

# University of Medicine and Dentistry of New Jersey

## Instructions for Functional Coding of Space

### Introduction

The space utilization survey is the most critical part of the Facilities and Administrative (F&A) or indirect cost proposal. The results of the survey determine how most of the facility costs (depreciation, interest, and operations and maintenance expenses) in the F&A cost proposal will be allocated to University functions such as Instruction and Organized Research. Because space has a substantial impact upon the F&A rate, it is essential to accurately determine and assign the utilization of each room to the correct function(s).

### What is the Space Utilization Survey and Functional Coding?

The space utilization survey is the process of assigning the actual functional use coding and percent of use to campus space. Put another way, the space utilization survey gathers data on the specific use of campus space. This differs from the space inventory in that the inventory determines and assigns codes on the general use of space (i.e., primary use). Functional use codes used for the space utilization survey are based on guidance from OMB Circular A-21 and defined in the University's Space Functional Use Definitions, which are in Appendix A.

### General Instructions

- The Space Functional Use Definitions should be reviewed and clearly understood before the space utilization survey is started. Questions about the definitions and other aspects of the survey should be directed to The Cost Analysis Department.
- The functional coding of rooms should be determined by department personnel who are knowledgeable about the occupants and activities performed in each room.
- Functional coding should be determined on a room-by-room basis.
- Functional coding must identify a room's usage in specific percentage terms that reflect *all activities* performed in the room.
- The space utilization survey should reflect how each room was used **during the entire fiscal year 2010 (July 1, 2009 – June 30, 2010)**. The survey should not represent a snapshot of how the space was used at a particular point in time, e.g., the end of the year.
- The functional coding of a room should take into account all occupants of the room. The coding of space should be based on the activities occupants perform in the room **and** the budgets (expense accounts) that pay for those activities.

- For example, if faculty, staff, or students in a research lab are working on Organized Research projects **and** the compensation for *all* of their work in the lab is paid by those projects (or is reported as cost sharing on the projects in their FEC effort reports), then space they use in the lab should be coded as Organized Research. The term “paid from a grant” includes salaries directly paid and salaries reported as committed or mandatory cost share.
  - On the other hand, if an individual’s salary for the work in the lab is wholly or partially paid from general instructional funds (and is not reported as cost sharing on an Organized Research project); the space used for the work paid with institutional funds should be coded as Instruction or Departmental Research as applicable. Research lab space used by unpaid students, visiting scientists, and faculty emeriti should also be coded as Other Institutional Activities as applicable.
  - If the individuals working in the lab are working on and paid from both Organizer Research projects and general institutional activities/funds the lab space should be coded and assigned to Organized Research and Instruction or Departmental Research in the same proportion as the work performed in the lab.
- Space used for activities reported in faculty effort reports as committed cost sharing on Organized Research projects should be coded as Organized Research. Space used for activities of faculty and senior researchers as voluntary uncommitted cost sharing on Organized Research projects should be coded as Organized Research (regardless of how the cost sharing is reported in their effort reports).
  - Functional coding of a room should take into account the **extent of use** by each occupant. For example, a student working in a lab 15 hours a week for four months should be counted much less than a technician who works in the lab 40 hours a week the entire year.
  - **Departmental staff should maintain notes on how they determine the functional percentages of each room and be prepared to defend those percentages in the Federal review of the F&A rate proposal.**

### **Required Documentation**

- Space functionalization will be documented using the University’s Space Inventory Archibus database, after paper copies of the space functionalization have been completed by the departments. Each school will have a designated person to whom the reports should be returned.
- The space utilization survey documentation must identify all PI’s of all research laboratories coded with any percentage as Organized Research or Other Sponsored Activities.

- **Occupants** include all individuals, **paid and unpaid**, *who use(d) the room during fiscal year 2010* – faculty, staff, graduate students, undergraduate students, post-doctoral fellows, visiting scientists, etc.
- For rooms coded with any percentage as Organized Research or Other Sponsored Activities, the documentation must also identify the research projects with the Grant index number and PI's of the Grants which are worked on in that room. A listing of each department's active Grants and PI's will be provided to the departments.
- If your space is reviewed by Federal negotiators, the review will most likely take place a *year or longer* after you have coded the space. It is imperative that you document your space functions in such a manner that will allow you or someone else in your department to easily understand and explain the basis for those decisions.
- It is important to code space used for clinical trial activities with the appropriate organized research clinical trial percentage (ORCT).

## **Handling of Specific Categories of Rooms and Situations**

### **Research Laboratories**

- The principal activity performed in research labs is usually Organized Research. However, if some of the occupants in a research lab are paid from general institutional accounts (and are not reported as cost sharing on Organized Research projects) that space should be coded as Instruction (INST) or Departmental Research (INST).
- Space used by visiting scientists not paid by the University, faculty/staff whose salaries are paid directly by the Howard Hughes Medical Institute, and faculty emeriti should be coded Other Institutional Activities (OIA).
- The handling of *students* in research labs is particularly important:
  - Space used by students should be coded Organized Research if the students are:
    - (a) paid by research grants/contracts,
    - (b) supported by research training grants/fellowships *that are considered Organized Research, or*
    - (c) Reported as cost sharing on research grants or contracts.
  - Space used by unpaid students and students paid from general institutional funds (and not reported as cost sharing on research grants or contracts) should be coded Instruction or Departmental Research, as applicable. This includes students working in labs for academic credit as well as students using the lab for non-research work such as course development or thesis writing.

- If students paid from Organized Research fund do non-research work in the lab such as course development or thesis writing, a portion of that space should be considered Instruction (INST).
- Federal negotiators pay particular attention to rooms coded 100% Organized Research. A “yes” response to any of the following usually indicates that a room should *not* be coded 100% Organized Research:
  - ❖ Are bridge funds, start-up funds, or any other kind of seed money used to fund the activity (salary and benefits of the occupants) taking place in the room?
  - ❖ Is the room used by any unpaid students or students paid from general institutional funds? This includes students working in labs for academic credit as well as students using the lab for non-research work such as course development or thesis writing
  - ❖ Are there any other occupants not paid from Organized Research funding for their work in the lab (except where those non-Organized Research funds are considered cost sharing for an Organized Research project)?
  - ❖ Are there any non-research activities performed in the room (e.g. lab tests performed for a hospital or clinic)?

### **Research Laboratory Service Rooms**

- Coding of research lab services rooms (e.g., cold rooms, dark rooms, equipment rooms) should be based on the average functional use of the labs they support during FY 2010.

### **Offices**

We are concentrating on research and other sponsored activity space in this year’s space audit.

### **Classrooms, Class Labs and Related Service Rooms**

- Classrooms, class labs, and related service rooms should normally be coded as Instruction. Departments do not need to enter any functionalizations data for these room types.
- In limited situations, open lab and computer labs may be used for Organized Research or Other Sponsored Activities.

### **Recharge Centers/Service Centers**

- Departments with recharge or service centers should functionalize that space as SSF, Specialized Service Facilities.

## **Animal Facilities**

- Service support areas where no organized research is being conducted, such as staff offices, feed storage rooms, cage wash rooms, etc. should be classified as Specialized Service Facilities (SSF). In accordance with HHS policy on animal facilities dated November 15, 1999, other areas such as procedure rooms, operating and recovery rooms, isolation rooms, quarantine rooms directly related to research protocols, and rooms that house animals involved in research that are not generally removed from the facility in order to conduct the research, should be classified according to the functional activity in the room.

## **Vacant Space**

- Space should be considered vacant only if it is vacant or under renovation for the full 12 months of FY 2010. If it is occupied for party of FY 2010 it should be coded to functions according to how it was used when occupied.

## **Timing**

Deadline for departments to provide this data are as follows:

March 31, 2010

## **Federal Red Flags and Risk Areas**

The following situations are considered red flags or areas of higher risk by Federal negotiators:

- Research lbs functionalized as 100% Organized Research,
- Cookie cutter functionalizations (i.e., all research labs in a department functionalized as 95% Organized Research/5% Instruction),
- Inconsistent functionalization results compared to funding sources supporting work in a research lab,
- Function codes which are inconsistent with room type designations,
- Space classified as Organized Research space without any Organized Research funding sources or budgets attached, or
- Sum of functional percentages less than 100%

Please review your functional codings closely to ensure you have taken these guidelines into consideration.

## **Other Resources**

OMB Circular A-21:

[http://www.whitehouse.gov/omb/circulars/a021/a21\\_2004.html](http://www.whitehouse.gov/omb/circulars/a021/a21_2004.html)

## **Contact Information**

If you have questions, the following individuals are available to assist:

For space related issues and information – Teresa De Carlo, Facilities Planning and Construction  
ext. 2-2627

For Grant related issued and information – Robert Szychowski, Cost Analysis ext.5-9187

## Appendix A

Is a listing of the space functionalization codes to be used and the definitions of those codes.

### FUNCTIONAL USE DEFINITIONS

- OR**            **Organized Research** – Space related to research and development activities sponsored by federal and non-federal agencies and organizations (e.g., grants and contracts). This also includes all research and development activities funded by the University through an internal application of its general funds.
- ORCT**        **Other Sponsored Research and Clinical Trials** – Space related to sponsored activity generally occurring in non-laboratory settings, primarily devoted to clinical trials and drug studies. Studies proceed along precise guidelines/protocols, to investigate the effects of a drug, devise or particular medical treatment on a limited group of participants and excludes animal testing.
- SRT**            **Sponsored Training** – Space related to specific sponsored training projects which are separately budgeted and accounted for.
- INST**          **Instruction/Departmental Research** – Includes space used for teaching, course and curriculum development, academic advising and development, and departmental research.
- SSF**            **Specialized Service Facilities** – Space for highly specialized services, such as information science and computer centers, non-research related animal care facilities, etc.
- SPA**            **Sponsored Projects Administration** – Space related to supervisory, managerial, or administrative effort by a unit established solely to administer sponsored programs. Space includes the Restricted Funds Accounting Office and Departmental Offices where grants administration occurs.
- DA**            **Departmental Administration** – Space occupied by administrative and supporting services that benefit common or joint departmental activities or objectives.
- LIB**            **Library** - Separate buildings or rooms assigned as library facilities.
- SS**            **Student Services** – Space for activities related to student affairs and student services. For example, the Registrar’s Office, Student Counseling, Financial Aid, etc.

## FUNCTIONAL USE DEFINITIONS (CONT'D)

- GA**            **General Administration** – Space used for supervisory or managerial administrative activities related to institutional administration. This space includes the Office of Human Resources, the Controller’s Office, the Office of Internal Audit, etc.
- O&M**           **Operations and Maintenance** – Space utilized for operations and maintenance, supervision, preservation, and protection of the institution’s grounds and physical facilities.
- OIA**            **Other Institutional Activities** – All activities of an institution except those mentioned above. Included is space such as the Development Office, residence halls, food and beverage services, radio station, TV station, student center, Faculty Practice Plan, etc.
- HHCS**           **Hospital and Health Care Services** – Consists of activities within the University which benefits individuals within the geographic service area of the University. It includes services rendered at University hospitals and affiliate hospitals excluding faculty and private patient care. Health care services consist of resident instruction, supervision of technical personnel, sponsored health services and administration of health care services.
- NASS**           **Unassignable** – Space related to circulation areas, custodial areas, mechanical areas and structural areas.
- INRS>6**        **Research Space Inactive** greater than 6 months.
- INRS>12**      **Research Space Inactive** greater than 12 months.
- OSA**            **Other Sponsored Activity** - Space devoted to programs and projects sponsored by federal and non-federal agencies and organizations that involve the performance of service or demonstrative activities other than organized research, sponsored instruction/research training, instruction and department research.