

Policies and Procedures for Assigning Research Workstations in the 4th Floor, Department of Pediatrics, Alberta Children's Hospital

Scope

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 Alberta Children's Hospital (ACH). Use of the space by other Departments or groups may be considered if there is unallocated space available.

Guiding principles

- 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 in this document.
- Workstations may need to be shared between faculty members (especially if research staff are part-time, work off hours, or are trainees).
- Workstations are intended for use by paid research staff only. They are not intended for personal use by faculty members.
- Workstations may be used by trainees who are paid as research staff (vs. scholarships), subject to availability.
- Demand for workstations exceeds the number of workstations available. Therefore, in assessing requests for workstations, the volume, time-sensitivity, quality and potential impact of the research conducted by faculty members may be considered.
- Decisions regarding the allocation of workstations are made by the Department of Pediatrics research leadership team, in consultation with the Manager(s) of Administrative Services, subject to review and approval by the Department Head.

Eligibility

1. Faculty members must be primary members of the Department of Pediatrics.
2. Faculty members must be conducting research activities at ACH.
3. Faculty members who do not have a primary appointment in Pediatrics will be considered for research workstations subject to availability. These individuals should first consider other options for research workspace provided by their own academic/clinical department.

Requesting workstations

- Applications are submitted electronically to the Department of Pediatrics.
- The application process requires faculty members to submit information about research funding, staff, and existing workstations/space.
- The application process will be open for a temporary period. After the submission deadline, new applications or revisions to requests can only be submitted via an off-cycle space request.
- Workstations are assigned for 12 months from the date of notification.

- Renewal of any existing workstation allocations must be done on an annual basis. All faculty must re-apply annually.

Allocation criteria

The following criteria will be considered when allocating workstations:

- Research funding sources (grants), sponsor, duration, and amounts.
- Number and type (FT, PT) of research staff paid from grants.
- Other workstations/space allocated to the Faculty member at ACH.
- Existing commitments by the Department for providing space (e.g., contract inclusions).
- Consideration of equity and diversity in the allocation of workstation will be given.

Revisions

These policies and procedures will be reviewed as needed on an ad-hoc basis. Input from the Department of Pediatrics research community is welcome.