

FEDERAL SPACE SURVEY DEFINITION SHEET

The Space Survey requires that functional use for each room be entered as a percentage. Percentage use should be entered according to the most reasonable whole number (e.g. Instruction 62%, Organized Research 38%). The total percentages for each room must sum to 100%. The functional percentages should reflect use for the fiscal year. It is understood that the dynamic nature of space may make it difficult to define use for the previous fiscal year. If you do not recall the usage, indicate usage as of the day you are completing the form and note this in the Comments section.

Please note that the definitions below are specific to federal regulations and need to be followed closely in order for the University to be in compliance. More specific definitions and examples are attached for Instruction & Departmental Research, Organized Research, Department Administration, and Other Sponsored Activities for further reference.

F u n c t i o n a l U s e s o f S p a c e			Identify all Account Number(s) associated with space
Name	Code	Definitions	
Instruction	INST	Space used for teaching and sponsored training activities (other than training regarding research techniques) including course preparation, classroom instruction, study areas for students, academic advising of students by faculty, and any other activities that involve credit or non-credit.	NO
Departmental Research	DR	Space used for general research that is not separately budgeted and accounted for. This includes preliminary research and individual research efforts that do not receive external or specific internal funding. An example of such programs is seed or start up funds for a new faculty member. <i>Space coded as Departmental Research does not need to be supported with an account or grant number.</i>	NO
Organized Research	OR	Space used for separately budgeted and accounted for research. This includes activities involving the training of individuals in research techniques (commonly called <i>research training</i>) where such activities utilize the same facilities as other research activities. <ul style="list-style-type: none"> • University Research. Space used for separately budgeted and accounted for research supported by internal application of university funds (endowments, gifts, general funds and/or state appropriations). • Sponsored Research. Space used to conduct research that is separately budgeted and accounted for and is supported by external source (e.g. federal Government, state or local Government, corporate, other private). <p><i>Space indicated as Organized Research must be supported by identifying all funding (grant/account numbers) in the column(s) provided on the survey form.</i></p> <p><i>IF THE SPACE SUPPORTS DEPARTMENTAL RESEARCH THAT IS NOT SEPARATELY BUDGETED AND ACCOUNTED FOR, INDICATE THIS SPACE AS DEPARTMENTAL RESEARCH, NOT ORGANIZED RESEARCH.</i></p>	YES
Department Administration	DA	Space used by department heads, deans, faculty or clerical staff for administrative purposes. This includes common use space that is utilized by the entire department that may include copy rooms, conference rooms, break rooms, and file rooms.	NO
Other Sponsored Activity	OSA	Space used for activity that is neither research nor instructional, however funded by external source (grant, contract, or cooperative agreement). Examples of such programs and projects are health service projects, drug studies (human subjects) and community service programs.	YES
Other Institutional Activities	OIA	If space cannot be classified into any other categories, this category should be used. Examples are animal care facilities (cage/cage washings), electronic repair shops, machine shops, and lab supply rooms. Consider the previous functions prior to selecting this category.	NO
VACANT	VAC	Space that is not being used now and has been vacant for more than six months of the fiscal year.	NO

Space Function Definitions and Examples

INSTRUCTION & TRAINING (INST)

Activities providing teaching including training funded externally and instruction offered for credit and noncredit.

Includes:

- classrooms
- classroom laboratories
- instructional computer laboratories
- instructional service rooms
- faculty and teaching assistant offices used only for instructional activities

Excludes:

- department chair's office and support space
- Institutional libraries
- Training regarding research techniques (code as Organized Research)

DEPARTMENTAL RESEARCH (DR)

Research activities financed by the general operating funds and/or other funds such as gifts or endowments which are not separately budgeted and accounted for under an internal application of institutional funds that are not organized or planned. These funds are discretionary in nature and no financial reporting process is required.

ORGANIZED RESEARCH (OR)

The systematic study directed toward fuller scientific knowledge or understanding of the subject being studied in order to produce outcomes that contribute to new knowledge. In contrast to Department Research, 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 summarized results of 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
- space occupied by faculty contributing effort (cost sharing) to sponsored research projects
- faculty and research assistant offices used for organized research activities
- space used for training of individuals in research techniques, commonly called research training, where such activities use the same facilities as other research activities

ORGANIZED RESEARCH (Continued)

Includes

- Departmental space used to house and support animals used in research that is not part of the Animal Care Facilities Organization.
- Animal Care Facility space used in conducting research by investigators apart from housing animal cages, cage washings and feeding.

Excludes:

- Departmental Research
- Drug studies

DEPARTMENT ADMINISTRATION /ACADEMIC SUPPORT

This use of space includes activities providing administrative & clerical support and management direction for instruction & departmental research, organized research programs and/or other institutional activities. The use of this space is specific to provost/chancellor, college, or academic departments/centers.

Includes:

- dean, department head and faculty offices and supporting service rooms
- clerical & administrative offices
- departmental libraries not part of the University Library system
- departmental conference rooms
- academic counseling and advising for faculty and staff
- departmental academic counseling and advising

Excludes:

- space not used for administrative or clerical functions such as conducting instruction & departmental research, organized research, or other sponsored activities.
- clerical and administrative activities which benefit the entire University and/or a specific campus such as the Controller's function, and other General &
- Administrative (Institutional Support) activities.

OTHER SPONSORED ACTIVITIES

Programs and projects sponsored by federal and non-federal agencies and organizations that are administered through the University's Sponsored Projects Administration Office which involve activities other than instruction and organized research.

Includes:

- sponsored non-credit community education
- sponsored community service programs
- sponsored health service projects
- sponsored clinical drug studies

Continued in next column.....