

Room Function Definitions

Academic Department Functions

Functions are assigned to rooms as a means to classify the activities that take place in University space for federal and state reporting purposes.

Research

Organized Research – External (**OREXT**)

Space related to all research and development activities sponsored by Federal and non-Federal agencies external to the University and organizations (e.g., grants and contracts) that are separately budgeted and accounted for by the University.

Instruction

Instruction (**INS**)

Space devoted to teaching and training activities offered for credits toward a degree. This includes space where any activity takes place where the organization, administration and presentation of instruction takes place.

Continuing Education (**INSCT**)

Space devoted to making available to the general public instruction on a non-credit basis. This includes space used to create publications or other media associated with this type of “continuing education” or “extension” classes.

Departmental Research (**INSDP**)

Research, development and scholarly activities that are not separately budgeted and accounted for. This can also include bridge funding for researchers in between research projects and start-up funding. Departmental research is funded from budgets that are not restricted to a specific project.

Other Sponsored Activities

Clinical Trials (**OSACT**)

Space devoted to clinical trials/drug studies which are defined as the investigation of new therapeutic agents and provide data required to demonstrate safety and efficiency. Space related to clinical

trials/drug studies should be identified as such where the sponsor has obtained FDA approval to proceed and has been issued an investigational drug or device number. Clinical trial/drug studies are typically sponsored by industry, but may also be sponsored by government, foundations and organizations.

Other Sponsored Activities – Public Service (**OSAPS**)

Space devoted to programs financed by Federal and non-Federal agencies and organizations which involve the performance of work other than Organized Research (external and internal), Instruction (including Continuing Education). Examples of such activities include Health Service Projects and Community Service Programs.

Note: When the University undertakes any of these activities without outside support they should be classified as Other Institutional Activities if there is a fee paid for by the consumer of the activity. If no fee paid then the activity should be assigned to General Administration.

Department Administration

Department Administration - Dean (**DAD**)

Space devoted to administrative and supporting services provided by the Office of the Dean at each College that benefit common or joint academic departmental activities.

Department Administration – Other (**DAO**)

Space devoted to administrative and supporting services provided at the college department level college that benefit common or joint academic departmental activities. This category includes space (offices, offices service areas) used by department chair, staff or faculty used for administrative activities as opposed to Instruction activities.

Library

Library (**LIB**)

Space devoted to all departments under the University Libraries or space inside academic departments used to establish and departmental library.

Vacant

Vacant – Inactive (**VACI**)

Space that is not currently in use and is not under construction.

Vacant – Construction (**VACC**)

Space that is not in use because it is under construction.

Hospital/Patient Care

Hospital/Patient Care (PAT)

Space devoted to providing medical care or treatment including medical residency. Generally, this would include all activities associated with a hospital. This also includes space devoted to the patient care activities of the medical practice plan.

Non Institutional use

Non Intuitional Use (NIU)

Space devoted to functions related to public and/or private agencies not under supervision or control of the university but which occupy university space.