

UNM FUNCTIONAL USE CODES

In the FAMIS Cloud Space Survey, the Complex Allocation Tab is where you will edit the functional use code of a space. These functional use codes tell how rooms are being used and are used for the F & A. Room functional use for each allocation (org) must equal 100%. The following codes and descriptions provided help to determine the Functional Use of a room.

Note:

The US Office of Management and Budget's Circular A-21 determines the Cost Principles for Education Institutions. For the Facilities and Administrative Rate Proposal, OMB Circular A-21 requires the long form (detailed information) to be completed for institutions receiving over \$10 million from the federal government for grants and contracts and requires such institutions to apply for a Facilities and Administrative (F&A) Rate. These principles are designed to provide that the Federal Government bear its fair share of total costs. F&A costs are synonymous with "indirect" costs.

For more information on the Circular A-21 Facilities and Administrative Cost Proposal go to the following link: http://www.whitehouse.gov/omb/circulars_a021_2004#e

FUNCTIONAL USE CODE	USE DEFINITIONS
1.0 - Instruction (INS)	<p>This category includes all activities that are part of an institution's instructional program. Included are credit and noncredit courses for academic, vocational, and technical instruction; remedial and tutorial instruction; regular, special, and extension sessions; and community education. Includes all activities related to teaching, such as preparation, grading, labs, and assistance to students registered in class.</p> <ul style="list-style-type: none"> • Syllabus production, exam preparation, textbook orders, and roster preparation. • Formal classroom teaching. • Academic counseling and advising students. • Course preparation.
1.1 - Sponsored Instruction (SI)	<p>Use this category to report space used for specific instructional or training activities established by a grant, contract, or cooperative agreement.</p>
1.2 - Departmental Research (DR)	<p>Reports space used for research development and scholarly activities that are not Organized Research (2.0), see below, and, consequently, are not separately budgeted and accounted for.</p>
2.0 - Organized/Sponsored Research (ORR)	<p>Use this category to report space used for research and development activities that are separately budgeted and accounted for. Includes space used for SPONSORED RESEARCH AND UNIVERSITY RESEARCH:</p> <p>Sponsored research:</p> <ul style="list-style-type: none"> • This includes all research and development space used for activities that are sponsored by Federal and non-Federal agencies and organizations. <p>This category includes space used in the training of individuals in research techniques (commonly called "research training") where such activities utilized the same facilities as other research and development activities and where such activities are not included in the instruction function.</p>

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2.0 - Organized/Sponsored Research (continued)	<p>Examples: <i>Outside Sponsored Research, such as federal, state, or local government; Industry; and Foundations. Whether funded by a grant, contract or cooperative agreement.</i></p> <p>University research:</p> <ul style="list-style-type: none"> • This includes all research and development space that is sponsored by institutional funds and is separately budgeted and accounted for. This type of organized research is awarded after review of an internal application for support of a specific project. The accounts that pay for this activity are Research Allocation Committee (RAC) grants.
3.1 - Other Institutional Activities (OIA)	<p>This category includes identified activities that are established primarily to provide non-instructional services beneficial to individuals and groups external to the institution.</p>
3.2 - Other Sponsored Activities (OSA)	<p>Use this category to report space used for sponsored projects that are not Organized Research (ORR) or Sponsored Instruction (SI). These are projects intended to provide public services such as (but not limited to) conferences, workshops, technical assistance, loaned personnel, Clinical Trials Phase III and IV.</p>
4.0 - Academic Support (INS)	<p>Academic Support: This category includes support services for the institution's primary missions: instruction, research, and public service.</p> <p>Examples are:</p> <ul style="list-style-type: none"> • Libraries • Museums and Galleries • Educational Media Services • Academic Computing Services • Ancillary Support • Academic Administration • Academic Personnel Development • Course and Curriculum Development <p>Note: Review 4.1 LIB, 4.2 DA, and 4.3 OIA to verify if 4.0 INS is properly used.</p>
4.1 - Library (LIB)	<p>Use this category to report space used for the operation and administration of the libraries in the university library system. In addition to the Zimmerman Library, this includes the Health Sciences Library & Informatics Center, the Law Library and branch libraries (Centennial Science & Engineering, Fine Arts & Design, Parish Memorial Library). Library administration should also be reported to this category.</p> <p>Includes space used for:</p> <ul style="list-style-type: none"> • Storage of books and purchased material of the library. • Reading areas. • Study rooms. • Library administrative room areas. <p>Does not include space used for:</p> <ul style="list-style-type: none"> • Small departmental libraries that are not a part of the official university library system. That is considered Departmental Administration (DA). • Rare book collections are reported as Auxiliary/Other Institutional Activities (OIA).

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4.2 - Departmental Administration (DA)	Use this category to report space used for administrative and supporting services that benefit common or joint departmental activities. Only Academic deans' offices and Academic departments will report DA.
4.2 - Departmental Administration (continued)	Includes space used for: <ul style="list-style-type: none"> • General departmental office and accounting functions, including that of a chair and departmental staff, secretarial, clerical, assistants, and administrative officers. • Administrative functions in deans' offices. • General departmental services, including mail distribution and telephone service. • Development of bid and proposal for new research activities. • Departmental conference rooms.
4.3 - Museums and Galleries (OIA)	Usually included in a functional category of Other Institutional Activity (OIA). Check institution's financial accounting system for correct function identification. Does not include space used for: <ul style="list-style-type: none"> • Small departmental Museums and Galleries that are not a part of an Other Institutional Activity. That is considered Departmental Administration (DA).
5.0 - Student Services (SAS)	This category should include space used for the administration of student affairs and for services to students, including expenses of such activities as deans of students, admissions, registrar, counseling and placement services, student advisers, student health and infirmary services, catalogs, and commencements and convocations. Examples: Student Services Administration, Counseling and Career Guidance, Financial Aid Administration, Student Admissions, Student Records, Student Affairs, Student Health Center, Student Accounting, Registrar's Office
5.1 - Student Social and Cultural (OIA)	This category should include those activities whose primary purpose is to contribute to the student's intellectual, cultural, and social development outside the context of the formal instructional program. Examples: Child Care Facilities, Recreational Services, Student Activities, Student Clubs, Student Government, Student Publications.
6.1 - General Administration (GA)	Use this category to report space used for activities of the general executive and administrative offices and other activities of a general character that do not relate solely to any major function of the institution: i.e., solely to 1. Instruction, 2. Organized Research, 3. Other Sponsored Activities, or 4. Auxiliary/Other Institutional Activities. This category is only for areas that benefit the entire university, and does not include administrative activities that benefit one school or department, that activity would be Departmental Administration (DA).

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6.1 - General Administration (continued)	<p>Includes space used by:</p> <ul style="list-style-type: none"> • President and vice-presidents' offices. • Institutional-wide financial management, business services, budget and planning, personnel management, and safety and risk management. • Office of the General Counsel. • Information Systems. • Administrative Affairs. • Operations of the central administrative management information system. • Payroll.
6.2 - Public Relations/Development/Alumni Affairs (OIA)	<p>Use this category to report space used for Public Relations, Development and Alumni Affairs.</p>
6.3 - Sponsored Projects Administration (SPA)	<p>Sponsored Project Administration (SPA) includes all activities performed by Pre-Award and Post-Award offices (Main, HSC) and Large Research Centers' administrative offices. These organizations are designated primarily to administer sponsored projects. Activities may include:</p> <ul style="list-style-type: none"> • Grant and contract administration (Federal and non-Federal). • Special security. • Purchasing. • Personnel administration. • Editing and publishing of research and other reports.
7.0 - Operations and Maintenance of Plant (OM)	<p>Use this category to report space used for the administration, supervision, operations, maintenance, preservation, and protection of the institution's physical facilities.</p> <p>Includes space used by:</p> <ul style="list-style-type: none"> • Physical Plant Division (PPD). • Campus Planning Offices. • Environmental Health and Safety offices. • University Police. • Campus Mail
9.0 - Auxiliary Enterprises (OIA)	<p>An auxiliary enterprise is an entity that exists to furnish goods or services to students, faculty, or staff, and that charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. This also includes Division I Intercollegiate Athletics.</p> <p>Includes space used by:</p> <ul style="list-style-type: none"> • Residence halls, dining halls, student unions, intercollegiate athletics, bookstores, faculty housing, chapels, theaters, public museums, and other similar auxiliary enterprises. • Development and fund-raising. • Public relations. • Rare book collections. • Service Centers/Recharge Centers/Specialized Service Facilities.

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10.0 - Independent Operations (OIA)	This category includes those operations that are independent of, or unrelated to, the primary missions of the institution but that may enhance these activities. This category is generally limited to major federally funded research and development centers such as the Johns Hopkins Applied Physics Laboratory.
11.0 - Hospitals (HOS)	Use this category to report space used for UNMH Hospital (Inpatient)
11.1 - Hospitals Clinics (CLN)	Use this category to report space used for UNMH Clinics (Outpatient)
12.0 - Service Center (OIA)	An operation that provides a service or product or a group of services or products for a fee to users principally within the institutional community. The services may range from highly specialized to typical or necessary functions. Often they could not be provided as effectively or efficiently if provided by external sources. A service center develops a rate for the service activity based on actual incurred costs and charges users based on actual usage.
13.0 - Unoccupied Space (VAC)	Space, which is closed, entirely unused, or empty. NOTE: Normal absences for breaks and vacations do not mean a room is vacant. Also, a room does not have to be used a specified number of hours a week.
13.5 - Under Renovation (REN)	Use this category to report space that the space was under renovation (Construction).
14.0 - Non-Assignable/Common (COM)	Use this category to report space used for building services areas like public corridors, bathrooms, stairwells, etc.
14.5 - Non-Assignable/Support (OM)	Use this category to report space used for building mechanical areas such as shafts, mechanical rooms, electrical rooms, plumbing, etc.
99.0 - TBD (TBD)	This category is used by Space Management because we would not know the functional use after a space has been remodeled or when entering space in to the FAMIS system for the first time. It is also use by a department if it gives away its space, because they are not responsible for filling out the functional codes for another department.