

## SPACE SURVEY DEFINITION SHEET

The enclosed Space Surveys require 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 70%, Organized Research 30%). The total percentages for each room must sum to 100%. The functional percentages should reflect use for the fiscal year **July 1, 2007-June 30, 2008 (FY08)**. It is understood that the dynamic nature of space may make it difficult to define use for **FY08**. We have added the payroll distribution feature to give you a time and effort reporting history for the occupant(s). Since you can now review an entire year of payroll distribution, please use this tool to consider the year as a whole.

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.

<b>F u n c t i o n a l   U s e s   o f   S p a c e</b>			<b>Identify all Account Number(s) associated with space</b>
<b>Name</b>	<b>Code</b>	<b>Definitions</b>	
<b>Instruction</b>  (A-21, Section B.1.a)	<b>INST</b>	Space used for <b>teaching</b> and <b>sponsored training</b> 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.  <b>Tip:</b> A faculty member involved in committee work should have a Departmental Administration (DA) functional percentage assignment just as an "OR", Organized Research, functional percent is assigned when the faculty member does research.	<b>YES</b>
<b>Departmental Research</b>  (A-21, Section B.1.a (2) )	<b>DR</b>	A-21 does not consider this a major function, but rather a part of the instruction function. 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. MTU Incentive monies would also be considered Departmental Research.  Includes research activities financed by general operating funds (A13* indexes), or indexes which are not separately budgeted and accounted for, and typically do not have the characteristics of organized research or sponsored awards.  It includes funds provided by departments to initiate research which may later be funded (seed money).	<b>YES</b>
<b>Organized Research</b>  (A-21, Section B.1.b)	<b>OR</b>	Space used for all separately budgeted and accounted for research and development activities.  <ul style="list-style-type: none"> <li>• <b>Sponsored Research.</b> (B.1.b.(1)) Space used to conduct research and development activities that are separately budgeted and accounted for and are supported by external sources (e.g. federal and non-federal agencies, state or local government, corporate, other private). This term 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 and where such activities are not included in the Instruction function.</li> <li>• <b>University Research.</b> (B.1.b.(2)) Space used for separately budgeted and accounted for research and development activities supported by internal application of university funds. For F&amp;A purposes, university research shall be combined with sponsored research under the function of organized research.</li> </ul> <p><b><i>Space indicated as Organized Research <u>must be</u> supported by identifying all funding (account numbers) in the field(s) provided on the survey form.</i></b></p> <p><b><i>External Research is only expenditures related to research and development activities sponsored by external agencies and organizations.</i></b></p> <p><b><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></b></p> Research activities, sponsored by both Federal and non-Federal agencies or organizations that contribute to an identified research project, regardless of the indirect cost rate associated with the funding. <ul style="list-style-type: none"> <li>• Defined work statement,</li> <li>• A line item budget identifying expenditures by activity, function and project period,</li> <li>• Specific commitment regarding deliverables and level of personnel effort devoted to the project,</li> <li>• A formal report that summarizes results or conclusions.</li> </ul>	<b>YES</b>

<b>Other Sponsored Activity</b> (A-21, Section B.1.c)	<b>OSA</b>	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.  Programs and projects financed by Federal or other sponsors which involve the performance of work other than organized research or instruction.	<b>YES</b>
<b>Other Institutional Activities</b> (A-21, Section B.1.d)	<b>OIA</b>	If space cannot be classified into any other categories, this category should be used. Examples are recharge centers, animal care facilities (cage/cage washings), electronic repair shops, machine shops, and lab supply rooms. Auxiliary activities and development fund/raising activities must be included here also. Consider the above functions prior to selecting this category.	<b>YES</b>
<b>Department Administration</b> (A-21, Section F.6.a)	<b>DA</b>	Space used by Provost, dean's offices, academic department heads, 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. Auxiliary services should not use this, even for their administrative functions. Auxiliary should use OIA for their functional percentages.  <b>Tip:</b> If a faculty member performs committee work in his office, then you should assign a DA functional percentage for that effort.	<b>YES</b>
<b>General Administration</b>	<b>GA</b>	Space used by the President's office, Accounting Services, and HR are all examples of GA space.	<b>YES</b>
<b>Operations &amp; Maintenance</b>	<b>OM</b>	Space used by the Facilities Management department, environmental safety and central receiving are all examples of OM space.	<b>YES</b>
<b>Student Administrative Services</b>	<b>SAS</b>	Space used by Admissions, OSRR, Counseling and placement services, and Student Financial Aid office are all examples of SAS space.	<b>YES</b>
<b>Library</b>	<b>LIB</b>	Van Pelt Library only. Do not include departmental libraries since they should be included in DA.	<b>YES</b>
<b>VACANT</b>	<b>VAC</b>	Space that is not being currently used and has been vacant for more than six months.  Tip: This category should not be used, unless you have an area that is currently under construction or renovation. Since this will be a FATAL error, you need to apply the 12 month rule.  12 Month Rule for future use. If the space is currently not occupied, but you know a research project is going to be in the space in the future, then put the project down in that space.  Remember the Timeframe of activity that we are looking at, i.e. the whole fiscal year.	<b>YES</b>
<b>Sponsored Projects Administration</b>	<b>SPA</b>	Space used by the offices of VP-Research, Research and Sponsored Programs, and Research Accounting.	<b>YES</b>

# Michigan Technological University

## Space Function Definitions and Examples

### **INSTRUCTION & TRAINING**

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)
- Time spent on committee related activities.

### **DEPARTMENTAL RESEARCH (DR)**

Research activities financed by the general operating funds (e.g. A13\* accounts) and/or other funds such as gifts or incentive accounts 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 (cost sharing from 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
- *Continued in next column.....*

### **ORGANIZED RESEARCH (OR) (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 (DA)**

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, college, or academic departments/centers. Auxiliary activities are not reported here.

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
- Time spent on committee related activities.

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 such as the Controller's function, and other General & Administrative (Institutional Support) activities.

### **OTHER SPONSORED ACTIVITIES (OSA)**

Programs and projects sponsored by federal and non-federal agencies and organizations that are administered through the University's Research & Sponsored Programs link to [RSP website](#) 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

### **OTHER INSTITUTIONAL ACTIVITIES (OIA)**

Includes:

- Auxiliary activities
- Recharge center activities