

Room Functional Categories

Introduction

Room functional categories are used primarily to link space allocations to financial data or to institutional missions. The major functions of an institution refers to instruction, organized research, other sponsored programs and other institutional activities which normally relate to Direct cost. Other functions are connected to F & A cost (Facilities & Administration cost), such as operation and maintenance, general administration, departmental administration, sponsored projects administration, library and student services (excluding common areas such as hallways, stairwells and rest rooms).

Percent Instruction

Instruction / General Academic Research

1. Teaching and training activities (except research training), on a credit or a non-credit basis. Includes summer school, continuing education, and training conducted by extension division.
2. Course and Curriculum development.
3. Academic advising, counseling and evaluation.
4. Departmental research effort, not separately budgeted or accounted for, and not in support of a sponsored research project.
5. Sponsored projects for teaching, training or other instructional orientated undertakings.
6. Examination and homework preparation and grading.

Percent Organized Research

All research and development activities that are separately budgeted and accounted for.

1. Funded by outside agencies; federal, state, city, or private organizations and foundations. Includes unallocated gifts and grants in support of general research activities.
2. Internal allocation of institutional funds for research.
3. Research training awards where same facilities as other R&D sponsored projects are used.
4. Cost sharing on sponsored research projects. Include total effort, whether or not required or paid for by the grant or contract.

Percent Agri Research

All research activities of the Agricultural Experiment Station.

Percent Other Sponsored Programs

Separately budgeted and accounted for programs, financed by outside agencies, which involve performance of work other than instruction and organized research.

1. Health service programs.
2. Community service programs.

Percent Other Institutional Activities

Effort expended in performing activities not identified in any other category.

1. Includes operation of residence halls, dining halls, student unions, bookstores, student apartments, and guest houses.
2. Includes intercollegiate and intramural athletics.
3. Includes theaters, public museums, and alumni activities.

Percent Operations and Maintenance

1. Includes all physical plant operations, i.e., physical plant, custodial services, design, etc.
2. Includes parking and transportation and public safety.
3. Includes custodial closets, boiler rooms, electrical closets, telephone closets, server rooms or network closets, etc. Does not include public restrooms.

Percent General Administration

1. Includes institutional activities that provide operational support for the daily functioning of the total University, such as executive management, accounting, personnel, purchasing, and campus mail.
2. University-wide recharge centers (computing services) should be included in this category.
3. Does not include separate organizational units which specifically support sponsored programs. Such activities will be classified as Sponsored Projects Administration.

Percent Departmental Administration

Administrative and supporting services that benefit common or joint departmental activities or objectives.

1. Academic deans offices. Effort limited to that attributable to administrative functions.
2. Chairpersons and Heads of departments. Effort limited to that attributable to administrative functions.

3. Other professional or professional staff. Effort resulting from specific appointment or assignment requiring administrative work that benefits overall objectives (Budgeting, stockroom operations, property management, shop supervision, etc.).
4. General secretarial and clerical work, not predominately related to any one department activity or objective.
5. Proposal development and preparation, for sponsored project application.

Percent Sponsored Projects Administration

1. Limited to activities established primarily to administer sponsored grants and contracts.
2. Includes that area of financial affairs dealing with sponsored projects accounting.

Percent Libraries

Includes activities that directly support the operation and maintenance of catalogued or otherwise classified collection of published materials.

Percent Student Services

1. Includes admissions, registrar, student advisors, financial aid offices, and student health services.
2. Includes career counseling and placement services and commencements.

Percent Common Area

Common areas such as public restrooms, lounges, hallways, stairways, foyers, lobbies, etc.

Reference

The Federal government's functional category definitions can be found at CFR Title 2 Part 200 Appendix III <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200-appIII.pdf>

Revision

1. The introduction has been revised.

Date: July 18, 2017