

University of Minnesota

Function Codes (Page 1)

01 INSTRUCTION

11 INSTRUCTION

Activities providing teaching and instruction offered for credit. For noncredit instruction, see Code 32 or 33. Includes: Classrooms, lecture halls, recitation rooms, seminar rooms, classroom laboratories, instructional computer laboratories, instructional service rooms, faculty and teaching assistant offices. Excludes: Department chair and administrative offices and support space (see Code 43) and faculty and research assistant offices used solely for organized research (See Code 21).

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. Includes: Space used for research grants and contracts funded by federal or state governments, corporations and foundations. Space used to administer research grants and to prepare progress reports for current awards. Faculty and research assistant offices used only for organized research activities. Departmental space used to house and support animals used in research. Research Animal Resources (RAR) space used to house animals. Excludes: RAR office space and animal quarters service and support space (see Code 81).

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. Includes: Space used to perform research with "seed" monies to bridge research projects expecting a sponsor.

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. Includes: Sponsored Projects Administration (SPA). Sponsored Financial Reporting. Excludes: Collegiate and department sponsored project administration (see Code 43). Patents and Technology Marketing (see Code 61).

03 OUTREACH - PUBLIC SERVICE

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. Includes: Sponsored non-credit community education. Sponsored community service programs. Sponsored health service projects. Space used for training of individuals in research techniques, commonly called research training, where such activities use the same facilities as other research and development activities.

32 CONTINUING EDUCATION (NON-CREDIT)

Activities from within the University providing continuing education (non-credit instruction) for members of the community, not enrolled students. Includes: Certification activities. Professional development. Non-credit conferences, seminars and workshops.

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. Includes: Cooperative extension services. Concerts and lectures.

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. Includes: Storage of books and other library materials. Reading rooms/areas, study rooms and carrels. Archival collections. Rare books and collections. Excludes: Departmental reading rooms and libraries (see Code 43).

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. Includes: Dean and department head offices and supporting service rooms. Administrative offices and supporting service rooms. Clerical offices. Departmental libraries. Departmental conference rooms. Academic counseling and advising for faculty and staff. Departmental tutoring, academic counseling and advising for students. Excludes: Space used solely for instruction (see Code 11), organized research (see Code 21), departmental research (see Code 22) or other sponsored activities (see Codes 31, 32 and 33).

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. Includes: Collegiate administration, admissions and registration. Remedial and other tutorial activities. Areas that house student activities. Student organizations. Cultural events. Office of the Vice President/Vice Chancellor for Student Affairs and immediate support staff. Excludes: Residence and dining halls (see Code 82). Intercollegiate athletics (see Code 82).

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. Includes: Medical, dental and psychiatric care, X-rays, pharmacy and optometry services.

06 INSTITUTIONAL SUPPORT**61 INSTITUTIONAL ADMINISTRATION**

Activities supporting the mission of the University related to fiscal control and executive management of the University. Includes: President, Vice President, Chancellor, Vice Chancellor, University Attorney, Human Resources, Applications Development and Maintenance, Information Management Systems, Web Development, Central Computing Operations (CCO), Fiscal Operations, University Planning, University Architect, Capital Planning and Project Management (CPPM), Real Estate, Institutional and Public Relations, Patents and Technology Marketing and other general administrative services.

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. Includes: University Police. Campus Mail. Environmental Health and Safety. University Building Code Official. Emergency Management and Disaster Preparedness.

63 FACILITIES MANAGEMENT

Activities providing services related to campus facilities and grounds. Includes: Office of Facilities Management. Plant Services. Land Care. Excludes: Facilities shops operating on a charge-back basis (see Code 81).

07 CLINICAL OPERATIONS (Hospital and Health Clinics)**71 CLINICAL OPERATIONS**

Activities providing services to instructional, research and service programs. Includes: Private Practice Plans. Veterinary Medicine. Dentistry and Dental Clinics. Excludes: Student Health Service (see Code 54). Public Service Outreach Clinical Trials (see Code 34).

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. Includes: Recharge Centers serving academic programs and departments. Biomedical Graphics. Fleet Services. Printing and Graphics. Physics Lab. Networking and Telecommunication Services. Research Animal Resources offices and animal quarters support/service rooms. Research equipment charge-back facilities. UMD Plant Services. University Stores. Facilities Management shops operating on a charge-back basis.

82 AUXILIARY OPERATIONS

Operations owned by the University having their primary services and/or sales provided to students and customers external to the University. Includes: Student or faculty housing, residence hall dining rooms, food services (including residence halls), intercollegiate athletics, retail sales (including University Bookstores), transit and parking services and child care centers.

83 OUTSIDE AGENCIES

Activities that are controlled and operated by outside agencies but are housed or otherwise supported by the University. Includes: Space that is leased from the University by Non-University entities.

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. Includes: Corridors, vestibules, lobbies, stairways, elevators, public restrooms, loading docks, custodial rooms and mechanical equipment rooms. Excludes: Networking and Telecommunications Services telecommunication/server rooms and closets (see Code 81).