

Functional Usage Definitions

Revised 2/12/2020

Space Function Code	Functional Classification Category	Functional Classification Description
10	Instruction (Chart field Functions: 200-290, 901, 905)	<p>Instruction includes the below two main types:</p> <ul style="list-style-type: none"> • Teaching and training: Activities of the University for the transmission or dissemination of knowledge to college students in classrooms, teaching labs, & faculty offices. • Sponsored training: Instruction or training activities by Federal and Non-Federal sponsors through sponsored agreements. <p>Note: Sponsored training of individuals on research techniques such as T32 training grants are NOT included in this function.</p>
11	Department Research (Chart Field Function: 291)	<p>Department research includes activities for research, development and scholarly activities that are <i>not separately budgeted and accounted for</i> on an individual project basis.</p>
22	Organized Research (Chart Field Functions: 311,312,313,320)	<p>Organized Research includes all research and development activities of an institution that are separately budgeted and accounted for on a specific project. This category includes:</p> <ul style="list-style-type: none"> • Sponsored Organized Research: Research projects sponsored through grants, contracts and cooperative agreements. (function 311) • University Organized Research: Projects funded by University funds (function 320) • Sponsored Research Training: Training of individuals in research techniques. Common examples are Career Development ("K") awards, institutional training grants (T32) and individual fellowships (F32). (function 311) • Research Cost sharing: Committed cost sharing on organized research projects including matching, voluntary committed cost sharing and salary cap cost sharing (functions 312, 313)
24	VCHIP Program Space (Chart field Program 0601)	<p>VCHIP program space includes all space that has activity funded by VCHIP, <i>chart strings with a program code of 0601 represents VCHIP funding.</i> All functions of VCHIP activity are considered VCHIP space and should be coded only 24.</p>
28	Experiment Station Research (Chart field functions: 351 & 352)	<p>Experiment Station Research includes primarily field experiments activities that are separately budgeted and accounted for on a specific project. The Hatch research activities in the College of Agriculture and the McIntire-Stennis forestry activities within the Rubenstein School Environment and Natural Resources are examples of experiment station research.</p> <ul style="list-style-type: none"> • Sponsored Experiment Station Research: projects sponsored through grants, contracts and cooperative agreements. (function 351) • Experiment Station Research Cost Sharing: Cost sharing on experiment station research projects including matching of federal formula grants (function 352)

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30	Public Service (Chart field functions: 401,411,412,413)	Public Service provides to the general public the benefits of the instructional and/or research activities of the University. Conferences and institutes conducted through Continuing Education are included in this category.
38	Extension Research and Extension Service (Chart field functions 361,362,421,422)	<p><i>Extension research</i> activities are extension projects such as SARE that primarily support basic, applied or experimental/developmental activities (sponsored function code = 361, Cost Share function code = 362).</p> <p><i>Extension service</i> activities include those projects that primarily provide the public with solutions, to everyday problems, using established or innovative techniques, know-how, research and scientific knowledge, education and learning opportunities primarily in the areas of 4-H development, agriculture, natural resources, family & consumer sciences and community & economic development.</p> <ul style="list-style-type: none"> • Sponsored Extension Service: Projects which are separately budgeted and accounted for on specific project. (function 421) • Extension Service Cost Sharing: Cost sharing on extension service projects including matching of federal formula grants (function 422)
40	Libraries (Chart field function 511)	Libraries include space devoted to the orderly collection, storage, and retrieval of knowledge. This activity may be housed in a central location or decentralized and housed in two or more separate facilities. In either case, those activities which are under the supervision and control of the Director of Libraries.
50	General Administration (Chart field function 521)	General Administration includes the orderly planning and operating of the University in terms of academic affairs, fiscal affairs, personnel, administrative support, and public relations.
52	Facilities Admin (Chart field function is 601 or 602 and property = 0000))	<p>Facilities Administrative includes services related to the administration, supervision, operation, maintenance, preservation, and protection of campus facilities. Services include:</p> <ul style="list-style-type: none"> • The Director of Physical Plant (except for Grounds) , Capital Planning & Management and Custodial Services • Grounds and Polices Services are not included as they have their own space functional code (53).
53	Grounds and Police Services Administration	Grounds and Police Services Administration: Space used to administer grounds and Police Services.
54	Student Administration (Chart field function 701)	Student Services Administration includes equipment/space used in central areas related to student affairs primarily for the benefit of students.

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55	Museum	Museum includes all space and support service space housing collections open to the public of artistic, technical, scientific, historical, or archaeological material, excluding libraries.
56	Departmental Administration (Chart field functions: 501, 502, 509,519, 2xx)	Departmental Administration includes all administrative activities by the academic departments to support the primary programs of instruction, research and public service. Academic offices such as the Deans Offices, Directors offices are included in this space function.
57	Environmental Safety	Environmental safety space includes the Environmental Health Facility and the space used by the University's Environmental Safety staff to carry out activities such as managing Hazardous waste disposal, coordinating the University's bio-safety program, lab safety training and environmental compliance.
58	Sponsored Project Administration (Chart field function 531)	Sponsored Projects Administration is limited to separate organizational units to administer sponsored agreements. Sponsored Project Administration and Cost Accounting Services are the organizational units in this space function.
59	Research Protection Office	Space allocated to the Research Protection Office is assigned this unique code which is reserved for the Research Protection Office only.
60	Auxiliary Services (Fund 150 Chart field)	Auxiliary Services includes space attributed to such income/expense activities as Residential Facilities, University Store, Print and Mail Services, Instrumentation and Model Facility, Animal Care Facility and Athletics.
70	Lease/License to Third Parties	Non-institutional use of space leased to a third-party pursuant to a lease agreement, including those that generate little or no rental income.
71	Food Service	Non-institutional use of space used in conjunction with outsourced food service function operated by third-party food service provider under management agreement. Includes any operations managed by food service provider pursuant to the food service management contract.
72	Non-Institutional Agencies (without space agreement or function code 999)	A non-Institutional agency occupying UVM space without a space agreement. Occupants of UVM space who are non-UVM paid such as University of Vermont Medical Center employees, non-UVM paid faculty emeriti or visiting professors are examples where this space code should be used.
73	Management Agreement	Non-institutional use of space occupied by third-party agent operating on behalf of the University. Potential examples may include privatized parking operations or bookstore, pursuant to a management agreement.
74	Vending/ATM Machines	Non-institutional use of space occupied by third-party's vending machine, ATM machine, public telephone, etc.
75	University Foundation	Space used in support of the University Foundation.

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81	Inactive	Inactive space includes space that is vacant for the entire fiscal year. If space is used for part of the year, assign the functions according to how it was used when occupied.
82	Alteration	Renovations of space which occurred during the entire fiscal year. If space is used for part of the year, assign the functions according to how it was used when occupied.