It is very important that the function type classification for space is as accurate as possible. Unless the person responding to the space utilization survey has first hand knowledge of exactly what types of activities occur in each room, it is necessary to interview the occupants or users of the rooms to determine the activities taking place. The room type code and job descriptions of the occupants of the rooms do not determine the function of the room. For example, it cannot be assumed that a research laboratory is 100% sponsored research because there may be some non-sponsored research taking place as well.

Each room should be assigned a single functional use code if it is used for a single purpose. However, in many cases a room is used for several different functions. In those situations a percentage allocation must be made for each of those functional uses. As many functional use codes as needed may be assigned to a room. However, the percentages must add up to 100%.

0 INSTRUCTION/DEPARTMENTAL RESEARCH (INST)

Instruction includes space used for teaching and training activities including course preparation and grading, curriculum development and modification, classroom instruction, study areas for students, academic advising, graduate student/TA office space, and any other activities that involve credit or non-credit courses. If any part of a research laboratory is used for these purposes, a portion of the lab should be assigned to instruction.

Departmental research includes research, development and scholarly activities that are not separately budgeted and accounted for and for which there is no formal proposal, selection and awarding process. This can also include bridge funding for researchers in between research projects and start-up projects. This activity is supported through departmental and college budgets. This function is used to help identify labs and other research facilities used for activities that do not meet the definition of Organized Research.

1 ORGANIZED RESEARCH (ORG RES)

Organized research includes research and development activities that are separately budgeted and accounted for on a specific project basis. Organized research activities include:

1. Research grants, contracts, and cooperative agreements funded by the federal government and non-federal agencies and organizations, such as states, cities, foundations, corporations, etc. This would also include related cost sharing committed to the project from institutional funds.
2. Research projects funded with University funds, which are separately budgeted and accounted for under an internal application for institutional funds, and have their own budgets, accounts, goals, and objectives.
3. Sponsored research training – The sponsored training of individuals in research techniques where such activities utilize the same facilities as other research and development activities.

Organized research projects are defined as projects that 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 a progress report be submitted to the sponsor. Whenever a room is coded as organized research, regardless of the percentage assigned, the sponsored project account number funding the research must be indicated under the Account Number column.

2 DEPARTMENTAL ADMINISTRATION (DEPT ADMIN)

This function includes the administrative activities provided by academic colleges and departments to support and benefit common or joint departmental objectives related to instruction, research, and other sponsored activities. This support includes the college dean, associate/assistant deans, and college and department level administrative duties such as secretarial, personnel, payroll, purchasing, information technology, and other accounting activities.
4 GENERAL UNIVERSITY ADMINISTRATION (UNIV ADMIN)

General University administration includes institutional activities that provide administrative support for the daily functioning of the entire University, such as executive management, financial management and fiscal operations, information technology management and operations, general administrative services and logistical services. Examples of areas providing these activities are central administrative departments such as the provost, business services, receivables, human resource services, university counsel, purchasing, mail services, and internal audit.

Separate organizational units that specifically support sponsored programs, such as the Office of Sponsored Programs Administration and Sponsored Programs Accounting, should be classified as Sponsored Projects Administration.

5 SPONSORED PROJECTS ADMINISTRATION (RES SUP)

Sponsored projects administration is limited to separate organizational units primarily established to administer sponsored projects, such as the Office of Sponsored Programs Administration, Sponsored Programs Accounting, Office for Responsible Research, and Vice Provost for Research Administration.

6 STUDENT SERVICES ADMINISTRATION AND SUPPORT (STU SER)

Student services administration and support includes activities related to the administration of student affairs and to providing services to students (excluding Student Health and Recreational Services-see Auxiliary Services). Dean of students, admissions and registrars offices, counseling and placement services, financial aids, and advising offices are all included in this category.

7 AUXILIARY SERVICES (AUX SER)

ONLY the following activities should list their space under auxiliary services: Athletics, University Book Store, Iowa State Center, Memorial Union, Parking System, Reiman Gardens, Department of Residence, ISU Dining, Student Health Center, and Recreational Services. Auxiliary services are large service units that support the missions of the University but primarily serve customers external to the University. These customers would include students. Costs are normally charged to users of these facilities or for services and/or products available from these facilities.

8 LIBRARY (LIB)

Library includes activities that directly support the operations of the central library system. Departmentally 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 departmental administrative space.

9 OTHER INSTITUTIONAL ACTIVITIES (incl. non-sponsored public service/extension) - (OIA)

Other institutional activities include all space used for public and extension service activities undertaken by the University that ARE NOT funded by the federal government and non-federal agencies and organizations, such as states, cities, foundations, corporation.

It would also include fee for service centers that provide goods and/or services to primarily external customers. Note: Fee for service centers that provide goods and/or services to primarily other University departments should be reported as Fee for Service Centers (SERV CTR). All other space used for major functions (programs) of the University which are not instruction, departmental research, organized research, other sponsored activities, or otherwise classified above should be included here.

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10 OPERATION AND MAINTENANCE (O & M)

Operation and Maintenance should include all space used by staff conducting activities supporting the administration, supervision, operation, maintenance, preservation, and protection of University facilities. Activities include: janitorial, custodial and mechanical service areas; repairs and ordinary or normal alterations to buildings, equipment and furniture; design services; campus police and security; disaster preparedness; environmental health and safety; risk management; facility planning and management; care of grounds; maintenance and operation of buildings.

11 NONASSIGNED AREAS (NONASSGN)

Nonassigned Areas: Areas that include the following:

1. Inactive Areas - Areas that are available for assignment to a unit or activity but are unassigned at the time of the inventory and are not likely to be occupied in the near future.
2. Alteration or Conversion Areas - Areas that are temporarily out of use because they are being altered, remodeled or rehabilitated at the time of the inventory and are not likely to be occupied in the near future.
3. Unfinished Areas - areas in new buildings or additions to existing buildings not completely finished at the time of the inventory and are not likely to be occupied in the near future.

Departments should select a function for space that is temporarily vacant based on the department’s best estimate for the use of the space when it is no longer vacant.

12 SPONSORED INSTRUCTION AND TRAINING (SP INSTR)

Sponsored training refers to specific instructional or training activities established by grant, contract, or cooperative agreement. However, sponsored training of individual in research techniques (commonly called research training) should be classified as organized research.

13 OTHER SPONSORED ACTIVITIES AND PUBLIC SERVICE/EXTENSION (OSA)

Other sponsored activities (OSA) include programs and projects funded by the federal government and non-federal agencies and organizations, such as states, cities, foundations, corporation, etc. that involve the performance of work other than instruction or organized research and are activities that are separately budgeted and accounted for. Examples of OSA are public and community service projects, seminars, symposiums, and conferences, etc. Other Sponsored Activities within the Cooperative Extension System should use this function. It is important to note that when these activities are not externally funded by third party federal or non-federal agencies, they must be classified as Other Institutional Activities.

14 OUTSIDE AGENCIES (OUT AGNCY)

This function is for space used by non-University businesses and organizations. This includes space used for Ames Lab projects and activities. Note that if this function is selected for space, the user must also identify what kind of agency is using the space by using the drop down menu in the Agency column of the survey. The Agency drop-down menu allows selection of one of the following: federal, state, local or private.

15 FEE FOR SERVICE CENTERS (SERV CTR)

Fee for service centers are formally established recharge and cost centers that provide goods and services, primarily to other University departments, and recover their costs through charges to benefiting users. Examples would be printing/copy services, testing services, processing fees, etc.