Introduction

The Campus’ annual reporting of grant research activity relies directly on the reporting of A21 functions associated with space. The A21 functions or uses assigned to each space are the basis of our Indirect Cost Recovery (ICR) rates. “Indirect” costs, or facilities and administrative costs, are incurred for common or joint objectives and, therefore, cannot be identified with a particular sponsored project, an instructional activity, or any other institutional activity. This survey is essential to accurately capturing the correct A21 function for each space. Definitions of the key functions are provided below.

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INSTRUCTION (INST)
The INSTRUCTION space function is for space used in conducting all teaching and training activities (except research training). Instructional activities include:

- **Teaching and Training**: all regular University teaching and training activities, whether they are offered for credits toward a degree, certificate, or a non-credit basis. This includes classroom teaching, preparing instructional materials, preparing and grading examinations, etc.

- **Sponsored Training**: instructional or training activities sponsored by Federal agencies and non-Federal organizations through grants, contracts, and cooperative agreements.

- **Departmental Research – new knowledge**: research, development and scholarly activities that are not individual or project research as stated above and are not sponsored, but do pursue new knowledge. These activities do not have formal protocols and may not have a reporting requirement. These activities do not go through a competitive process and are usually internally funded by the department.

- **Department Research – Instructional**: research and scholarly efforts that are carried out as part of an instructional activity. They are not sponsored and may have an absence of formal protocols, and may not have a reporting requirement. These activities are usually carried out for the pursuit of new knowledge at the student level, but not for the academic community.

**NOTE**: sponsored training of individuals in research techniques (commonly called research training) should be classified as **Sponsored Research (RSCH)**.

SPONSORED RESEARCH (RSCH)
The SPONSORED RESEARCH space function is for space used in conducting all research and development activities that are separately budgeted and accounted for on a specific project basis. Organized research projects typically require a proposal or other application to obtain funding, have a defined scope of work associated with the project, anticipate a “deliverable” result, and require that periodic financial progress reports be submitted to the sponsor.

Organized research activities include:

- **Sponsored Research Projects**: research projects sponsored by Federal agencies and non-Federal organizations (i.e., states, cities, foundations, corporations, etc.) through grants, contracts, and cooperative agreements.

- **University Research Projects**: research projects funded with University funds that are separately budgeted and accounted for on a specific project basis.
SPONSORED RESEARCH (RSCH)
- **Sponsored Research Training**: training of individuals in research techniques sponsored by Federal agencies and non-Federal organizations through grants, contracts, and cooperative agreements. Common examples include Career Development (“K”) awards, institutional training grants (T-32), individual fellowships (F-32), etc.

- **Research cost sharing**: cost sharing related to organized research projects.

Research activities **NOT** included (see above INSTRUCTION category):

- **Departmental Research – New Knowledge**
- **Department Research – Instructional**

**NOTE**: Whenever a room is coded as sponsored research, regardless of the percentage assigned, a Principal Investigator **must be identified**.

OTHER SPONSORED ACTIVITIES (OSA)
The OTHER SPONSORED ACTIVITIES space function is for space used for programs and projects financed by Federal and non-Federal agencies and organizations that involve the performance of work other than instruction and organized research. Examples include clinical trials (drug studies), community service programs, seminars, symposiums and conferences, etc., funded by third parties.

DEPARTMENT ADMINISTRATION (DA)
The DEPARTMENT ADMINISTRATION space function is for space used in conducting academic administrative activities to support primary programs of instruction, research, and public service. This support includes the departmental chair and department-level administrative, personnel, payroll, purchasing and accounting activities. It also includes general department use space such as lounges/break rooms, reception areas and storage rooms.

GENERAL ADMINISTRATION (GA)
The GENERAL ADMINISTRATION space function is for space used in conducting the general administration activities of the University as a whole, such as the Chancellor’s Office, Vice Chancellor Offices, Provost’s Office, fiscal operations (accounting and budget), and other central administrative offices. Academic college and school offices **are not** included in this category as they are classified under Department Administration.
NOTE: Organizational departments that specifically support sponsored programs should be classified as Sponsored Projects Administration (SPA), i.e. Office of Grant & Contract Administration.

LIBRARIES (LIB)
The LIBRARIES space function is for space that directly supports the collection, cataloging, storage, and distribution of published materials in support of one or more of the institution’s primary programs. This category is used only by the central libraries of the University. Examples include the DuBois Library and the Lederle Science & Engineering Library.

SPONSORED PROJECT ADMINISTRATION (SPA)
The SPONSORED PROJECT ADMINISTRATION space function is limited for space used by central offices established to primarily administer sponsored projects. This category includes the Office of Grant and Contract Administration (OGCA) and Financial & Cost Analysis. This function does not include any academic department space.

STUDENT SERVICES (SAS)
The STUDENT SERVICES space function is for space used in conducting student-related activities. This includes such offices as the University Registrar, Admissions, Student Financial Aid, Health Services, Academic Advising, Career Services, and Commencement. It does not include residence halls or other auxiliary enterprises (see OIA).

OPERATIONS & MAINTENANCE (OM)
The OPERATIONS & MAINTENANCE space function is for space used in conducting activities related to the administration, operation, maintenance, preservation and protection of the University’s physical plant. Services include administration and supervision of janitorial services, utility services, and buildings and grounds maintenance; facility planning and management; maintenance shops; security; earthquake and disaster preparedness; environmental health and safety; hazardous waste disposal; space and capital leasing. Department examples include Physical Plant, Facilities Planning, etc. Excludes janitorial closets, utility closets, and trash rooms (see UNAS).

OTHER INSTITUTIONAL ACTIVITIES (OIA)
The OTHER INSTITUTIONAL ACTIVITIES space function is for space used in conducting activities which do not correspond to any of the other listed definitions. Examples include residence halls, dining halls, athletic facilities, faculty and student apartments, bookstores, community relations, alumni and development areas, and other similar auxiliary enterprises.
SPECIALIZED SERVICES FACILITIES (SSF)
The SPECIALIZED SERVICES FACILITIES space function is for large service centers (> $1M annual budget) that conduct fee-for-service support to specific University groups and/or off-campus customers for research and other activities. Specialized Service Facilities include facilities costs in their billable fees. Examples are Animal Care and High Speed Computing Facilities. General services such as Telecommunications are not included in this category.

Service centers with less than $1M annual budget are not coded SSF and are considered Recharge Centers.

a) If their billing rates include facilities costs, they should be coded as Other Institutional Activities (OIA). An example would be the Nanofabrication Lab.

b) If their billing rates do not include facilities costs, the space coding should reflect a % allocation according to the revenue generated from the users, e.g. 50% Sponsored Research (RSCH), 30% Instruction (INST), 20% Other Institutional Activities (OIA). All users must be considered, whether they are billed or not. If usage is not identifiable by function, the recharge center should be coded as Other Institutional Activities (OIA). Examples are PHHS – Biostatistics Consulting and Polymer PSE Computer Support.

UNASSIGNED (UNAS)
The UNASSIGNED space function is for public common areas such as corridors, elevators, stairwells and rest rooms. Also included are general building service areas such as utility closets, janitorial closets and trash rooms.