FY12 STANFORD UNIVERSITY SPACE INVENTORY – RESEARCH LAB ACTIVITIES

Dear Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are currently preparing the Space Inventory for FY12 (9/1/11 to 8/31/12) as required by the University (Research Financial Compliance and Services Office). We need to understand what may have changed in the activities in your labs from the last Space Inventory conducted in FY10.

This email interview is in lieu of a face to face meeting.

Here is the list of rooms that our records show you are using:

We assume that your research projects are being conducted equally across your assigned lab and lab support space. However, **if you have any specific research projects taking place in a dedicated room/space, please list the location and project**:

**Please estimate the level of effort (%)** in your labs for the following **FOUR ACTIVITIES**:

1. **Sponsored research activities** pertaining to sponsored projects, committed cost sharing, University research awards, Research Participation Agreements, and Research Training Grants. (These are research contracts that have deliverables.)

**\_\_\_\_\_\_\_\_%**

1. **Independent research activities**, this encompasses any research activities unrelated to or not supporting your sponsored research projects (also known as department research).

**\_\_\_\_\_\_\_\_%**

1. **Instructional activities**, such as regularly held classes or significant involvement with a summer research scholar program where the intern is not working on a sponsored project. Does not include training in research techniques/equipment.

**\_\_\_\_\_\_\_\_%**

1. **Any other non-research activities** occurring at a measurable level (more than 3%). Please describe.

**\_\_\_\_\_\_\_\_%**

For your reference, here is a list of your current sponsored research expenditures: