



Innovation Hub Space Policy **(September 2022)**

LEAP's Executive Committee is pleased to share one critical section of our Operations Manual: Innovation Hub Space Policy. If you have any questions or comments about this policy, please contact [Erin Morey](mailto:Erin.Morey@columbia.edu) at ekm2110@columbia.edu.

Space is limited and will be maximized to best advance LEAP's goals. A regular review process is essential for optimizing space usage. Our priority is to keep our space filled with people who actively contribute to the LEAP community and goals. Before applying for space at the Innovation Hub ([application here](#)), please carefully review the below policy. LEAP's Managing Director, in consultation with the Director and Deputy Director, will review applications on a rolling basis and will respond in a timely manner.

Overview

LEAP's assigned space in the Innovation Hub consists of: 10 desks and 3 offices. LEAP's space is outlined in magenta in the below-linked document:

■ [2276 12th Ave Space Usage 2022.02.10.pdf](#)

1. Attributed Space for Center Leadership and Staff (3 offices, 3 desks)

- Offices
 - Center Director (210A)
 - Center Deputy Director (210B)
 - Managing Director (210C)
- Desks
 - Assistant Director of Education Programs
 - Manager of Finance and Operations
 - Manager of Communications and Knowledge Transfer

2. Remaining LEAP Space to be Assigned (7 desks)

- Priority will be given to researchers who:
 - Make the Innovation Hub their primary office location at Columbia
 - Will spend at least 3 days per week at the Innovation Hub
- Priority Ranking
 - LEAP Tier 3 principal investigators



- Visiting scientists on extended stays with LEAP
- Postdocs with LEAP funding (Tier 3)
- Postdocs working on LEAP-related research, but not funded by LEAP (Tier 2)
- Graduate students
- Regular Review
 - At the end of each semester (Fall, Spring, Summer), users will be asked to self-report on their past and expected future use of their assigned space, and, if desired, to request continuation of this assignment.
 - The Center Director, Center Deputy Director, and Managing Director will review reports and requests and adjust assignments at the start of each semester and as needed.
 - There is also a “reasonable person” policy: If space has been consistently underutilized at any point, and there is somebody who can better use the space, a reassignment will be considered.

3. Open Access Desks

- There are 8 touch-down high-top desks adjacent to the LEAP assigned area.
 - These are shared with other Innovation Hub occupants and are available on a daily first-come first-serve basis.

4. Other Considerations

- The LEAP community is growing and to help us coordinate the dynamic needs of the space, we have created a priority list based on LEAP roles and responsibilities. Those ranked at lower priority (Tier 1 or Tier 2 membership) may be asked to turn over their assigned space as, for instance, the needs of existing Tier 3 members evolve and as visiting scholars and new Tier 3 members join our community. We appreciate your understanding and we will notify you of any impending changes in a timely manner.
- If you will not be using your assigned desk on a particular day, please leave a note on your desk: “Available for touch-down use.”
- Please notify the Managing Director when you will be away for extended periods (e.g., summer travel, sabbaticals) so that we may make temporary assignments of your assigned space, as needed.
- Sharing of assigned desks can be arranged by users.

5. Policy Review

- This policy will be reviewed annually by the Executive Committee and modified to best fit LEAP’s evolving needs.