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## CAMPUS CORRESPONDENCE

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Date: November 3, 2010

To: Deans, Directors and Department Heads

From: Donna K. Torres, CPA  
Associate Vice Chancellor for  
Accounting and Financial Services

A handwritten signature in black ink, appearing to read "Donna K. Torres", is written over the printed name and title.

Subject: Institutional Space Survey / Memo # AS-11-02

State and federal regulations require LSU to maintain an accurate inventory of space in all buildings owned or leased by the University. This information provides support to the University's requests for federal reimbursement, new construction, and renovation project funding. The space inventory also provides a basis for reimbursement to LSU through the Facilities and Administrative (F&A) cost rate.

As required by the Office of Management and Budget (OMB) Circular A-21, regulations that govern the University's calculation of the F&A rate, the Office of Accounting Services will undertake a campus-wide space survey. University space will be divided into two survey cycles; Cycle A (FY 2011) and Cycle B (FY 2012). The detailed cycle schedule is attached to this letter. The project will take place over a two year period commencing in November 2010.

During the space surveys, the following information will be documented:

- **Room utilization** (i.e. sponsored research, instruction, administration, etc)
- **Occupants** for rooms designated as sponsored research
- **Account numbers** associated with space used for sponsored research
- **Room type** (i.e. office, laboratory, conference room, etc)

Members of the space survey team will begin contacting departmental representatives to schedule surveys for Cycle A space. An individual with knowledge of the department's space inventory, room occupants, and room usage should be present during the survey. The survey team will not need to walk through departmental space unless issues arise in comparing floor plans to actual space. Meetings can last from thirty minutes to two hours – depending on the size and complexity of the department. Multiple meetings may be necessary for departments with a large volume of sponsored agreements.

Please visit our website ([http://www.fas.lsu.edu/acctservices/far\\_b/spacestudy.asp](http://www.fas.lsu.edu/acctservices/far_b/spacestudy.asp)) for more information related to the space survey. Questions related to the specifics of the survey should be directed to Eddie Parfait at [eparfait@lsu.edu](mailto:eparfait@lsu.edu) or 578-7682.

### Attachment

xc: Executive Vice Chancellor and Provost John Maxwell Hamilton  
Vice Chancellor Eric Monday

FY 2012 University F&A Proposal  
Space Survey Planning Schedule

Cycle A - FY 2011

**Academic Research Units**

*(Southern Review, Energy Studies, Geological Survey,  
Radiation Safety, Minerals Processing Research Institute, etc)*  
**Administrative Units**  
*(Office of the Chancellor, Budget and Planning, Academic Affairs,  
Telecommunications, Facility Services, Undergraduate Admissions,  
Center for Academic Success, Public Affairs, etc)*

**Center for Biomolecular Multi-Scale Systems (CBM2)**

College of Engineering

College of Humanities and Social Sciences

Graduate School

Louisiana Sea Grant

Office of Strategic Initiatives

School of the Coast and Environment (SC&E)

School of Veterinary Medicine

Cycle B - FY 2012

Center for Advanced Microstructures and Devices (CAMD)

Center for Computation and Technology (CCT)

College of Agriculture

College of Art and Design

College of Education

College of Music and Dramatic Arts

College of Science

Continuing Education

E.J. Ourso College of Business

Honors College

Manship School of Mass Communication

National Center for Security Research and Training (NCSRT)

School of Library and Information Science

School of Social Work

University College