The University of Maine’s base year for developing the Facilities and Administrative (F&A) rate proposal is FY2010. MAXIMUS has been retained by the University of Maine to prepare the F&A rate proposal for all campuses. MAXIMUS and the University of Maine will conduct a space survey as required by the Federal Government for use in developing the University's Facilities & Administrative Cost Rate. The space survey training will be conducted in March 2010 with a scheduled survey completion date at the end of April 2010.

A space survey is the process of assigning institutional space into OMB Circular A-21 functional categories based on space use. The results of the space survey are used to determine how much space has been assigned to the different functions of the University (functional use of space) such as Instruction, Department Research, Organized Research, Other Sponsored Activities, Department Administration and Other Institutional Activities. The space survey is an integral and extremely important part of the overall F&A rate proposal process. In order for the space survey to be a success, the space study should always be completed by individuals with first hand knowledge of the activities performed in the rooms. This is accomplished by coordinating with the occupants of said rooms. This is crucial because functional usage on a room-by-room basis has a direct impact on the F&A rate calculation. Accuracy is extremely important because if the Department of Health and Human Services (DHHS) conducts a review of the space survey results and finds that space survey does not accurately actual usage then they can reduce our negotiated rates.

Departments with the highest amounts of organized research activity will participate in the space survey. In the spring of 2010, MAXIMUS and University of Maine staff will provide space survey training to the selected departments. It will be very important to attend these sessions, because guidance will be provided about completing the space study accurately. Subsequent to the training session, departments will complete the space survey for their department using the web based database system. Once the survey has been completed by all departments, then the data will be extracted from the database and MAXIMUS will perform a quality review and validation of the space survey results. Departments may be contacted for a follow up visit or conference call to discuss their space survey results after the quality review is completed for their department, if needed.

The space survey is a critical component of the F&A rate proposal development process because the study is the basis on which the University is reimbursed for the cost of facilities used for research. Accurate space survey data ensures that the University receives equitable reimbursement for its facilities related costs.