

Annual Space Survey - Frequently Asked Questions

My listing is missing a person or account. How can I get this person or account added to the space system? Person and account information are loaded into the system through a script. However, you may request manual entry of any missing person or account. Please remember to search the system using last name or account alias or award number before making this request. To request a person or account addition please contact jacksonv@uab.edu.

My room already contains some information such as station count, responsible person, PI(s), functions, or supported rooms information. Where did this information originate? Some items of information may carry forward each year either from the previous year's space survey or from updates made throughout the year. Please make sure to validate or update ***any*** information listed on your survey. The accuracy of the information depends on your effort.

What is F&A? What is joint use? What is MTDC? What is Research Threshold? What does function mean? Please make sure you review all training materials. Find each of these answers as well as others in the Space Survey Glossary of Terms linked here: <https://www.uab.edu/financialaffairs/training/space-survey-glossary-of-terms>.

What does this red error mean? The Annual Space Survey has several business rules built in to help validate the information entered. Most of the errors users receive are because the information they have entered did not pass the business rules. For more information about your specific error, please visit our website: <https://www.uab.edu/financialaffairs/training/common-errors-with-definitions>

My occupant is paid 100% from Sponsored Research funds. Would it be better for the University if we enter the function of 100% Sponsored Research in their office instead of using salaries and wages of everyone in the division? The University has chosen to code the function of offices based on the total salaries and wages of the department or division listed in the room. This is an alternate methodology the Federal Government allows us to use for certain room types to make the survey a little less cumbersome. As such, this methodology must be used for all of the same room types. We cannot treat one office differently than another. We have analyzed this methodology and have determined overall, it is beneficial to UAB.

If a space was occupied for part of the year only, should it be coded as vacant? No. Please do not code any space vacant that was in use at any point during Fiscal Year 2023.

I shared my survey link with someone else so they can help with the survey but they cannot access it. How can I give them access? We no longer share survey links in order for someone else to access our surveys. Instead, add them as a Collaborator. Instructions on how to add Collaborators are on our website. <https://www.uab.edu/financialaffairs/training/in-site-add-survey-collaborator-s>.