

## Annual CASIM Research Survey Policies & Procedures

### POLICY

On behalf of the Research Administration, Facilities Management's Space Management Group (SMG) issues an annual research survey in order to track which principle investigators are assigned to research space. This research survey is conducted through an online database system known as CASIM (Computer-Aided Space Inventory Management).

Once departments' self-reported research survey data is merged with expenditure data, the Research Administration calculates the expenditure per square foot, also known as research productivity, for each researcher, department, college, and the university as a whole. The Research Administration provides these research productivity reports to each college/school and the Space Allocation Resource Committee (SARC) references these productivity measures when deliberating on research space requests.

It is the responsibility of each research department to select a Research Survey Respondent (RSR) who'll be responsible for verifying which principal investigators occupy which research labs and then entering these results into CASIM.

The RSR submits their department's research survey data through two different means, depending upon the time of year.

- 1) CASIM Research Survey - The annual survey in which the RSR verifies and updates research space occupants occurs during the last two weeks of September.
- 2) All other research space occupant updates, occurring outside of the September survey, are conveyed to the SMG via email at [SpaceManagement@uta.edu](mailto:SpaceManagement@uta.edu).

### PROCEDURES

#### Reporting Department

Each reporting department is responsible for selecting at least one individual to be their department's RSR. This individual must have a UTA NetID in order to access CASIM.

#### CASIM Access

A first-time user of CASIM must request access to the online database by filling out the following online form: <http://www.uta.edu/campus-ops/facilities/space-inventory/accessrequest2.php>.

The CASIM Access Request form only needs to be submitted once. RSRs do not need to request access in subsequent years.

### Space Management Group

The SMG will confirm RSR participation in the weeks prior to issuing the research survey. The SMG will notify all participants when the CASIM research survey is accessible for updating.

### Research Survey Respondents

The RSR is responsible for:

- accessing and navigating the CASIM website on their desktop computer by following the instructions found on the Space SMG's website <http://www.uta.edu/campus-ops/facilities/space-inventory/sim.php>,
- reviewing all CASIM research survey training tutorials found on the Space Inventory Management website <http://www.uta.edu/campus-ops/facilities/space-inventory/sim.php>,
- walking/ inspecting each room for which they are reporting, in order to verify the accuracy of principal investigators assigned to the space,
- completing the annual CASIM research survey during the last two weeks of September, and
- providing notification of research space occupancy changes occurring outside the last two weeks of September to the SMG via email at [SpaceManagement@uta.edu](mailto:SpaceManagement@uta.edu).

### Support

Technical and survey assistance is provided by the SMG, Monday-Friday from 8am to 5pm. For assistance please contact:

Space Inventory Specialist  
Amber Campbell  
817-272-6336  
[amber@uta.edu](mailto:amber@uta.edu)

Assistant Director of Space Management  
Amelia Firsching  
817-272-0474  
[amelia@uta.edu](mailto:amelia@uta.edu)