Policies and Procedures for Assigning Research Workstations on the Fourth Floor, Department of Pediatrics, Alberta Children's Hospital

- These guidelines apply to workstations designated for research supervised by members of the Department of Pediatrics and contained within the Department of Pediatrics space on the fourth floor of the ACH. Use of the space by other Departments or groups may be considered if there is unallocated space available.
- Neither individual faculty members nor whole divisions will be permanently assigned research workstations.
- Workstation allocation will be reviewed and reassigned regularly at a minimum yearly as per the procedures outlined later in this document.
- Based on demand, workstations may need to be shared between investigators (especially if research assistants are part-time or work off hours, or are summer students).
- Eligibility to apply for workstations: Investigators must be members of the Department of Pediatrics and/or, as a second priority, full or associate members of the Alberta Children's Hospital Research Institute (ACHRI). Associate ACHRI members cannot also be full members of another U of C institute.
- Workstations are intended for use by research staff only. They are not intended for personal use by investigators themselves (unless is it is their designated space).
- Selection criteria: Investigators must provide evidence of research funding sources, duration, and amounts; and the number and type of research staff for whom space is requested. Demands for these stations is high, and we currently have more requests than space. Therefore we may need to consider and compare the quality and potential impact of research being conducted by each investigator.
  - Allocation of workstations will be based on the following factors:
    - Research funding (in order of priority)
      1. Peer-reviewed multi-year grants
      2. Other unrestricted, investigator-initiated, multi-year grants
      3. Peer-reviewed one year grants
      4. Other unrestricted, investigator-initiated, one year grants
      5. Industry-initiated contracts
      6. Competitively funded students
      7. Students funded from other sources
      8. Any other category of funding will be considered on a case-by-case basis.
    - Research personnel requirements (all factors will be considered)
      1. Number of hours worked per week (greatest priority given to full time staff)
      2. Time of day and days of week worked. Personnel who work “off-hours” (not 9-5, M-F) may be asked to share a work-station with an assistant working during regular hours.
      3. Duration of employment contract (greatest priority given to staff with longer contracts).
      4. Proportion of hours worked that will be spent at work stations (greatest priority given to staff who spend a larger proportion of their time at the workstation).
      5. Seniority of staff (greatest priority to research staff with more seniority).
      6. Any other requirements will be considered on a case-by-case basis.
- Process of application and allocation of workstations:
  - Applications will be made through the Department of Pediatrics.
- Renewal of any existing workstation allocations must be done on an annual basis.
- Based on the specified criteria attached, the Research Leadership Team will determine the preliminary assignments. Final decisions on allocation will be made by the Head, Department of Pediatrics.