

# Uniform Guidance (UG) (formerly A-21) Functional Space Use Definitions For Federal Reporting on Indirect Cost Recovery (ICR)

## Introduction

The Campus' annual reporting of grant research activity relies directly on the reporting of Uniform Guidance (**UG**) functions associated with space. The UG 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 UG functions 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. *For example, A-01 Projects and new hire start-up packages.*
- **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)**.

### ORGANIZED RESEARCH (RSCH)

The ORGANIZED 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*. These 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. *Includes B-03 Projects.*
- **University Research Projects:** Research projects funded with University funds that are *separately budgeted and accounted for on a specific project basis*. *Includes Perry Grants. Do not include new hire start-up packages (those are considered INSTRUCTION)*
- **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 in Organized Research:

- **Departmental Research and New Knowledge= INSTRUCTION**
- **Department Research** ( such as new faculty start-up funds) = INSTRUCTION

**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 health service projects, clinical trials (drug studies), community service programs, seminars, symposiums and conferences, etc., **funded by third parties**. *This applies primarily to Extension Services and C-04 Projects.*

### **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 school or college dean, associate/assistant deans, and college-level or school-level administrative, secretarial, personnel, payroll, purchasing, and accounting. It also includes general department use space such as lounges/break rooms, reception areas and storage rooms. *It also is used if department space is vacant, and available to the needs of the department.*

### **GENERAL ADMINISTRATION (GA)** *(not used by academic departments)*

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)** *(not used by academic departments)*

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)** *(not used by academic departments)*

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. Examples include Physical Plant, Facilities Planning, etc. **OM does not include** 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)** *(not used at UMass Amherst)*

The SPECIALIZED SERVICES FACILITIES space function is for space used in conducting fee-for-service research support activities. Space used by Specialized Service Facilities should be coded as Other Institutional Activities. Unlike recharge/service centers, Specialized Service Facilities space cannot be redistributed to user functions based on billings. University units that provide goods or services to other University groups and/or off-campus customers are considered Recharge/Service Centers. Examples include Conte clean room; LGRC nanotechnology center.

**UNASSIGNED (UNAS)** *(not used by academic departments)*

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.