Survey?

Documentation in support of F&A proposal

FY16 is the base year for the FY18 F&A rate proposal to the Office of Naval Research (ONR)

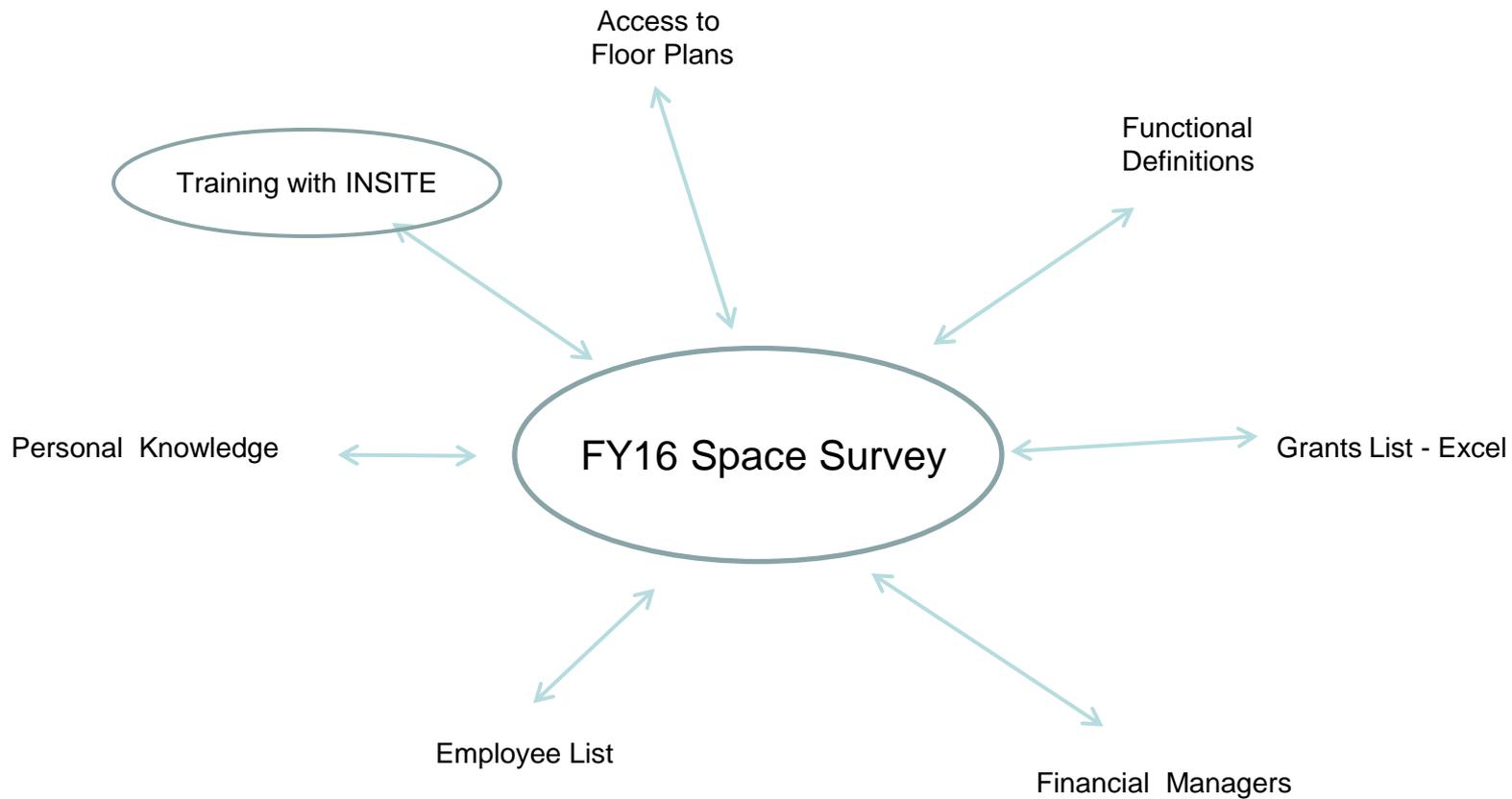
Identify research performed in buildings

Scientific research performed in tax exempt bond financed buildings must meet IRS requirements for Safe Harbors

Timeline

Space Survey Training	March 14-15
Departments Complete Survey	May 31
Quality Review by CPSM and G&C	June 14
Surveyor Corrections Due	June 30
Certifications Due	October 31
F&A Proposal Due	December 31

Space Survey Tool Kit



Data Review

- **Room Demographics** - room number, square footage
- **Use Code** - room use should be confirmed or modified as appropriate
- **Station Count** – Number of workstations in labs and offices, or number of seats in classrooms, conference rooms and meeting rooms appropriate number of occupant that can occupy a space
- **Occupants** - employee names required for all faculty, professional staff, and Post-Doc offices
- **Principal Investigator** - PD/PI employee name required for all lab, lab service, and similar space
- **Functionalization** - required for all lab, lab service, and similar space
- **Grant** – required for all lab, lab service, and similar space with any space functionalized as Organized Research

Functional Definitions

- OR - Organized Research
- IDR - Instruction & Departmental Research
- OSA - Other Sponsored Activities
- OIA - Other Institutional Activities
- OTH - All Other (Vacant)

Primary GIT Functions

Organized Research (OR)

- **Sponsored Research** – Externally funded and separately budgeted research and development projects; including research training
- **University Research** – Internally funded and separately budgeted research and development projects
 - “Committed” Cost Sharing Projects – Funded from GTF, GTRC, State (non-sponsored) funds
 - Other projects derived from similar sources through a competitive application and award process

Instruction / Departmental Research (IDR)

- **Instruction** – Standard Teaching and Training activities
- **Departmental Research** - Internally funded General Research
 - New Faculty Start-Up Funds
 - GTF projects (research gifts) not used as cost-share
 - Other projects derived from internal sources provided on a non-competitive basis

Other Sponsored Activities (OSA)

Externally funded projects for activities other than instruction and organized research.

This includes sponsored public service projects and community service programs that provide non-instructional services to external individuals or groups.

- EII Field Offices, other economic development activities
- Conferences, institutes, general advisory services, reference bureaus, radio and television
- Consulting and similar non-instructional services to particular sectors of the community

Other Institutional Activities (OIA)

All activities EXCEPT for:

- 1) Organized Research,
- 2) Instruction & Departmental Research,
- 3) Other Sponsored Activities
- 4) all facilities & administrative (indirect) support functions:
(building/equipment maintenance, libraries, and general/departmental administration)

OIA does include:

- Auxiliary Services
- Service/Cost Centers
- Space used by external entities

Required Data

<u>Room Use</u>	<u>Req'd Info-1</u>	<u>Req'd Info-2</u>	<u>Req'd Info-3</u>
Research/Open Lab & associated service spaces	PI Name	Function %'s	Grant(s) -OR
Academic/Non-Academic Office	Occupant Name	N/A	N/A
Post Doc Office	Occupant Name	N/A	N/A
GRA Office	N/A	N/A	N/A
Conference Rooms/ Common Areas	N/A	N/A	N/A
Classrooms/ Lecture Halls	N/A	N/A	N/A

Example 1:

Professor George Burdell has an office in one of your assigned buildings.

How should this room be coded on your survey list?

Example 1:

Professor George Burdell has an office in one of your assigned buildings.

How should this room be coded on your survey list ?

- * Function Info: N/A
- * Use Info: Confirm “ACADOF Academic Office”
- * Occupant Info: Burdell, George P (from menu)
- * Grant Info: N/A

Example 2:

Professor Burdell's research lab is used as follows:

75% for NIH research grants,

15% for general research supported by GTF (gift) funds

10% for research "cost-sharing" supported by GTRC.

How should this room be coded in INSITE?

Example 2:

Professor Burdell's research lab is used as follows:

75% for NIH research grants,

15% for general research supported by GTF (gift) funds

10% for research "cost-sharing" supported by GTRC

How should this room be coded in INSITE?

- * Function Info: 85% OR 15% IDR
- * Use Info: Confirm "RESLAB-Research Lab"
- * PI Info: Burdell, George P (from menu)
- * Grant(s) Info: R3837 NIH Grant assigned to Burdell

Example 3:

Room 202, previously a “Graduate Student Office”, is now occupied by the Department’s Financial Manager, John Harris.

How should this room be coded in INSITE?

Example 3:

Room 202, previously a “Graduate Student Office”, is now occupied by the Department’s Financial Manager, John Harris.

How should this room be coded in INSITE?

- * Function Info: N/A
- * Use Info: Update to “NACDOF Non-Academic Office”
- * Occupant Info: Harris, John D - 571454 (from menu)
- * Grant Info: N/A

Example 4:

Room 205 “Research Lab” is currently under renovation but is serviced by utilities & HVAC.

How should this room be coded in INSITE?

Example 4:

Room 205 “Research Lab” is currently under renovation but is serviced by utilities & HVAC.

How should this room be coded in INSITE?

- * Function Code: “OTH” (100%)
- * Use Code: No change required (RESLAB-Research Lab)
- * Grant: N/A
- * Room Comments: “Vacant Space Under Renov - Service”

Review Points:

Office Space

1. Confirm and/or Update Use Code
2. Select Occupant Name for Faculty, Staff, and Post-Doc offices - REQUIRED
3. Occupant names are not required for Graduate Student Offices
4. Function Codes are not required
5. Grant(s) are not required
6. Office service rooms located within enclosed offices should be coded to match the applicable office (occupant name)



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Review Points (Cont'd.):



Lab and Lab Service Space

1. Confirm and/or Update Use Code
2. Select PI Name(s) - REQUIRED
3. Enter functions and percentages for activities performed in the room – REQUIRED
4. Select Grant(s) activity performed in the room. REQUIRED for OR
5. Lab service space supporting a specific lab should be coded to match the applicable lab (PI names, functions, and grants)

Review Points (Cont'd.):



Conference Rooms and Other “Common” Space

1. Confirm and/or Update Use Code
2. No additional information is required IF used/open for ALL departmental activities
3. If used for specific activities, it may be “functionalized” by selecting functions and percentages
4. If functions are selected.....
 - Indicate Faculty/PI Name(s)
 - Use Comments Field to provide additional information

Review Points (Cont'd.):



Vacant Space

1. Lab Space – Code based on primary FY activities or as “OTH”
2. Office Space – Use Room Comments Field to indicate.....
 - Transitional Space
 - Employee Name not listed (enter name)
 - Under Renovation (indicate if serviced by utilities, HVAC)

Academic Space Assessment

- **Starting Point** – Space Survey Data reported by Colleges & Schools
- **How was the data used?**
 - Grant \$/SF – currently calculated at the School or College level
 - Number of Offices – compared to number of faculty/staff
 - Station Count – used for Departmental Classrooms and office spaces to assess utilization

Academic Space Assessment

Lessons Learned

- **Dispersed data collection leads to inconsistent results**
 - Assigning Appropriate Use Codes
 - Consistent Organization Assignments
- Office Occupant – For F&A Rate Study, the office space is functionalized based on occupant's salary structure
- **Outstanding Issues**
 - Recording IRI space
 - Recording core lab space
 - Employing consistent and transparent metrics
- **Empowering the Decision Makers** – INSITE data can become a tool for School Chairs and Deans to assess their own space utilization

INSITE Space Survey Module

- **New Version** since last survey – Screens reorganized into tabs.
- **No login required** – but your computer's IP address must be in the access list.
- **You will receive an email with your survey link** – You may forward this to others who will assist you with the survey, but their IP address will also need to be added to the access list.
- **The following slides can be used as a reference** while you are filling out your survey.

Survey List

Send email to survey administrators

Quick filter

Create Excel spreadsheet of survey list

Floor plans

Click to expand main display

Record counts

Survey list filters

Click pencil icon to review and update room for the space survey

Use checkboxes to update multiple rooms at a time with the same data

The screenshot shows a web application interface for managing a space survey. At the top, there's a navigation bar with 'Mark Ellington - Space Survey' and 'Floor Plans' tabs. Below this is a 'Survey Statistics' sidebar on the left, showing 'Total Area: 197,124.00' and status for 581 surveys (Updated, Submitted, Pending). The main area is titled 'Survey List' and contains a table with columns: Facility, Floor, Room, Organization, Use, Principal Investigator, Functions, Occupants, and Grants. Each row has a checkbox and a pencil icon for editing. A 'Quick filter' box is on the right, and a 'Filter Results:' input field is below it. At the bottom, it says 'Showing 1 to 50 of 581 records' and has pagination controls.

Facility	Floor	Room	Organization	Use	Principal Investigator	Functions	Occupants	Grants
086	1	113	ME - Mechanical Engineering	RESLAB	KALIDINDI, SURYA	1 OR		
086	1	165	ME - Mechanical Engineering	RESLAB	XIA, SHUMAN	1 OR		
086	1	175	ME - Mechanical Engineering	RESLAB	KALIDINDI, SURYA	1 OR		
086	1	191A	ME - Mechanical Engineering	OFF RR				
086	1	192	ME - Mechanical Engineering	ACADOF	KUMAR, SATISH		KALIDINDI, SURYA	
086	1	193	ME - Mechanical Engineering	PDOFF	KALIDINDI, SURYA			
086	1	194	ME - Mechanical Engineering	NACDOF	KALIDINDI, SURYA			
086	1	195	ME - Mechanical Engineering	NACDOF	KUMAR, SATISH	8 OTH	CHAE, HAN	
086	4	413	ME - Mechanical Engineering	GRADOF	KALIDINDI, SURYA			
103	3	3-03	ME - Mechanical Engineering	NACDOF			DUBOSE, FRANKLIN	
103	3	3-05	ME - Mechanical Engineering	ACADOF			ELDER, ERIC; FOX, TIMOTHY	
103	3	3-07	ME - Mechanical Engineering	NACDOF			PETROVIC, BOJAN	
103	3	3-08	ME - Mechanical Engineering	PDOFF			DOUGLASS, STEVEN	
103	3	3-09	ME - Mechanical Engineering	ACADOF			WALL, JAMES	
103	3	3-10	ME - Mechanical Engineering	ACADOF				
103	3	3-11	ME - Mechanical Engineering	CLABSV				
103	3	3-12	ME - Mechanical Engineering	RESLAB	KALIDINDI, SURYA	1 OR		
103	3	3-13A	ME - Mechanical Engineering	PDOFF			SHUKLA, PRIYANK	
103	3	3-14	ME - Mechanical Engineering	PDOFF			VARADARAJAN, RAJAN; CHARP, PAUL	
103	3	3-15	ME - Mechanical Engineering	ACADOF			STACEY, WESTON	
103	3	3-16	ME - Mechanical Engineering	ACADOF			DEO, CHAITANYA	
103	3	3-17	ME - Mechanical Engineering	ACADOF			ERICKSON, ANNA	

Individual Room Display

Click on name (or select under Tools) to return to Survey List

Move to next or previous room. Use these AFTER saving any changes for the current room

Click to save, but NOT submit space (You still want to review or make additional changes later)

Click to save AND submit space; then moves to next room (This means you are finished updating this space)

NOTE: You can still update rooms even after you have submitted them

Click to expand main display

Click to view floor plan with this room highlighted in blue. *** NOTE – If the floor plan has changed, contact John Holcombe for assistance.**

Original values

Tabs for different groups of information regarding this room

"GT" Help buttons

The screenshot shows a web application interface for managing room information. The browser address bar displays `https://insite.gatech.edu/NetFM/survey/`. The main navigation bar includes 'Marlington - Space Survey', 'Floor Plans', 'Reports', and 'Tools'. Below the navigation bar are buttons for 'Update Survey Record', 'Submit Survey Record', 'Copy Values from this Record', and 'Show Floor Plan'. The left sidebar contains 'Current Space Information' with fields for Facility (086), Floor (1), Room (165), Area (362), Organization (ME - Mechanical Engineering), Use (RESLAB - Research/Nonclass Lab, 100%), Functions (Organized Research (100%)), Occupants (None), PI (XIA, SHUMAN), and Grants (None). Below this is 'Space Updates' showing an assigned date of 3/14/2016. The main content area has tabs for 'Room Info', 'Function Info', 'Occupancy Info', 'PI Info', and 'Grant Info'. The 'Room Info' tab is active, showing 'ROOM INFORMATION', 'Last Updated: 6/4/2014 9:40:20 AM', a 'NEW USE ASSIGNMENT' dropdown, and a 'Room Comments' text area. Below the comments is a 'STATION COUNT' field with the value '2'. The 'REASSIGNMENT' section includes a 'SURVEY REASSIGNMENT - SELECT ORG:' dropdown, an 'Unknown Org' checkbox, and a 'Reassign Survey' button. At the bottom, there are 'Org Help', 'GT Org Help', 'Use Help', and 'GT Use Help' buttons.

Individual Room Display

Room Info Tab

Current Space Information

Facility: 086
 Floor: 1
 Room: 165
 Area: 362
 Organization: ME - Mechanical Engineering
 Use: RESLAB - Research/Nonclass Lab,100%
 Functions: Organized Research (100%)
 Occupants: None
 PI: XIA, SHUMAN
 Grants: None

Space Updates

Assigned: 3/14/2016 - 5:23:47 AM
 Updated:
 Status: ASSIGNED

ROOM INFORMATION

Last Updated: 6/4/2014 9:40:20 AM

NEW USE ASSIGNMENT

Room Comments:

Use "Room Comments" to clarify room type or to indicate situations such as vacant spaces under renovation.

STATION COUNT

REASSIGNMENT

SURVEY REASSIGNMENT - SELECT ORG: OR Unknown Org

Confirm Room number and organization assignment

Click "New Use Assignment" Box and select from Use List to change room type

Use "Room Comments" to clarify room type or to indicate situations such as vacant spaces under renovation.

Enter seat or workstation count for classrooms, conference rooms, labs, offices, etc.

If room does not belong to your organization, indicate here and click "Reassign Survey Record"

Individual Room Display

Function Info Tab

The screenshot shows a web browser window with the URL <https://insite.gatech.edu/NetFM/survey/survey>. The page title is "Mark Ellington - Space Survey". The navigation menu includes "Floor Plans", "Reports", and "Tools".

On the left side, there are navigation buttons: "« Prev Record" and "Next Record »". Below these are buttons for "Update Survey Record" (highlighted in blue), "Submit Survey Record" (highlighted in green), "Copy Values from this Record", and "Show Floor Plan".

The main content area has tabs for "Room Info", "Function Info" (selected), "Occupancy Info", "PI Info", and "Grant Info".

FUNCTION INFORMATION

CURRENT FUNCTION INFORMATION: Organized Research (100%)

Last Updated: 10/1/2014 9:51:10 AM

FUNCTION CHANGE:

Function List:

- 2 IDR - Instruction/Deptl Rsch
- 3 OSA - Other Sponsored Activ
- 4 OIA - Other Institutional Act
- 5 OIA-SC - Not used
- 6 DA - Departmental Admin
- 7 PBM - Plant/Bldg Maint
- 8 OTH - All Other

New Functions:

- 1 OR - Organized Research
- 2 IDR - Instruction/Deptl Rsch

NO FUNCTIONS

Function Comments

** NOTE – Function comments required for all rooms functionalized as "OTH"*

GT Function Help

Current Space Information

Facility: 086
 Floor: 1
 Room: 165
 Area: 362
 Organization: ME - Mechanical Engineering
 Use: RESLAB - Research/Nonclass Lab,100%
 Functions: Organized Research (100%)
 Occupants: None
 PI: XIA, SHUMAN
 Grants: None

Space Updates

Assigned: 3/14/2016 - 5:23:47 AM
 Updated:
 Status: ASSIGNED

Annotations:

- A red arrow points from a text box to the "FUNCTION CHANGE" checkbox. The text box contains: "Click 'Function Change' Box, select from Function List, and click >> or << to add or remove room function(s) – Update percentages as needed".
- A red box highlights the "Function Comments" section with the note: "* NOTE – Function comments required for all rooms functionalized as 'OTH'".
- A red box highlights the "New Functions" table with the note: "* NOTE – Function(s) required for all lab and lab service rooms".

Function	Percentage
1 OR - Organized Research	75
2 IDR - Instruction/Deptl Rsch	25
Total:	100

Individual Room Display Occupancy Info Tab

Current Space Information
 Facility: 086
 Floor: 1
 Room: 192
 Area: 209
 Organization: ME - Mechanical Engineering
 Use: ACADOF - Academic Office,100%
 Functions: None
 Occupants: KALIDINDI, SURYA
 PI: KUMAR, SATISH
 Grants: None

Space Updates
 Assigned: 3/14/2016 - 5:23:47 AM
 Updated:
 Status: ASSIGNED

OCCUPANCY INFORMATION
 CURRENT OCCUPANCY INFORMATION: KALIDINDI, SURYA
 Last Updated: 10/1/2014 9:51:11 AM

OCCUPANCY CHANGE
From: ME - Mechanical Engin

Last Name Starts With: BUR

Person List:
 BURGETT, ERIC ANTH - 506776
 BURGIN, JONAH BLAI - 558814
 BURKE, ASA CAME - 566524
 BURNETT, MICHAEL C - 537213
 BURNS, IAN ZAGO - 567355
 BURNS, JOSEPH RAYM - 556217
 BURROWS, TRAVIS JOHN - 563290
 BURTON, LUDOVIC NICO - 524217

New Occupants:
 KALIDINDI, SURYA
 BURGETT, ERIC ANTH - 506776

Occupant	Percent
KALIDINDI, SURYA	50.0
BURGETT, ERIC ANTH - 506776	50.0
Total: 100.0	

Display Entire List
 NO OCCUPANTS

☯ **Occupancy Comments:**

* NOTE – If you can't find the occupant in the person list, specify details here

Click "Occupancy Change" Box, select from Person List, and click >> or << buttons to add or remove occupant name(s) – Update percentages as needed

GT Department specification for occupant

* NOTE – Occupant name(s) required for all Faculty, Staff, & Post-doc Offices

Individual Room Display

PI Info Tab

Current Space Information

Facility: 086
 Floor: 1
 Room: 165
 Area: 362
 Organization: ME - Mechanical Engineering
 Use: RESLAB - Research/Nonclass Lab,100%
 Functions: Organized Research (100%)
 Occupants: None
 PI: XIA, SHUMAN
 Grants: None

Space Updates

Assigned: 3/14/2016 - 5:23:47 AM
 Updated:
 Status: ASSIGNED

Update Survey Record **Submit Survey Record** Copy Values from this Record Show Floor Plan

Room Info Function Info Occupancy Info **PI Info** Grant Info

PRINCIPAL INVESTIGATOR INFORMATION

CURRENT PI INFORMATION: XIA, SHUMAN
 Last Updated: 10/1/2014 9:51:10 AM

PI Change: From: ME - Mechanical Engin

Last Name Starts With: Find

Person List:

- A, DISI - 546874
- A, YONGGA - 568706
- ABBA, MOHAMMED TAHI - 555525
- ABDEL-KHALIK, SAID I - 86783
- ABDELHAMIED MOHAMED, MARWA AWW.
- ABDO, CONNOR E - 562232
- ABOU JAOUDE, ABDALLA - 560750
- ACHARYA, RANADIP - 546429

New PIs:

- XIA, SHUMAN
- WAN, MING - 543184

PI:

XIA, SHUMAN	50.0
WAN, MING - 543184	50.0
Total:	100.0

Display Entire List
 NO PIs

PI Comments:

** NOTE – If you can't find the PI in the person list, specify details here*

GT PI Help

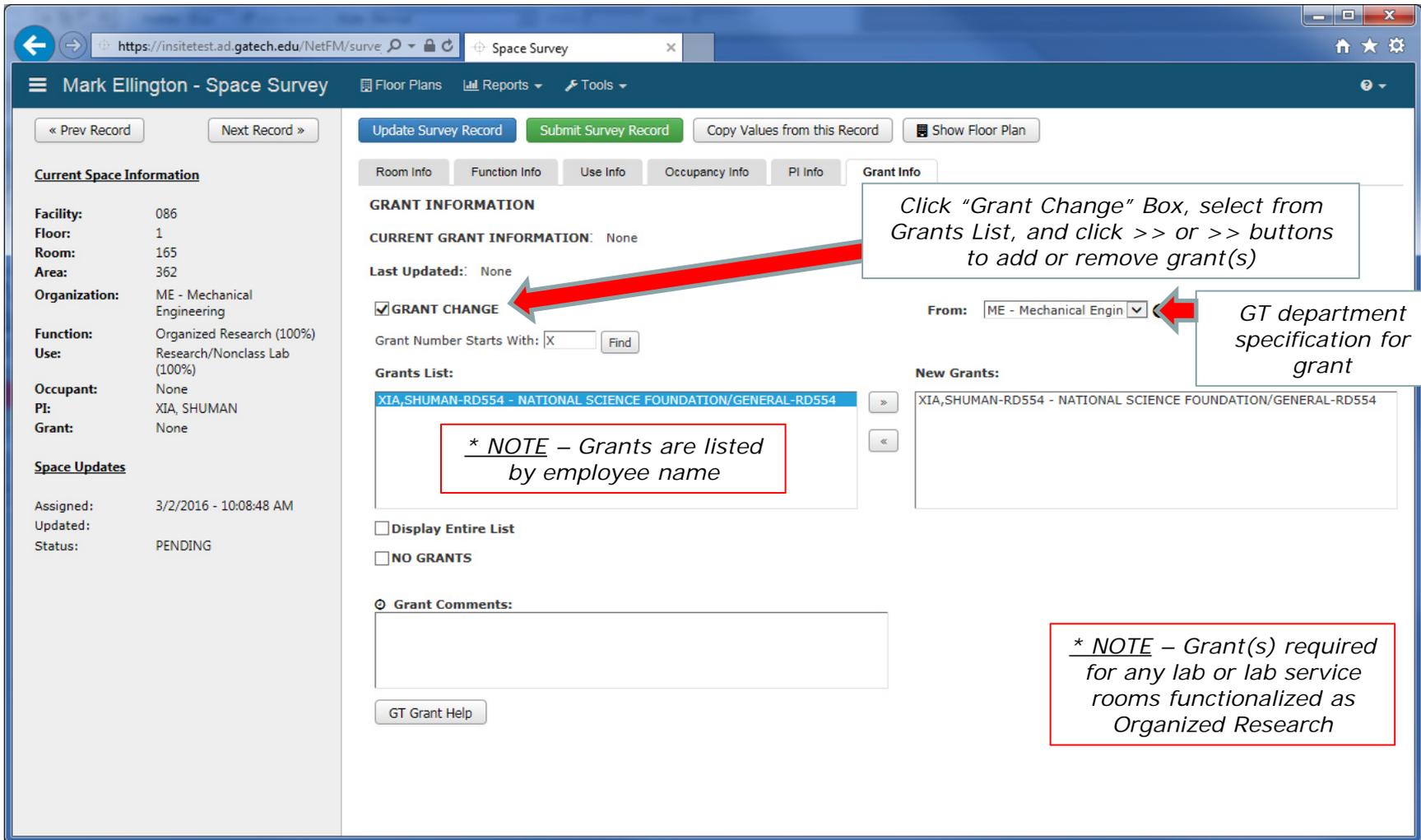
Click "PI Change" Box, select from Person List, and click >> or << buttons to add or remove PI names(s)

GT Department specification for PI

** NOTE – PI Name(s) required for all labs and lab service rooms*

Individual Room Display

Grant Info Tab



« Prev Record Next Record »

Update Survey Record Submit Survey Record Copy Values from this Record Show Floor Plan

Room Info Function Info Use Info Occupancy Info PI Info **Grant Info**

GRANT INFORMATION

CURRENT GRANT INFORMATION: None

Last Updated: None

GRANT CHANGE

Grant Number Starts With: X Find

From: ME - Mechanical Engin

Grants List:

XIA, SHUMAN-RD554 - NATIONAL SCIENCE FOUNDATION/GENERAL-RD554

New Grants:

XIA, SHUMAN-RD554 - NATIONAL SCIENCE FOUNDATION/GENERAL-RD554

Display Entire List

NO GRANTS

Grant Comments:

GT Grant Help

** NOTE – Grants are listed by employee name*

** NOTE – Grant(s) required for any lab or lab service rooms functionalized as Organized Research*

Click "Grant Change" Box, select from Grants List, and click >> or >>> buttons to add or remove grant(s)

GT department specification for grant

After making changes to a room Update or Submit?

Click on name (or select under Tools) to return to Survey List **AFTER** saving any changes

Click to save, but **NOT** submit space (You still want to review or make additional changes later)

Click to save **AND** submit space; then moves to next room (This means you are finished updating this space)

NOTE: You can still update rooms even after you have submitted them

The screenshot shows the 'Mark Ellington - Space Survey' application. The browser address bar shows 'https://insitetest.ad.gatech.edu/space-survey/'. The application header includes 'Floor Plans', 'Reports', and 'Tools' menus. The main content area is divided into several sections:

- Navigation:** '« Prev Record' and 'Next Record »' buttons.
- Actions:** 'Update Survey Record' (blue), 'Submit Survey Record' (green), 'Copy Values from this Record', and 'Show Floor Plan' buttons.
- Room Information:** 'Room Info', 'Function Info', 'Use Info', 'Occupancy Info', 'PI Info', and 'Grant Info' tabs.
- GRANT INFORMATION:** 'CURRENT GRANT INFORMATION: None', 'Last Updated: None', and a checked 'GRANT CHANGE' checkbox.
- Grant Search:** 'From: ME - Mechanical Engin' dropdown, 'Grant Number Starts With: X' input, and 'Find' button.
- Grants List:** A list containing 'XIA,SHUMAN-RD554 - NATIONAL SCIENCE FOUNDATION/GENERAL-RD554' with navigation arrows.
- New Grants:** A list containing 'XIA,SHUMAN-RD554 - NATIONAL SCIENCE FOUNDATION/GENERAL-RD554'.
- Options:** 'Display Entire List' and 'NO GRANTS' checkboxes.
- Comments:** 'Grant Comments:' section with a text input field.
- Help:** 'GT Grant Help' button.

Annotations on the screenshot include:

- Red arrows pointing from the 'Update Survey Record' and 'Submit Survey Record' buttons to their respective text boxes.
- Red arrows pointing from the '« Prev Record' and 'Next Record »' buttons to their respective text box.
- A red box around the 'NOTE' text.

Move to next or previous room. Use these **AFTER** saving any changes for the current room

Advanced Usage - Multiple Room Update

Select Rooms to Update

Survey Statistics
Total Area: 197,124.00
 Hide Updated: 0 of 581 (0%)

Survey List
Show / hide columns Show 50 entries Filter Results: KALID

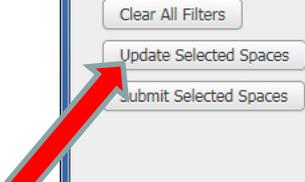
	Facility	Floor	Room	Organization	Use	Principal Investigator	Functions	Occupants	Grants
<input checked="" type="checkbox"/>	086	1	113	ME - Mechanical Engineering	RESLAB	KALIDINDI, SURYA	1 OR		
<input checked="" type="checkbox"/>	086	1	175	ME - Mechanical Engineering	RESLAB	KALIDINDI, SURYA	1 OR		
<input type="checkbox"/>	086	1	192	ME - Mechanical Engineering	ACADOF	KUMAR, SATISH		KALIDINDI, SURYA	
<input type="checkbox"/>	086	1	193	ME - Mechanical Engineering	PDOFF	KALIDINDI, SURYA			
<input type="checkbox"/>	086	1	194	ME - Mechanical Engineering	NACDOF	KALIDINDI, SURYA			
<input type="checkbox"/>	086	4	413	ME - Mechanical Engineering	GRADOF	KALIDINDI, SURYA			
<input checked="" type="checkbox"/>	103	3	3-12	ME - Mechanical Engineering	RESLAB	KALIDINDI, SURYA	1 OR		
<input type="checkbox"/>	135	2	2340	ME - Mechanical Engineering	GRADOF	NEU, RICHARD; KALIDINDI, SURYA			
<input type="checkbox"/>	135	2	2340A	ME - Mechanical Engineering	RSLBSV	NEU, RICHARD; KALIDINDI, SURYA	2 IDR, 1 OR		
<input checked="" type="checkbox"/>	135	2	2340B	ME - Mechanical Engineering	RESLAB	NEU, RICHARD; KALIDINDI, SURYA	1 OR		

Showing 1 to 10 of 10 records (filtered from 581 total records) Previous 1 Next

First, use any combination of filters to reduce list, then select all rooms needing the same updates



Then click "Update Selected Spaces"



Advanced Usage - Multiple Room Update

Specify Fields to Update for the Selected Rooms

Select items to change

Update Selected Records

Responsible Person Change
 Use Change
 Occupancy Change
 Door Tag Change
 Principal Investigator Change
 Location Change:
 Grant Change:
 Space Contact Change

Add new items retaining existing ones Replace existing items

From: **ME - Mechanical Engineering** ▼

Grant Code Starts With:

Grants List:

- KALIDINDI,SURYA-RD492 - NAVY/OFC OF NAV
- KALIDINDI,SURYA-RD546 - CARNEGIE MELLON
- KALIDINDI,SURYA-RE990 - US DEPT OF COMM
- KALIDINDI,SURYA-RF017 - LOS ALAMOS NATI
- KALIDINDI,SURYA-RF108 - NATIONAL SCIENCI
- KALIDINDI,SURYA-RF594 - SIEMENS ENERGY I
- KALIDINDI,SURYA-RF795 - LOCKHEED MARTIN
- KALIDINDI,SURYA-RG041 - NAVY/OFC OF NAV

New Grants:

- KALIDINDI,SURYA-RD546 - CARNEGIE MELLON

Then complete fields as appropriate and when finished, click "Update Selected Records"

Update Selected Records

More Advanced Usage

Copy Values from this Record...

The screenshot shows a web browser window with the URL <https://insite.gatech.edu/NetFM/survey/survey>. The page title is "Mark Ellington - Space Survey". The navigation bar includes "Floor Plans", "Reports", and "Tools". The main content area has a top navigation bar with buttons: "« Prev Record", "Next Record »", "Update Survey Record", "Submit Survey Record", "Copy Values from this Record" (circled in blue), and "Show Floor Plan".

Below the navigation bar are tabs for "Room Info", "Function Info", "Occupancy Info", "PI Info", and "Grant Info". The "Room Info" tab is active, showing "ROOM INFORMATION".

ROOM INFORMATION
Last Updated: 6/4/2014 9:40:20 AM

NEW USE ASSIGNMENT [dropdown]

Room Comments:
[text area]

STATION COUNT [input: 2]

REASSIGNMENT
SURVEY REASSIGNMENT - SELECT ORG: [dropdown] OR Unknown Org [Reassign Survey]

[Org Help] [GT Org Help] [Use Help] [GT Use Help]

Current Space Information

Facility:	086
Floor:	1
Room:	165
Area:	362
Organization:	ME - Mechanical Engineering
Use:	RESLAB - Research/Nonclass Lab,100%
Functions	Organized Research (100%)
Occupants	None
PI	XIA, SHUMAN
Grants	None

Space Updates

Assigned:	3/14/2016 - 5:23:47 AM
Updated:	
Status:	ASSIGNED

More Advanced Usage

Copy values into selected rooms

INSITE Net-FM™ Survey - Internet Explorer

COPY VALUES INTO SELECTED RECORDS

Copying From: Facility: **086** Floor: **1** Room: **165** Organization: **ME**

Select items to be copied

Responsible Person Change (null value)
 Principal Investigator Change (XIA, SHUMAN)

Use Change: (RESLAB)
 Function Change: (1 OR)

Occupancy Change (null value)
 Grant Change: (null value)

Door Tag Change ()
 Space Contact Change (null value)

Filter By Facility: Floor: Room: Use: Organization:

Select records to be updated

<input type="checkbox"/>	Status	Facility:	Floor:	Room:	Organization:
<input type="checkbox"/>	⊗	086	1	113	ME - Mechanical Engineering
<input type="checkbox"/>	⊗	086	1	175	ME - Mechanical Engineering
<input type="checkbox"/>	⊗	086	1	191A	ME - Mechanical Engineering
<input type="checkbox"/>	⊗	086	1	192	ME - Mechanical Engineering
<input type="checkbox"/>	⊗	086	1	193	ME - Mechanical Engineering
<input type="checkbox"/>	⊗	086	1	194	ME - Mechanical Engineering
<input type="checkbox"/>	⊗	086	1	195	ME - Mechanical Engineering
<input type="checkbox"/>	⊗	086	4	413	ME - Mechanical Engineering
<input type="checkbox"/>	⊗	103	3	3-03	ME - Mechanical Engineering

Select items to copy

Use filters to narrow list of rooms

Use check boxes to select rooms to receive copied items

Click "Copy Values" when ready

Survey List

After updating spaces

Survey Statistics

Total Area: 197,124.00

Hide Updated: 16 of 581 (3%)
 Hide Submitted: 8 of 581 (1%)
 Hide Pending: 557 of 581 (96%)

Show All Changes in Survey List
 Don't Wrap Text in Survey List

Filter By
 Organization:
 Facility:
 Floor:
 Room:
 Use:

Survey List

Show / hide columns Show 50 entries Filter Results:

				Organization	Use	Principal Investigator	Functions	Occupants	Grants
<input type="checkbox"/>		086	1	113	ME - Mechanical Engineering	Academic Office (100%)	KALIDINDI, SURYA	-deleted-	CAPOLUNGO, LAURENT (50.0%); CHEN, XIAOYU (50.0%)
<input type="checkbox"/>		086	1	165	ME - Mechanical Engineering	RESLAB	XIA, SHUMAN	1 OR (90%), 2 IDR (10%)	"NATIONAL SCIENCE FOUNDATION/GENERAL-RD554"
<input type="checkbox"/>		086	1	175	ME - Mechanical Engineering	RESLAB	KALIDINDI, SURYA	1 OR (75%), 2 IDR (25%)	"US DEPT OF COMMERCE/NATL INST OF STDS & TECH-RE990", "LOS ALAMOS NATIONAL LAB/LOS ALAMOS NATIONAL SECURITY (LANS)-RF017"
<input type="checkbox"/>		086	1	191A	ME - Mechanical Engineering	OFF RR			
<input type="checkbox"/>		086	1	192	ME - Mechanical Engineering	ACADOF	-deleted-	KALIDINDI, SURYA	
<input type="checkbox"/>		086	1	193	ME - Mechanical Engineering	PDOFF	-deleted-		
<input type="checkbox"/>		086	1	194	ME - Mechanical Engineering	NACDOF	-deleted-		
<input type="checkbox"/>		086	1	195	ME - Mechanical Engineering	NACDOF	-deleted-	-deleted-	CHAE, HAN
<input type="checkbox"/>		086	4	413	ME - Mechanical Engineering	GRADOF	-deleted-		-deleted-
<input type="checkbox"/>		103	3	3-03	ME - Mechanical Engineering	NACDOF			DUBOSE, FRANKLIN
<input type="checkbox"/>		103	3	3-05	ME - Mechanical Engineering	ACADOF			ELDER, ERIC (100.0%)
<input type="checkbox"/>		103	3	3-07	ME - Mechanical Engineering	NACDOF			PETROVIC, BOJAN
<input type="checkbox"/>		103	3	3-08	ME - Mechanical Engineering	PDOFF			DOUGLASS, STEVEN
<input type="checkbox"/>		103	3	3-09	ME - Mechanical Engineering	ACADOF			WALL, JAMES
<input type="checkbox"/>		103	3	3-10	ME - Mechanical Engineering	ACADOF			FOX, TIMOTHY (100.0%)
<input type="checkbox"/>		103	3	3-11	ME - Mechanical Engineering	CI			
<input type="checkbox"/>		103	3	3-12	ME - Mechanical Engineering	RESLAB	KALIDINDI, SURYA	1 OR	"NAVY/OFC OF NAVAL RESEARCH-RD492"
<input type="checkbox"/>		103	3	3-13A	ME - Mechanical Engineering	PDOFF			SHUKLA, PRIYANK
<input type="checkbox"/>		103	3	3-14	ME - Mechanical Engineering	PDOFF			VARADARAJAN, RAJAN; CHARP, PAUL
<input type="checkbox"/>		103	3	3-15	ME - Mechanical Engineering	ACADOF			STACEY, WESTON
<input type="checkbox"/>		103	3	3-16	ME - Mechanical Engineering	ACADOF			DEO, CHAITANYA
<input type="checkbox"/>		103	3	3-17	ME - Mechanical Engineering	ACADOF			ERICKSON, ANNA
<input type="checkbox"/>		103	3						CHF, KAIKAI (20.0%); A

Record counts

Blue "check mark" icon indicates updates have been made, but not submitted

Changes highlighted in yellow

Green "thumbs up" icon indicates record has been submitted

Survey List

Submitting Multiple Spaces

The screenshot shows a web browser window with the URL <https://insitetest.ad.gatech.edu/NetFM/survey.aspx?id=45726>. The page title is "Space Survey". The navigation bar includes "Mark Ellington - Space Survey", "Floor Plans", "Reports", and "Tools".

Survey Statistics: Total Area: 17,673.00. Status: Updated: 7 of 78 (9%), Submitted: 0 of 78 (0%), Pending: 71 of 78 (91%).

Survey List: Shows a table of survey entries with columns: Facility, Floor, Room, Organization, Use, Principal Investigator, Functions, Occupants, and Grants. The table contains 28 rows of data. A callout box with a red arrow points to the checkboxes in the first column, stating "Click checkboxes to select spaces to submit".

Filtering and Submission Options: On the left, there are filter options for "Organization", "Facility", "Floor", "Room", and "Use". Below these are buttons for "Clear All Filters", "Update Selected Spaces", and "Submit Selected Spaces". A callout box with a red arrow points to the "Submit Selected Spaces" button, stating "Click here after selecting spaces to submit...".

Additional Callouts: A callout box on the left states "Use checkboxes and filters as needed to display records that you are ready to submit".

Survey List

After Submitting Multiple Spaces

Survey Statistics
Total Area: 17,673.00

- Hide Updated: 0 of 78 (0%)
- Hide Submitted: 47 of 78 (60%)
- Hide Pending: 31 of 78 (40%)

Show All Changes in Survey List
 Don't Wrap Text in Survey List

Filter By

Organization:

Facility:

Floor:

Room:

Use: GRADOF - Graduate

Survey List
47 Records Submitted

Show / hide columns Show 50 entries Filter Results:

	Facility	Floor	Room	Organization	Use	Principal Investigator	Functions	Occupants	Grants
<input type="checkbox"/>	086	4	413	ME - Mechanical Engineering	GRADOF	-deleted-		-deleted-	
<input type="checkbox"/>	103	3	3-19	ME - Mechanical Engineering	GRADOF	-deleted-	-deleted-	-deleted-	
<input type="checkbox"/>	103	3	3-68	ME - Mechanical Engineering	GRADOF	-deleted-	-deleted-		
<input type="checkbox"/>	103	3	3-78	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	103	3	3-80	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	103	3	3-83	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	126	2	212	ME - Mechanical Engineering	GRADOF	-deleted-			
<input type="checkbox"/>	126	2	213	ME - Mechanical Engineering	GRADOF	-deleted-			
<input type="checkbox"/>	126	2	257	ME - Mechanical Engineering	GRADOF	-deleted-			
<input type="checkbox"/>	126	2	258	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	126	4	414	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	126	4	415	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	126	4	416	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	126	4	417	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	126	4	441	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	126	4	454	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	126	4	456	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	126	4	457	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	126	4	473	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	126	4	476	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	126	4	477	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	126	4	479	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	135	1	1312	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	135	2	2340	ME - Mechanical Engineering	GRADOF	-deleted-			
<input type="checkbox"/>	135	3	3407	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	135	4	4109	ME - Mechanical Engineering	GRADOF	ZHOU, MIN			
<input type="checkbox"/>	135	4	4113	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	135	4	4114A	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	135	4	4114B	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	135	4	4202	ME - Mechanical Engineering	GRADOF				
<input type="checkbox"/>	135	1	161	ME - Mechanical Engineering	GRADOF	GARIMELLA, SRINIVAS			

New Submitted count



Green "thumbs up" icons mean room updates are complete and have been submitted.

Survey List

Goal – All Rooms Submitted 👍

Survey Statistics

Total Area: 197,124.00

Hide Updated: 0 of 581 (0%)
 Hide Submitted: 581 of 581 (100%)
 Hide Pending: 0 of 581 (0%)

Show All Changes in Survey List
 Don't Wrap Text in Survey List

Filter By
 Organization:
 Facility:
 Floor:
 Room:
 Use:

Survey List

47

All rooms are submitted! You are done.

Facility	Floor	Room	Organization	Use	Principal Investigator	Functions	Occupants	Grants
086	1	113	ME - Mechanical Engineering	Academic Office (100%)	KALIDINDI, SURYA	-deleted-	CAPOLUNGO, LAURENT (50.0%); CHEN, XIAOYU (50.0%)	
086	1	165	ME - Mechanical Engineering	RESLAB	XIA, SHUMAN	1 OR (90%), 2 IDR (10%)		"NATIONAL SCIENCE FOUNDATION/GENERAL-RD554"
086	1	175	ME - Mechanical Engineering	RESLAB	KALIDINDI, SURYA	1 OR (75%), 2 IDR (25%)		"US DEPT OF COMMERCE/NATL INST OF STDS & TECH-RE990", "LOS ALAMOS NATIONAL LAB/LOS ALAMOS NATIONAL SECURITY (LANS)-RF017"
086	1	191A	ME - Mechanical Engineering	OFF RR				
086	1	192	ME - Mechanical Engineering	ACADOF	-deleted-		KALIDINDI, SURYA	
086	1	193	ME - Mechanical Engineering	PDOFF	-deleted-			
086	1	194	ME - Mechanical Engineering	NACDOF	-deleted-			
086	1	195	ME - Mechanical Engineering	NACDOF	-deleted-	-deleted-	CHAE, HAN	
086	4	413	ME - Mechanical Engineering	GRADOF	-deleted-		-deleted-	
103	3	3-03	ME - Mechanical Engineering	NACDOF			DUBOSE, FRANKLIN	
103	3	3-05	ME - Mechanical Engineering	ACADOF			ELDER, ERIC (100.0%)	
103	3	3-07	ME - Mechanical Engineering	NACDOF			PETROVIC, BOJAN	
103	3	3-08	ME - Mechanical Engineering	PDOFF			DOUGLASS, STEVEN	
103	3	3-09	ME - Mechanical Engineering	ACADOF			WALL, JAMES	
103	3	3-10	ME - Mechanical Engineering	ACADOF			FOX, TIMOTHY (100.0%)	
103	3	3-11	ME - Mechanical Engineering	CLABSV				
103	3	3-12	ME - Mechanical Engineering	RESLAB	KALIDINDI, SURYA	1 OR		"NAVY/OFC OF NAVAL RESEARCH-RD492"
103	3	3-13A	ME - Mechanical Engineering	PDOFF			SHUKLA, PRIYANK	
103	3	3-14	ME - Mechanical Engineering	PDOFF			VARADARAJAN, RAJAN; CHARP, PAUL	
103	3	3-15	ME - Mechanical Engineering	ACADOF			STACEY, WESTON	
103	3	3-16	ME - Mechanical Engineering	ACADOF			DEO, CHAITANYA	

Green "thumbs up" icons mean room updates are complete and have been submitted.

Issues:

- Coding 100% Organized Research in all research labs
- Old Comments/ Functions of non lab space
- Use Room Comments Field when possible
- Grant Info- Multiple Grants in a Room? Grant assigned to multiple spaces?
- Co-PIs – Grants List
- Vacant Space
 - Labs – May be functionalized based on the activities performed during the period of use if utilized during the majority of the fiscal year
 - Offices – Use Comments Field to indicate status
- Professional judgment is the key – Consult with Unit Financial Officer
- Space Survey requires Certification and subject to Audit

Questions?

gcspacesurvey@lists.gatech.edu

Key Contact

Floor Plans
Room Numbers
Room Organization Assignment

John Holcombe /
Amanda Jones

Function Definitions
Space Survey Requirements

Jonathon Jeffries

Funding of research
performed in Lab

Unit Financial Officer

Slides posted at grants.gatech.edu >Policies and Procedures>
Manuals and Notices> G&C Manuals

