



Function Code Reference Guide

01 Instruction

11 **Instruction:** Activities providing teaching and instruction offered for credit.

02 Research

21 **Organized Research:** The systematic study directed toward fuller scientific knowledge of the subject being studied in order to produce outcomes that contribute to new knowledge. In contrast to Departmental Research (Code 22), Organized Research is conducted in an organized and planned fashion where there is a defined work statement, a specific commitment regarding deliverables and the level of personnel effort, specifically budgeted and accounted for (i.e. a line item budget detailing expenditures by activity and project period) and a formal report or response that summarizes results or conclusions. Funding may be either from institutional funds (gifts, endowments, income, interest income, technology licensing income or general operating budgets) or from external sponsors such as federal, state, corporations and foundations.

22 **Departmental Research:** Research activities financed by general operating funds and/or other funds such as gifts or endowments which have the following attributes: Are not separately budgeted and accounted for under an internal application of institutional funds. Are not organized or planned. Funds are discretionary in nature. No formal financial reporting process is required.

23 **Sponsored Project Administration:** Limited to space used for those activities done by a separate organization(s) established primarily to administer sponsored projects including such functions as grant and contract administration (federal and non-federal) and editing and publishing of research and other reports.

03 Outreach

31 **Other Sponsored Research:** Programs and projects sponsored by federal and non-federal agencies and organizations that are administered through Sponsored Projects Administration (SPA) which involve activities other than organized research.

32 **Continuing Education (Non-Credit):** Activities from within the University providing continuing education (non-credit instruction) for members of the community, not enrolled students.

33 **Community Service (Non-Credit):** Activities from within the University providing services to the community at large, to special sectors of the community or to individuals outside the University.

34 **Research Clinical Trials:** Space used for clinical trials where funds are administered through Sponsored Projects Administration (SPA) and those funds are expended for pharmaceutical and medical device testing on human subjects.

04 Academic Support

41 **Libraries:** Activities directly supporting the use, operation and support of a cataloged or classified collection of published materials under the administrative control of the University Library.

42 **Museums, Galleries, Theatres and Recital Halls:** Activities providing services related to the collection, preservation and exhibition of historical materials, art objects, scientific displays, etc.

43 **Academic Administration:** Activities providing administrative and clerical support and management direction for instruction and departmental research, organized research programs and/or other institutional activities. Space that is specific to a college or academic unit.

05 Student Services

51 **Student Affairs Administration:** Activities including administrative support services related to providing the general student population with supplementary educational service (i.e. tutoring), counseling and career guidance, employment service, financial aid and assistance to students and the maintenance of student records.

52 **Recreational Sports:** All activities associated with providing athletic opportunities for the general student population.

53 **Student Study Space:** Spaces in which students are provided the opportunity to study independently.

54 **Student Health Service:** Activities providing students with clinical services.

06 Institutional Support

61 **Institutional Administration:** Activities supporting the mission of the University related to fiscal control and executive management of the University.

62 **Logistical Services:** Activities providing procurement services, supply and maintenance of provisions and the orderly movement of support materials for the campus operation and campus safety and security.

63 **Facilities Management:** Activities providing services related to campus facilities and grounds.

07 Clinical Operations

71 **Clinical Operations:** Activities providing services to instructional, research and service programs.

08 Independent Operations

81 **Internal Service Organizations:** Activities representing operations that sell goods and services primarily to University departments and recover indirect costs (at least equipment depreciation) through fees charged. Service organizations must have their rates reviewed by Accounting Services and approved by the Budget Office. Refer to University Policy 3.2.1, Selling Goods and Services to University Departments.

82 **Auxiliary Operations:** Operations owned by the University having their primary services and/or sales provided to students and customers external to the University.

83 **Outside Agencies:** Activities that are controlled and operated by outside agencies but are housed or otherwise supported by the University.

09 Building Services

91 **Capable of Use:** Vacant space that is available for assignment or use.

92 **Incapable of Use:** Vacant space that is not available for assignment or use due to alteration, remodeling, rehabilitation or decommissioning of the building.

93 **Building Service:** Space necessary for building operation.