

# 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](#)

\*\*This category includes Patient Services please see next page

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](#)

## CLASS ROLLUP TO ROOM USE FUNCTION CODE

### MAJOR FUNCTION

#### DIRECT ACTIVITIES

<a href="#"><u>01 Sponsored Research</u></a>	Sponsored Research
<a href="#"><u>05 Instruction/Departmental Research</u></a>	Instruction Departmentally Funded Research
<a href="#"><u>10 Sponsored Instruction</u></a>	Sponsored Instruction
<a href="#"><u>20 Other Sponsored Activities</u></a>	Other Sponsored Activities
<a href="#"><u>30 Other Institutional Activities</u></a>	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
<a href="#"><u>35 Specialized Service Centers</u></a>	Specialized Service Centers
<a href="#"><u>36 Core Activities</u></a>	Core Facility Activities

#### INDIRECT ACTIVITIES

<a href="#"><u>40 Operations &amp; Maintenance</u></a>	Operations & Maintenance Physical Plant Utilities
<a href="#"><u>50 General Administration</u></a>	General Administration
<a href="#"><u>60 Departmental Administration</u></a>	Departmental Administration
<a href="#"><u>70 Sponsored Projects Administration</u></a>	Sponsored Projects Administration
<a href="#"><u>80 Academic Library</u></a>	Academic Library
<a href="#"><u>90 Student Services</u></a>	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

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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:

OR – Sponsored or Organized Research

## 05 Instruction and Departmental Research

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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:

INST - Instruction

## 10 Sponsored Instruction

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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:

SI – Sponsored Instruction

## 20 Other Sponsored Activities

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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:

OSA – Other Sponsored Activities

### 30 Other Institutional Activities

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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:

OIA – Other Institutional Activities  
HHMI – Independent Operations-Howard Hughes Medical Institute  
INDP – Independent Operations-Institutional Agency  
PEFH – Patient Services – Callahan Eye Foundation Hospital  
PCH – Patient Services – Children’s Hospital  
PDFP – Patient Services – Dental Private Faculty Practice  
PHSP – Patient Services – UAB Hospital  
PHSF – Patient Services – Health Services Foundation  
POSF – Patient Services – University Ophthalmology Service Foundation  
PPAT – Patient Services – Patient Care (non-hospital)  
PSHC – Patient Services – Speech and Hearing Clinic  
PSPC – Patient Services – Sparks Clinics CIRC  
PUOG – Patient Services – University Optometric Group  
PVA – Patient Services – Veterans Administration Hospital  
PVAL – Patient Services – Huntsville Valley Foundation

### 35 Specialized Service Centers

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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:

SVCT – Specialized Service Center

## 36 Core Activities

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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:

CORE – Core Activities

## 40 Operations and Maintenance

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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:

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

## 50 General Administration

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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:

GA – General Administration

## 60 Departmental Administration

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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:

DA – Departmental Administration

## 70 Sponsored Projects Administration

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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:

SPA – Sponsored Projects Administration

## 80 Academic Library

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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:

LIBR - Academic Library



## 90 Student Services

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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:

SSA – Student Services Administration

## 105 Building (Unassignable) Space

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Includes public common areas or 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:

SHLL – Shell Unfinished Space  
BDSP – Building Space

## 110 Vacant Space

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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:

RNOV – Areas Under Renovation  
VCNT – Idle Areas