F&A Functional Usage Codes and Definitions

Codes

Definitions

Expected – Academic

- ## Organized Research (OR)
  Use the Functional Use code OR to indicate space used for separately budgeted for research and development activities having unique restricted chartstrings. If a room has a Function Use Code of OR that is greater than 0%, chartstring(s) must be identified to support the Organized Research activity in the room. Organized Research is comprised of the following:

  Sponsored Research is all separately budgeted and accounted for research and development grants and contracts sponsored by either federal, state,

local government, or private sponsors. Sponsored Research typically requires regular reports or other deliverables be provided to the sponsoring agency. Sponsored Research can be identified with a specific chartstring restricted to capturing only related activity.

University Research is all research and development activities that are separately budgeted and accounted for under an internal application of University funds. University Research often includes an application and award process as well as reporting and deliverables similar to sponsored research. Examples of University Research include Office of the President funded AIDS and tobacco-related disease research, Research Evaluation & Allocation Committee (REAC) grants and Academic Senate Research Grants.

Clinical Trials (Federal) is all separately budgeted and accounted for clinical trial activity. This type of space is often located in a clinical setting, either in an inpatient, outpatient, or medical office environment. Clinical trials or drug studies funded by private, state, or local government agencies are not considered organized research; these should be coded CT-Private or Other Sponsored Activities as defined below.

- ## Clinical Research Centers (CRC)
  Use the Functional Use code CRC for space that supports separately budgeted and accounted for research activity specifically identified by the Clinical Translational Science Institute – Clinical Research Center (CRC) as CRC. CRC space includes what was formerly called the General Clinical Research Centers. CRC activity would otherwise qualify as Organized Research, but is separately distinguished as CRC. If a room has a Function Use Code of CRC that is greater than 0%, you must identify the chartstring(s) that support the CRC activity in the room.

- ## Service Centers (SC)
  Use the Functional Use code SC for activity in academic units used by recharge activities. Service centers are self-supporting centers with regularly reviewed and approved rates that are charged to users based on actual use of services or products. These operations charge users directly based on actual use of service or sale of products. If a room has a Function Use Code of SC that is greater than 0%, you must identify the Service Center operational chartstring(s) that support the SC activity in the room. Examples of Service Center activity include: Special equipment use like MRI and copier services and Professional services like CPR training.

- ## Clinical Trials - Private (CT Private)
  Use the function code CT (Private) for space used to conduct privately sponsored clinical trials or drug studies. Examples of private sponsors include for-profit entities, such as commercial drug companies and not-for-profit agencies, such as Merc or Pzizer. This type of space is often located in a clinical setting, either in an inpatient, outpatient, or medical office environment. Clinical trials or drug studies funded by federal agencies are not considered here; these should be coded Organized

Research as defined above. Clinical trials or drug studies funded by state, or local government agencies are <u>not</u> considered here; these should be coded Other Sponsored Activities as defined below.

- ## Other Sponsored Activities (OSA)
  Use the functional use code OSA for space used for programs and projects sponsored by federal, state, local government, or private grants or contracts involving work other than Instruction, Organized Research, CRC, or federally or <u>privately</u> sponsored Clinical Trials. Examples of OSA activities include health service projects, community service programs (including ones providing health care services to the public), and intergovernmental personnel act agreements. Such activities must be funded by outside support and not by the university. When these activities are funded without contract/grant support, they should be classified as Other Institutional Activities.

- ## Instruction and Departmental Research (IDR)
  Use the Functional Use code IDR for activity such as teaching, training, course and curriculum development, academic advising and development, department research, and research training. Instruction and Departmental Research includes the following:

  > **Instruction** is traditional academic training activities. Instruction includes classroom preparation and curriculum development, formal and informal instruction, training and counseling. Funding for such activities can be either sponsored or non-sponsored.

  > **Research training** is training in research techniques, processes, or methods. Funding for such activities can be either sponsored or non-sponsored. Examples of sponsored training include NIH "K", "F", and "T" awards and many private fellowship awards. Identifying the percentage to allocate to training is especially important where research training is conducted because the organized research requires the technique, process, or method occur. In lab areas where training occurs, the determination of space functional use should reflect an appropriate percentage of Instruction and an appropriate percentage of Organized Research. The distinction should be based on an evaluation of the objective or primary focus of the activity as well as resulting value attained.

  > **Departmental Research** is research development and scholarly activity supported by funds that are not intrinsically restricted to a specific research project. These activities are not considered Organized Research because they are not separately budgeted and accounted for. These activities normally do not have external reporting requirements. Examples include non-specific or general research activities funded by unrestricted donor accounts and research funded by general donations from private sources to support the department or an individual faculty member. Departmental research funding is not restricted to specifically identifiable research objectives or projects. If

the primary supporting chartstring could be used for general department supplies or administration the activity is likely to be departmental research.

- **Other Institutional Activities (OIA)**
Use the Functional Use code OIA to identify major (direct) institutional activities supported by internal funds. This category is used for hospital and clinical patient care activities (not including clinical trials/drug studies), auxiliary enterprise activities such as operation of residence halls, book stores, food courts, public outreach events, unfunded external institutional work, HHMI, etc.

- **Departmental Administration (DA)**
Use DA for activity supporting departmental/divisional general operations and administrative support activities. Such activities support multiple functions (e.g., to Instruction, Research, Patient Care, etc.). Functionalization should reflect all Functional Use categories corresponding to the activities taking place in the space, including DA as appropriate. Examples of space where DA activity is likely include: Department Dean and Chair offices, faculty offices and office staff areas. Salary and effort reports may be helpful guides to functionalization office space, though consideration of multiple offices and what occurs in the specific room in question is important. School and Departmental service areas such as Provost Office, mail, telephone, lunch, or lounge areas are also coded DA.

  Note: DA space cannot be funded by sponsored project contracts or grants funds. Space for administration that is charged directly to a sponsored project should be coded to the same category as the sponsored project, not be coded DA. For example, administration space funded by a sponsored project that is for sponsored research should be assigned to OR.

Special – Non-Academic

- **Special Service Facility (SSF)**
Use SSF for space supporting the Laboratory Animal Resource Center. LARC is the only qualifying SSF at UCSF. Specialized service centers rates include both direct costs like supplies and personnel and also facilities and administrative costs like building depreciation, costs for operations and maintenance and an allocable amount of admin costs. As an animal resource center and a Specialized Service Facility, LARC space follows specific functional guidelines separate where rooms are coded either 100% OR or 100% SSF based on specific criteria. Academic space outside the departmental assignment of LARC should never be functionalized SSF.

- **Student Services (SS)**
Use Student Services for specific student support activities. These activities can be housed in central campus departments or academic departments. Student service activities in academic departments often occur in the same spaces as instruction, research and other institutional activities. Functionalization should reflect all Functional Use categories corresponding to the activities taking place in the space,

including SS as appropriate. Student service activities include student related advising, counseling, records management and student organization functions.

- **Library (LIB)**

  Use Library for space supporting separately funded and operated institutional Libraries. Stacks, reference space, meeting space and other areas supported with separate library funds are included in this function. Departmental Library-like spaces should be coded as either DA or based on the functions supported.

- **General Admin (GA)**

  Use GA for activities supporting the general, executive, and administration functions of the University which do not relate solely to any major function of the institution. Examples of General Administration include Accounting and Controllers Office Functions, FAS, Human Resources and the Office of the President central support.

- **Operations and Maintenance (OM)**

  Use OM for activity supporting campus supported janitorial, capital projects, facilities, safety and security, boiler, utilities generation and similar facilities operations and maintenance related activities. Departments included in this are Facilities Management (FM), Environmental Health and Safety (EH&S), Police, Information Technology Security, Real Estate Service, and Campus Planning. Department supported security and facilities management type activities are normally not separately budgeted and accounted for and should be included as DA.

- **Sponsored Projects Administration (SPA)**

  Use SPA for space supporting separately identified units existing specifically to administer sponsored projects. These include contract and grant administration, pre-award and post-award administration, and human and animal subject oversight and protocol reviews.

- **Renovations (REN)**

  Use REN for departmental space under renovation for more than half of the fiscal year of the survey. When assigning REN, 100% of the space is classified as REN. For space classified REN include expected renovation period and occupancy in the notes. Note occupancy months, departments and anticipated/experienced functional use. Notes are understandably based on current plans and expectations. For space that is occupied for 6 months or more of the survey fiscal year, code the space according its use during the occupied period.