



## OFFICE OF SPACE MANAGEMENT & PLANNING

Dear Department Chairs,

Per UNT Space Management and Assignment Policy 11.002, all units on campus are required to report assigned rooms according to State and federal codes and regulations on an annual basis.

While it is important that departments complete the annual Space Survey with correct information every year, it is critical that our data are as accurate as possible this year. Data collected this year will be audited by the THECB and will be used to negotiate Federal Facilities & Administrative (F&A) rates for research grants and federal reporting of associated research space.

**It is the Chair's responsibility to ensure that their department completes the survey by the March 29<sup>th</sup> deadline and that they have thoroughly reviewed the survey to ensure the accuracy of its data.**

**The Space Survey will be open from March 1-29, 2019.** All survey respondents and approvers can choose from the following training sessions. **Departments which have significant research grants should register for the special research intensive training session.**

Choose from one of the following training sessions. NOTE: To attend a training session, you **MUST** register. Seats are limited to 40 in CHIL 245 and 15 in DP D208A.

### **General Training Sessions**

- **Wednesday, February 20 – 11:30 a.m. to 1:00 p.m. – Chilton Hall 245 (lunch served) – Class is full!**
- **Tuesday, February 26 – 1:00 p.m. to 2:30 p.m. – Chilton Hall 245 (refreshments served) – 10 seats left!**

### **Research Intensive Training Sessions**

- **Monday, February 18 – 2:00 p.m. to 3:30 p.m. – Chilton Hall 245 (refreshments served at Chilton only)**
  - Will also be video conferenced to DP D208A
- **Thursday, February 28 – 11:30 a.m. to 1:00 p.m. – DP D208A (lunch served at DP only)**
  - Will also be video conferenced to CHIL 245

Optional open lab sessions will be held in ESSC 152. Utilize this hands-on assistance in completing your survey.

- **Tuesday, March 12 – 1:00 p.m. – 3:00 p.m. (come and go)**
- **Monday, March 18 – 9:00 a.m. – 11:00 a.m. (come and go)**

Instructions to register:

1. Access the Learning Portal at <https://mylearning.unt.edu>
2. On the Learning Center click on the Find Learning tile
3. Search for:
  - a. SST19 - for general training sessions
  - b. RISST19 – for research intensive training sessions
4. Click on the Enroll button for the desired class
5. To view all registrations and to cancel, if necessary, go to your My Learning page

Learn more: [email](#) the Office of Space Management and Planning or call 940-369-8400.