



DEPARTMENT OF HEALTH & HUMAN SERVICES

**Public Health Service
National Institutes of
Health
Bethesda, Maryland**

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20892 www.nih.gov

TO: See Addressees

FROM: Chairman, Facilities Working Group

SUBJECT: Update to the Space Justification Document Process

On behalf of the Facilities Working Group (FWG), I want to bring to your attention a revision to the Space Justification Document (SJD) process used by ICs to request space. The purpose of the change is to ensure that IC Directors and IC leadership are fully aware of any cost implications of SID decisions.

As you recall, this process includes an evaluation of the SJD by the Office of Research Facilities, Division of Facilities Planning (DFP) and a decision by the NIH Space Recommendation Board (SRB), a subcommittee to the FWG. In the current process, the SRB sends a final SJD Decision Memo documenting the details of the decision to the IC Director with copies to the Executive Officer (EO) and Scientific Director (SD). If the IC is approved for additional space, the SID Decision Memo also identifies the resulting estimated cost for increased rent, an approximate timeframe for rent start, and preliminary cost estimates for any alterations if newly acquired space is being assigned. Recently, it has come to our attention that the IC Directors may not be fully aware of the budget impacts resulting from SID decisions. The FWG recognizes that NIH needs to carefully review all expenses, especially related to any increase in space. To that end, we are changing the current SID process to make sure the IC Directors are aware of increasing cost to their budgets. The following changes will go into effect immediately:

1. All SJD requests must be signed and submitted by the IC Director. If so desired, the SJD can include the signature from the SD and/or EO.
2. An IC Director can delegate this signature authority to the IC Deputy Director, the SD or EO by sending a delegation letter to DFP.
3. SJDs not received in such a manner will be immediately returned to the IC Director with no action taken until submitted as described.
4. Final SJD Decision Memos involving more than 500 net assignable square feet (nasf) of space that result in budget increases will include a concurrence line for the IC Director to sign after receipt from the SRB.
5. After the IC Director signs indicating concurrence with the financial implications of the SJD decision, the SJD Decision Memo is forwarded back to DFP for distribution and the space assignment goes into effect.
6. The SJD Decision Memo will also be copied to the IC Scientific Director, Executive Officer and Budget Officer.

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If you have questions or need clarification, please contact Ms. Stella Serras-Fiotes, Director, DFP at 301-496-5037.

A handwritten signature in black ink on a light gray rectangular background. The signature reads "Richard J. Hodes" in a cursive script.

Richard J. Hodes, M.D.

Addressees:

IC Directors
Scientific Directors
Executive Officers
IC Budget Officers

cc:

Ms. Barros
Dr. Gottesman
Mr. Hines, ORF
Ms. Serras-Fiotes, ORF
Ms. Simons, ORF
Mr. Taylor, ORF