Space Use Guidelines for Facilities of the Discovery Learning Research Center (Research Projects)

The Discovery Learning Research Center is housed on the first two floors of the Hall for Discovery and Learning Research, in specialized facilities that are designed for educational research, development of materials, methods and instructional technologies, and interdisciplinary collaboration on scholarly projects addressing education-related topics. The space devoted to the DLRC is divided into three learning studios, a science laboratory, a project laboratory, a media design laboratory, collaborative group work educational space (the “atrium”), shared desk area for project personnel, office and desk areas for DLRC staff, and conference rooms. The goal for the use of any DLRC space is to further the mission of the DLRC through work on projects that will lead to innovations in teaching and learning that can be applied to improving educational practice.

Research facilities in the DLRC are available for use by personnel affiliated with funded projects in which DLRC is a collaborator or lead. Available facilities fall into two categories:

- Educational research facilities (learning studios, the atrium and laboratories)
- Project team desk space

Office space in the 203 or 204 suites of DLR is reserved for DLRC staff. Any other uses of these office suites are special cases to be determined by the DLRC Director in consultation with the Executive Director of Discovery Park and the Office of the Vice President for Research.

Collaborators are people who directly contribute to the mission of DLRC by

- being involved in a funded project with DLRC that directly contributes to the mission of DLRC, or
- preparing a proposal that involves the DLRC at some level, or
- working with DLRC to carry out research for the purpose of piloting educational activities for implementation and/or in preparation for seeking external funding, or
- carrying out engagement activities in collaboration with DLRC (such as workshops for teachers or K-12 students).

General Guidelines for DLRC Facilities Use

- Space assignments and final approval of space usage will be made by the Director of DLRC.
- All facilities available for DLRC collaborators are shared facilities.
- No assignments made to DLRC collaborators are to be considered permanent assignments.
- No modifications/changes to the space or furnishings should be made without prior written approval from the DLRC Director. (This excludes the moving of flexible furnishings in the learning studios and science laboratory.)
- All collaborators and other personnel associated with their projects who are using DLRC facilities are expected to comply with DLRC space usage guidelines as well as partnership policies for acknowledging DLRC collaboration and providing annual project information to DLRC.
- Each project should have or assign a project lead that will be the point of contact for space assignment or facilities usage agreements.
• Damage that occurs to facilities, furniture or equipment as a result of use by the research team or research project may be charged to the project, per the discretion of the OVPR.

• Use of DLRC facilities will be reviewed for continuation by the DLRC Director. Use of research facilities will be reviewed each semester and use of team desk space will be reviewed annually, or at the conclusion of the project funding, whichever comes first. This review allows the DLRC to adapt to changing needs and opportunities, and ensures that the resources are being used in the most productive manner.
  o The periodic review will evaluate, among other things: (i) the relevance of the research to the mission of DLRC, (ii) the educational and scholarly impact of the work, (iii) the collaborative and interdisciplinary nature of the research, and (iv) the ability of the work to attract external funding.
  o The periodic review may conclude that the use of DLRC space by the project and its staff is no longer the best use of the space. If this is the conclusion, every effort will be made to minimize disruption to the project and the affected parties as a result of transitioning out of the space.
  o It is expected that space usage will terminate with termination of the grant funds, though a grace period may be provided for projects with continuing activities after grant funds terminate. The grace period will be negotiated on a case-by-case basis, depending on the activities taking place and the space needs that exist by funded projects. In no case shall a single grace period extension be given for a period of more than one year for team desk space or more than one semester for research facilities, with additional review and extension possible at the end of that period.

Use of Educational Research Facilities by DLRC Collaborators

Collaborators may request use of specific sections of the educational research facilities for an amount of time that is consistent with meeting the needs of the project, pilot, or engagement activity. Requests are made through the Managing Director of the DLRC. Other than the science and project laboratories, scheduling for facilities use is coordinated by the Administrative Assistant of DLRC.

• These facilities are shared facilities, and will be assigned using a time-share model determined on a case-by-case basis for the projects needing the research facility. Priority will be given to externally funded projects.
• The project lead (or the assigned point person for the usage request) will be responsible for ensuring that all activities taking place within the facilities meet Purdue safety guidelines for the type of facility (such as the laboratory space) and will be held responsible for any safety violations. Safety violations in the laboratories may result in immediate suspension of usage rights.
• The science and project laboratory spaces are managed by the DLRC laboratory manager.
  o All users will coordinate with the laboratory manager when scheduling or planning an activity in these laboratories. Scheduling should include days/time that your team will need for set-up in advance and clean-up afterwards.
o The laboratory manager will assist in planning for and setting up the activity, but carrying out, overseeing, and cleaning up after the activity is the responsibility of the project personnel.

o Arranging for disposal of hazardous wastes will be the responsibility of the project lead. Any hazardous material generated in the science and project laboratories must be collected and disposed of in a manner consistent with Purdue requirements. The laboratory manager can be consulted for information on hazardous waste management.

o The science and project laboratories are stocked in a minimally functional manner for basic experiments. Consumables or very specialized equipment (and its maintenance) will be the responsibility of the event personnel. Fees for use of DLRC consumables and staff time will be discussed on a project-by-project basis.

- Furniture in the research facilities (learning studios, laboratories, atrium, or conference rooms) must be returned to the default configuration immediately after each use. (Note that only furniture on wheels/castors should be moved. Moving furniture that is not on wheels/castors requires prior written approval from the Director of the DLRC.)

Use of Project Team Desk Space

Collaborators may request desks for members of their project team to use for the duration of their project. Requests to use project team space can be made through the Managing Director of DLRC and will be overseen by the Managing Director in consultation with the Director.

- The project team space is a shared space. While individual desks will be assigned to specific people, and while efforts will be made to situate groups of individuals working on the same project in proximity to one another, everyone has the possibility of working near people from a different project.
- The space is intended to facilitate interdisciplinary collaboration, including collaboration among groups working on different projects. Therefore, all informal meeting areas and associated equipment (such as white boards) are to remain available for shared use, and do not belong to any single project team.
- All users of this space agree to be respectful of the space as a work environment, and behave accordingly and professionally.
- The space includes telephone and internet connections. However, each project is responsible for arranging for and funding their activation at the desks that they will use.
- Occupants must provide their own office equipment including computers, faxes, etc. Users of the project team space have the option to print to the networked printer/copier on the second floor of the DLRC. Otherwise, they may provide their own desktop printers for their workgroup.
- The DLRC will provide basic office supplies for the use of approved residents in DLRC space. Stocked supplies will include pens, pencils, staples, file folders, and other items for customary office needs. These supplies are intended for individual use and will be distributed upon request. Individuals and groups requiring large amounts of supplies, supplies for conferences or meetings, and/or supplies not stocked by DLRC are responsible for their purchase.
• Cubicle walls and furnishings attached to the cubicle walls should not be moved. Furnishings associated with each “pod” should remain within the pod, as they have been preassigned to provide equivalent capacity to each pod.
• Occupants must maintain an active involvement in the research project in collaboration with DLRC in order to remain in the space.

Use of DLRC Conference Rooms (134A or 221)

Use of the DLRC conference rooms is limited to DLRC collaborators and affiliates for DLRC-related activities. Requests and scheduling are coordinated by the DLRC Administrative Assistant.

Collaborators agree to...

• **Acknowledge affiliation with DLRC on all publications and presentations related to work performed in collaboration with DLRC or using DLRC facilities.**
  o **Example:**
  
  Title of Research Paper or Report  
  First Author, Second Author, etc.  
  Department of Physical Biochemistry  
  and Discovery Learning Research Center  
  Purdue University, West Lafayette, IN

• Include DLRC professional staff as co-authors on papers, presentations or other products when they have contributed a significant amount of work to the findings that are reported.

• Provide DLRC with yearly up-to-date reports of papers, presentations, students, collaborations, proposals, and research grants that involve work performed in collaboration with DLRC or using DLRC facilities.

• Participate, whenever possible, in DLRC activities for “Affiliates”, such as once-per-semester Affiliate Staff Meetings, and once-per-year PI Summits.

• Provide appropriate DLRC Center Credit on the Purdue “proposal submission form”. 