Departmental Space Inventory Survey
Function Code Summary

In numeric order:

ASSIGNABLE FUNCTIONS
  01 Sponsored Research
  05 Instruction/Departmental Research
  10 Sponsored Instruction
  20 Other Sponsored Activities
  30 Other Institutional Activities**
  35 Specialized Service Centers
  40 Operations & Maintenance
  50 General Administration
  60 Departmental Administration
  70 Sponsored Projects Administration
  80 Academic Library
  90 Student Services

NONASSIGNABLE FUNCTIONS
105 Building Space
  110 Vacant Space

By type of activity:

ASSIGNABLE FUNCTIONS

Direct Activities
  01 Sponsored Research
  05 Instruction/Departmental Research
  10 Sponsored Instruction
  20 Other Sponsored Activities
  30 Other Institutional Activities
  35 Specialized Service Centers
  36 Core Activities

Indirect Activities
  40 Operations & Maintenance
  50 General Administration
  60 Departmental Administration
  70 Sponsored Projects Administration
  80 Academic Library
  90 Student Services

NONASSIGNABLE FUNCTIONS
  105 Building Space
  110 Vacant Space

**This category includes Patient Services please see next page

CLASS ROLLUP TO ROOM USE FUNCTION CODE

MAJOR FUNCTION

DIRECT ACTIVITIES	
01 Sponsored Research	Sponsored Research
05 Instruction/Departmental Research	Instruction Departmentally Funded Research
10 Sponsored Instruction	Sponsored Instruction
20 Other Sponsored Activities	Other Sponsored Activities
30 Other Institutional Activities	Auxiliary Services Independent Operations - Howard Hughes Medical Institute Other Institutional Activities Patient Services - Callahan Eye Foundation Hospital Patient Services - Children's Hospital Patient Services - Dental Private Faculty Practice Patient Services - HSF Clinical Space Patient Services - University Ophthalmology Svc Foundation Patient Services - UAB Hospital Patient Services - Patient Care (other than UAB Hospital) Patient Services - Speech and Hearing Clinic Patient Services - Sparks Clinic Patient Services - University Optometric Group Patient Services - Veterans Administration Hospital Patient Services - Huntsville Valley Foundation
35 Specialized Service Centers	Specialized Service Centers
36 Core Activities	Core Facility Activities

INDIRECT ACTIVITIES	
40 Operations & Maintenance	Operations & Maintenance Physical Plant Utilities
50 General Administration	General Administration
60 Departmental Administration	Departmental Administration
70 Sponsored Projects Administration	Sponsored Projects Administration
80 Academic Library	Academic Library
90 Student Services	Student Services

NONASSIGNABLE FUNCTIONS

105 Building Space

Building Space
Incapable of Use
Shell Unfinished Space

110 Vacant Space

Vacant Space
Under Renovation

Function Code Definitions

01 Sponsored Research

This category includes all research and development activities for the University that are separately budgeted and accounted for on a specific project basis, and research cost sharing. Organized research activities include:

1. **Sponsored Research Projects:** Research projects sponsored by Federal agencies and non-Federal organization (e.g. states, cities, foundations, corporations, etc.) through grants, contracts, and cooperative agreements.
2. **Clinical Trials / Drug Studies:** Generally "Phase 1" activities involving drug development and sponsored by Federal agencies and non-Federal organizations (e.g. states, cities, foundations, pharmaceutical companies, etc.)
3. **Sponsored Research Training:** The 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.
4. **University Research Projects:** Research projects funded with University funds that are separately budgeted and accounted for on a specific project basis.
5. **Research cost sharing:** Cost sharing related to organized research projects.

Organized 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 and progress report be submitted to the sponsor.

Whenever a room is coded as organized research, regardless of the percentage assigned, an organized research grant account number must also be assigned to the room.

Available Functions:

R-RSCH – Sponsored Research

05 Instruction and Departmental Research

This category includes all non-sponsored teaching and training activities.

1. **Teaching and Training:** All regular University teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis. Includes classroom teaching, preparing instructional materials, preparing and grading examinations, etc.
2. **Departmental Research:** Research, development and scholarly activities that are not separately budgeted and accounted for on an individual project basis. Departmental research, for purposes of this document, is not considered as a major function, but as a part of the instruction function of the institution.

Available Functions:

I-INST - Instruction

10 Sponsored Instruction

Instructional or training activities sponsored by Federal agencies and non-Federal organizations through grants, contracts, and cooperative agreements. This category does not include Research Training activities.

Available Functions:

S-INST – Sponsored Instruction

20 Other Sponsored Activities

Other sponsored activities are 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 of such programs and projects are health service projects, public service projects, public service conferences, and "Phase 2, 3, and 4" clinical trials involving the patient testing of drugs.

Available Functions:

O-OSA – Other Sponsored Activities

30 Other Institutional Activities

Other Institutional Activities includes all activities of an institution with the exception of Instruction, Sponsored research, Other Sponsored Activities and the Facilities and Administration pools. This definition also includes any other categories of activities, the costs of which are "unallowable" to sponsored agreements, unless otherwise indicated in the agreements.

Available Functions:

O-OIA – Other Institutional Activities
N-HHMI – Independent Operations-Howard Hughes Medical Institute
N-INST – Independent Operations-Institutional Agency
P-CEFH – Patient Services – Callahan Eye Foundation Hospital
P-CH – Patient Services – Children's Hospital
P-DFP – Patient Services – Dental Private Faculty Practice
P-HOSP – Patient Services – UAB Hospital
P-HSF – Patient Services – Health Services Foundation
P-OSF – Patient Services – University Ophthalmology Service Foundation
P-PAT – Patient Services – Patient Care (non-hospital)
P-SHC – Patient Services – Speech and Hearing Clinic
P-SPC – Patient Services – Sparks Clinics CIRC
P-UOG – Patient Services – University Optometric Group
P-VA – Patient Services – Veterans Administration Hospital
P-VALLEY – Patient Services – Huntsville Valley Foundation

35 Specialized Service Centers

A specialized service center is an operating unit providing highly specialized, typical or necessary function to other units, principally within UAB for a fee. Often the services could not be purchased as effectively from an entity external to the institution.

Available Functions:

C-CNTR – Specialized Service Center

36 Core Activities

Includes all space related to shared research resources that provide access to instruments, technologies, services, as well as expert consultation and other services to scientific and clinical investigators. The typical core facility is a discrete unit within an institution and may have dedicated personnel, equipment, and space for operations. In general, core facilities recover their cost, or a portion of their cost, of providing service in the form of user fees that are charged to an investigator's funds, often to NIH or other federal grants.

Should only be used for Institutional Core Facilities:
https://www.uab.edu/cores/ircp/uab-ircp-core-facilities

Available Functions:

C-CORE – Core Activities

40 Operations and Maintenance

Includes services related to the administration, supervision, operation, maintenance, preservation, and protection of campus facilities. Services include: janitorial and custodial services; repairs and ordinary or normal alterations to buildings, equipment, and furniture; design services; security; earthquake and disaster preparedness; environmental health and safety; property and equipment insurance; space and capital leasing; facility planning and management; care of grounds; maintenance and operation of buildings and other physical facilities.

Available Functions:

M-O&M – Operations & Maintenance
M-UTIL – Physical Plant Utilities

50 General Administration

Includes institutional activities that provide administrative support for the daily functioning of the total University, such as executive management, fiscal operations (accounting), general administrative services (such as personnel and payroll) and logistical services (such as campus mail and purchasing). Separate organizational units that specifically support sponsored programs should be classified as Sponsored Projects Administration.

Available Functions:

G-GENL – General Administration

60 Departmental Administration

Includes the administrative activities performed by academic departments to support the primary programs of instruction, research, and public service. This support includes the departmental chair and department-level administrative, secretarial, personnel, payroll, purchasing, and accounting activities.

Available Functions:

D-ADMN – Departmental Administration

70 Sponsored Projects Administration

This category is limited to separate organizational units primarily established to administer sponsored projects. This category includes the offices of Grants and Contracts Administration. Space may not be coded as SPA unless a unique budget number is established for the unit administering sponsored projects.

Available Functions:

R-ADMN – Sponsored Projects Administration

80 Academic Library

Includes those related to the operation of the university's libraries. University libraries are Lister Hill and Mervyn Sterne. Does not include department funded libraries, which do not report to the central library system and do not have a "check out" system and librarian, should be treated as joint use space.

Available Functions:

L-LIBR Academic Library

90 Student Services

Includes student-related activities such as counseling and career guidance, student advising, student publications, financial aid, admissions, registrar, student health services, and commencement.

Available Functions:

S-SVCS – Student Services

105 Building (Unassignable) Space

Includes public common areas <u>or</u> space that is not assigned to an organizational unit and appears in the space inventory for the respective Dean's Office, Office of the Provost, or Office of the Vice President for Financial Affairs and Administration as Unknown. This space is classified according to the following definitions. The appropriate code should be assigned to the space it represents.

Available Functions:

B-INCP – Incapable of Use
B-SHEL – Shell Unfinished Space
B-SVCS – Building Space

110 Vacant Space

Includes only the space that is **vacant for the entire fiscal year**. If space is only vacant for part of the fiscal year, assign functions according to how it was used when occupied.

Available Functions:

U-RNOV – Areas Under Renovation
U-VCNT – Idle Areas