

Room Function Codes

Academic / Research Space

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| General Academic Instruction - | INS |
| Sponsored Instruction/Training- | SIT |
| Academic Research Center - Sponsored | ARC |
| Other Sponsored Activities - | OSA |
| Departmental Research (non sponsored) - | DPR |
| Other Institutional Activities - | OIA |
| Departmental Administration - | DAS |

Central Support Space

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|-------------------------------------|-----|
| General & Administration - | G&A |
| Sponsored Projects Administration - | SPA |
| Computer Support - | CSS |
| Student Services/Support - | SAS |
| Library - | LIB |
| Operations & Maintenance - | O&M |

Auxiliary Space

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|-----------------------------|-----|
| Auxiliary - | AUX |
| Housing & Dining Services - | HDS |

Inactive or Temporarily Unassigned Space

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|----------------------------|-----|
| Inactive - | IAC |
| Temporarily Unassignable - | TUA |

A. ACADEMIC SPACE

The Academic areas are those in which the major activities of the University occur, specifically, instruction and research, as well as various supporting activities. By extension, one can view all other areas (G&A, Housing, O&M, etc.) as facilitating the University's academic functions. **Note: The function codes for sponsored activities (ARC, OSA, SIT) should align with the University organization code assignment for that sponsored project. For example: An Anthropology grant is designated to ARC-Anthropology in the University system. This would be ARC for space coding purposes.**

1. General Academic Instruction: Function Code – INS

General Academic Instruction means **the teaching and training activities of an institution that is not specifically Sponsored**. Instruction includes all teaching and training activities whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions. **Instruction, therefore, includes time spent by a graduate student working on their dissertation in University space (including lab space).**

Administrative time expended in support of Instruction responsibilities, such as grading papers, constitutes time spent on **Departmental Administration when it occurs in office space** (Room Type Codes 300 – 399). However, administrative support that does not occur in office space should be coded as Instruction.

PROPOSAL WRITING (OCCURRING IN NON-OFFICE SPACE)

Proposal writing is OIA if it is to obtain a gift; proposal writing is Departmental Administration if it is to acquire a grant or contract.

2. Sponsored Instruction and Training: Function Code – SIT

SIT means specific instructional or training grant activity (excluding research training) funded by an external sponsor such as the federal, state or local government or a commercial or non-profit agency. (All research training activity, including that sponsored by a grant, should be coded as ARC.)

3. Academic Research Center - Sponsored: Function Code – ARC

Sponsored Academic Research is research and development activities conducted by University academic departments (Academic Research Center) that is funded by a grant, contract or cooperative agreement with federal and/or non-federal sponsors. ARC includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities.

It is important to note the distinction between ARC and Non-Funded Departmental Research. It is the source of funding for the research project that helps determine whether a project should be coded to Sponsored Academic Research (ARC) or Departmental Research. External funds are required to be Sponsored Academic Research (ARC).

For instance, if a professor in the Department of Anthropology performs research that is funded by the National Endowment for the Humanities, the space he/she occupies related to that project would be coded to Academic Research (ARC).

Administrative time expended in support of ARC responsibilities, such as completing a quarterly report for a federal grant, constitutes time spent on **Departmental Administration (DAS) when it occurs in office space** (Room Type Codes 300 – 399). However, administrative support that does not occur in office space should be coded as ARC.

The space in which activities related to administration of a sponsored project, including the accounting for grants and contracts, should also be coded to ARC provided those activities are specifically identifiable to a project(s). When the administration spans many projects and is no longer specifically identifiable by project, then the space is coded Departmental Administration (DAS). Separate organizations established to perform administrative services for contracts and grants are Sponsored Projects Administration (SPA).

4. Other Sponsored Activities: Function Code – OSA

(OSA) means programs and projects funded by federal and non-federal agencies and organizations for activities other than research or training (which are included in ARC or SIT, respectively). Included in this category are travel grants, conferences, public service projects, health service programs, exhibits, or similar projects.

5. Non-Funded (Departmental) Research: Function Code DPR

Departmental research (DPR) means research, development and scholarly activities that are not sponsored research (reported as ARC). This research may be funded by unrestricted operating budget, gift, endorsement, or affiliate funds (i.e., any funds except an externally-funded sponsored grant, contract or cooperative agreement).

DPR includes:

- scholarly activities unrelated to classroom instruction,
- non-competitive "seed monies" provided by schools or departments to initiate research that might later become sponsored, and
- interim periods of research occurring between sponsored funding projects, except for cost overruns.

The latter should not be confused with either of the following:

- **Cost sharing** which may be the same activity but differs from DPR in that cost sharing occurs during the active sponsored funding period and is specifically committed on sponsored project budgets. (In contrast to cost sharing, DPR includes support for a research/development/scholarly activity that does not have current sponsored funding¹.)
 - Funding by the University to cover **cost overruns** of externally sponsored research and development projects.
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Please note that cost sharing and cost overruns should be reported as ARC.

6. Other Institutional Activities: Function Code – OIA

Other Institutional Activities (OIA) include major activities of the University that the federal government will not allow to be charged directly or indirectly to contract and grants. Examples of OIA space include the following:

- . Fundraising and income enhancement activities (investments)
- . Faculty consulting time
- . General public relations activities
- . Alumni activities
- . Student organization activities. Includes the space associated with student clubs, groups, and cultural/social organizations. This category does not include student organization facilities when they are used for instructional and/or educational purposes.
- . Athletics & Student activities (e.g., intramural sports, student unions, student publications)
- . Theaters and auditoria (with the exception of those portions used for specific limited purposes)
- . Museums and art galleries
- . Chapels

Below are examples of commonly occurring situations of OIA within an academic department.

Example 1

OIA: FUNDRAISING

If non-office space is occupied by a person who solicits donations and arranges fundraising campaigns at the department, school or University level, then the room should be coded the appropriate percentage to Function Code OIA. Proposal writing is Departmental Administration if it is to acquire a grant or contract; proposal writing is OIA if it is to obtain a gift.

Example 2

OIA: VISITING SCHOLARS

If a visiting scholar has come to the University with his/her own funding and has been provided non-office space as a courtesy, then the room occupied should be coded the appropriate percentage to Function Code OIA. However, if a visiting scholar is working (full- or part-time) on a University project or teaching, then the room occupied should be assigned the appropriate percentage to all applicable function codes (OIA, DPR, ARC, INS).

Example 3

OIA: EMERITUS FACULTY

If an emeritus faculty has been provided non-office space as a courtesy, then the room occupied should be coded the appropriate percentage to Function Code OIA. However, if an emeritus faculty is working (full- or part-time) on a University project or teaching, then the room occupied should be assigned the appropriate percentage to all applicable function codes (OIA, DPR, ARC, INS).

7. Departmental Administration: Function Code DAS

Departmental Administration (DAS) occurs in academic office space (Room Type Codes 300 - 399) and multiple-use rooms (e.g., stockrooms, department lounges) which service or provide support to academic department operations. This space is recognized as administrative or supporting service areas that benefit multiple departmental activities. **DAS activities, by definition, support more than one functional activity in the department in proportions that cannot be readily approximated.**

During the calculation of the University's indirect cost rate, this space will be assigned to the other activities, e.g., Instruction, Organized Research, Student Services, based on each department's salary distribution to those activities.

If the space was Inactive or Temporarily Unassignable for any portion of the year, DAS may not be the appropriate functional code. See instructions on coding Inactive or Temporarily Unassignable space.

Examples of general service areas normally coded in whole or in part Departmental Administration include the following:

- . mail room (except department student mailboxes which should be coded to Instruction)
- . food facilities (see Housing & Dining Instructions)
- . lounge areas
- . merchandising space (e.g., vending machines)

B. CENTRAL SUPPORT SPACE

Central Support Space is used for General & Administrative, Student Service and Operation & Maintenance activities, as well as other functions, which are discussed below.

1. General & Administrative: Function Code -- G&A

General executive and central administrative activities (G&A) are those, which serve the entire institution. Examples of space that is coded to G&A include the following:

- (a) Various University offices, such as:
 - . Chancellor's Office
 - . Office of Provost
 - . General Counsel
 - . Business and Financial Affairs Departments (includes financial aid)
 - . Faculty and Staff Services
 - . Government and Community Relations
- (b) General multi-purpose space, such as auditoriums and conference rooms used by multiple departments across the University:

Please note that this activity does not constitute time spent on Departmental Administration.

2. Sponsored Projects Administration: Function Code – SPA

Sponsored Projects Administration (SPA) is limited by federal definition to specific campus units established to administer sponsored projects. Presently, the only departments that should code their space to SPA are:

- (a) Office of Research and Sponsored Programs
- (b) Associate Provost of Research

3. Computer Support Services: Function Code – CSS

CSS are administrative services specifically related to computer systems service and support. The UTS area would be the prime example at the University.

4. Student Administration & Services: Function Code – SAS

Student services encompass those necessary to bring a student to the University, to maintain appropriate records, and to provide matriculation assistance while the student is working for his/her degree. This category includes the following activities both at the University and the school/department levels:

- (a) admissions
- (b) registration
- (c) student advising
- (d) career planning

Note, however, that this category does not include space used for student organizations. This space would be coded to OIA (discussed in that section).

5. Library: Function Code – LIB

This category would include Penrose and Law libraries, as well as, any other organized departmental libraries.

6. Operation & Maintenance: Function Code – O&M

Operation and Maintenance (O&M) represents space devoted to the administration, supervision, operation, maintenance, preservation, and protection of the University's plant. Space associated with the following services is included.

- (a) Utilities
- (b) Fire Protection
- (c) O&M Shops
- (d) Mail & Delivery Services
- (e) Environmental Health and Safety
- (f) Campus Safety
- (g) Transportation Programs
- (h) Facilities Planning

C. AUXILIARY SPACE

Auxiliary related space is used for activities that are not directly related to teaching, research, administration, or OIA. This category applies to auxiliary enterprises, non-DU entities, and Housing/Dining Services.

1. Auxiliary and Non-DU Entities: Function Code -- AUX

All auxiliaries and non-DU entities should be coded to Function AUX. Examples of both auxiliaries and non-DU entities are shown below:

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|----------------------|---|--|
| . Alumni Association | . | Cable Center |
| . Radio Station | . | Bookstore |
| . Health Services | . | Food Services (other than for residence halls) |

2. Dormitories and Housing & Dining Services: Function Code – HDS

In addition to Dormitories, this function consists of Housing and Dining Services (including administrative functions, including Housing Assignment Services) as part of the residential facilities. It does not, however, include space for Residential Education programs (Function Code "INS") or any other space occupied by the Student Affairs Office, which should be coded to the appropriate function, which is commonly Student Services (Function Code "SAS").

D. INACTIVE OR TEMPORARILY UNASSIGNABLE SPACE

Inactive and Temporarily Unassignable space is not specific to any one area of the University and may be reported by all departments.

1. Inactive: Function Code: IAC

Inactive space is that which could be occupied but voluntarily is not **for longer than 3 consecutive months**. This space should continue to be assigned its normal Room Type Code (e.g., office, lab, classroom) but be functionalized as "IAC" (Inactive) space.

However, if the space was/will be inactive **for 3 consecutive months or less**, the space should be coded based on one of the following criteria:

- (a) If the space was used prior to becoming inactive, the space should maintain the coding (room type and function) as reported prior to its inactive status. Example: a faculty office when he/she is on sabbatical and the space is off limits.

(b) If the space was not used prior to becoming inactive, the space should be coded (room type and function) based on the projected use. (The projected use must be supportable.) Example: a student office in a new building, which was open during the fiscal year, will not be filled until the following quarter.

2. Temporarily Unassignable: Function Code – TUA

Temporarily Unassignable areas (Room Type Codes 060 - 089) are those portions of a building that are either (1) unfinished or unusable or (2) under alteration (including space awaiting renovation). **Please see guidance in Survey Instructions, Page 10 – Temporarily Unassignable Areas.**