

**UNIVERSITY
OF MIAMI**



Function Codes & Definitions

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TABLE OF CONTENTS

I.	General Information	2-3
A.	Importance and Contact Information	
B.	Documentation	
C.	Certification	
D.	Definitions	
E.	Room Function Coding	
F.	Reports	
II.	Functions for Academic, Clinical Departments, Institutes, & Centers	
A.	Instruction... ..	4
B.	Research	
	• Organized Research... ..	4
	• Departmental Research (DR)... ..	5
	• Differentiating between Organized Research & Departmental Research... ..	6
C.	Other Sponsored Activities/Clinical Trials (OSA)... ..	6
D.	Public Service... ..	6
E.	Departmental Administration (DA)... ..	6
F.	Service Centers... ..	7
G.	Patient Care... ..	7
H.	Other Institutional Activities (OIA)... ..	8
	Appendix I: Driver Worktags Supporting the Research Function.....	9
	Appendix II: Room Types Supporting the Research Function	10
	Appendix III – List of Service Centers	11

I. General Information

A. Importance

The function coding of space is of critical importance in the calculation of the University's Facilities and Administrative (F&A) rate charged to grants and contracts. The space inventory data is used to allocate facility costs such as building & equipment depreciation and maintenance & utility costs, which is a significant portion of the F&A rate. It is crucial that the following definitions are followed to ensure compliance with federal regulations.

B. Documentation

An F&A rate proposal is submitted to the University's cognizant agency, the Department of Health and Human Services Cost Allocation Services (CAS) every three to four years. As part of the review process, the CAS Office conducts a site visit to verify a sample of the space inventory. Therefore, sufficient documentation to support the functional coding of department space, especially for space coded to Research or Service Center, must be maintained by each department until a new F&A rate agreement is completed. For research labs and offices coded with Research, the documentation must identify all occupants, the principal investigators (PI), and the related research driver worktags that paid any portion of their salaries. **The documents and notes will support the University's defense of the functions and percentages entered for each room in the USpace Survey to the CAS Office.**

C. Certification

Departments will be required to complete a certification of their space for fiscal year 2024. The certification involves verifying the room type, all room occupants, and room functions for each room assigned to the department. The investigators must also be entered for rooms coded as Research, while the funding driver worktags must be entered for rooms coded as Research or Service Center.

D. Definitions

- i. **WebSpace Survey**– WebSpace is a web-based space survey tool developed by Maximus that will be the system of record for the space survey a part of the 2024 F&A rate proposal.
- ii. **Space Walkthrough** – the process of conducting a walk-through of departmental space, interviewing faculty, and gathering all relevant information for each room.
- iii. **Function** – the purpose(s) or activity(s) conducted in a room based on the funding source.
- iv. **Functional Percentage** – the percentage of use of a particular function of a room, generally based on the percentage of time the room is used for the particular function.

E. Room Function Coding

The function definitions in this document are mandated by the federal government and are reflected in the Office of Management and Budget (OMB) 2 CFR Chapters 1 & 2, Part 200 ("Uniform Guidance"), and must be used consistently throughout the University. Federal regulations require function coding and the accounting for the direct costs of Research to be

related. This means that **space must be coded in a manner consistent with the funding of the activities taking place in the room**. The space coding, therefore, should be based on the following:

- i. Funding source of the activities conducted in the room.
- ii. Salary funding of all occupants (paid and unpaid) for the specific activities conducted in the room. *Note: Functional percentages for the room do not necessarily match the occupant's salary distribution.*

The space data used for the F&A rate proposal must reflect the use of the space over an entire 12-month fiscal year (June 1 through May 31) period. The USpace Survey will track changes made during the year and provide a summary of the data for the F&A rate proposal. Therefore, it is highly recommended that users update changes as they occur rather than attempting to retroactively functionalize the space for the entire fiscal year in order to simplify the functional coding process.



IMPORTANT: PLEASE READ THE FOLLOWING DEFINITIONS CAREFULLY BEFORE CODING ROOMS. EXCEPTIONS ARE NOTED IN SOME CATEGORIES.

II. Functions for Academic, Clinical Departments, Institutes, & Centers

- I. **Instruction** - space used for instructional (teaching and training) activities of the University such as lecturing, tutoring, course and curriculum development (preparing outlines and reference material for teaching future courses, devising and developing new instructional techniques, preparing or revising manuals, slides, composition), writing and editing text book chapters and syllabi, supervising laboratory course work, supervising teaching assistants, grading papers, etc. The instruction programs can be for credit toward a degree or certificate or on a non-credit basis. Instruction, therefore, includes time spent by a graduate student writing their dissertation in University space (including lab space).

Instruction includes:

- Faculty office hours for advising of students and course related work.
- Non-research sponsored instruction projects.

Instruction excludes:

Research training when funded by research training grants or research fellowships (see Organized Research).

- J. **Research** – research space is categorized into two types according to the Uniform Guidance:

- **Organized Research** - space utilized for research and development activities of the University that are separately budgeted and accounted for on a project by project basis. Space

that is indicated as Organized Research must be supported in the USpace system with one or more sponsored account numbers, a PI, and an occupant (if required).

- Organized Research projects have the following characteristics:
 - ✓ A defined scope of work
 - ✓ A work plan (including scientific methodology)
 - ✓ A time frame (a recognizable beginning and end)
 - ✓ Reporting requirements to the sponsor (external or internal)
 - ✓ A separate account within the University's accounting system set up to exclusively segregate and track project expenses
 - ✓ Sponsor may require that funds be returned unless spent for the project

Organized Research includes:

- Sponsored Research projects - research and development activities that are sponsored by Federal and non-Federal agencies and organizations. Includes activities paid for by the University on cost sharing companion sponsored accounts.
- University Research - all research and development activities that are separately budgeted and accounted for on a project by project basis by the University under an internal application of institutional funds (i.e. SAC and IRDI awards).
- Research Training - activities involving the training of individuals in research techniques where the trainee is paid from sponsored research training grants, and where such activities utilize the same facilities as other research and development activities. Examples include space in laboratories used by students who are paid stipends from sponsored training grants.
- Clinical trials sponsored by federal agencies (including federal flow thru)

Organized Research excludes:

- Clinical trials sponsored by pharmaceutical companies (code as Other Sponsored Activities).
- Visiting scientists not paid by UM or investigators paid directly by HHMI (code as Other Institutional Activities)
- Students not paid or paid with general institutional funds (code as Instruction or Department Research).
- **Department Research (DR)** -space used for research, development, and scholarly activities that are **not** separately budgeted and accounted for on a project by project basis. Funding for this activity generally comes from departmental budgets, gifts, and/or endowment income.

Department Research includes:

- General research support, including start-up funding and bridge funding for investigator and research track faculty that is not project oriented. Typically, use of general support funds

such as the endowment spending distribution for an endowed chair, or gifts restricted to research in a particular field or department will fall into this category.

Department Research excludes:

- Writing applications for Organized Research grants and contracts. This activity should be coded as Department Administration.
- Research activities that must be categorized as Organized Research, such as SAC and IRDI awards.
- **Differentiating between Organized Research and Departmental Research:**
The source of funding for the research will determine the coding: external funds for research are Organized Research (assuming aforementioned criteria for Organized Research is met); internal funding may be Organized Research or Departmental Research based on additional criteria.
- Example: a professor conducts a research project funded by an NIH grant. The professor has a research assistant in the lab that is paid by the department's general payroll account. Since the research in the lab is funded from both a sponsored research grant and a general operating account, the lab is coded to both Organized Research and Department Research.
- Example: similar situation as above except the research assistant is paid by a UM funded organized research account. The research in the lab is fully funded by organized research so the lab would be coded only to Organized Research.

- K. Other Sponsored Activities/Clinical Trials (OSA)** - space used for programs and projects sponsored by federal and non-federal agencies and organizations which involve the performance of work other than Instruction and Organized Research. Examples are travel grants, conferences, health service programs, exhibits, and community service programs.

Includes clinical trials sponsored by private pharmaceutical companies, foundations, and other non-federal entities. Clinical Trials are research studies in which one or more human subjects are prospectively assigned to one or more interventions to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes. Clinical Trial activities include, but are not limited to, the testing of drugs and medical devices.

Excludes sponsored public service grants – see Public Service.

- L. Public Service** - space used by any activity with a primary objective to make available to the general public the benefits of instructional and clinical activities of the university. Types of activities commonly found in this category are: fee for service programs for the State of Florida which are clinical in nature and sponsored usually by the State of Florida Human Resource Services (HRS) and Children's Medical Services (CMS), Medical Simulation Laboratory, etc.

- Includes training of residents and other activities supported by the JMH Annual Operating Agreement

M. Department Administration (DA) - this category includes space in areas utilized for administrative and supporting services that benefit common or joint departmental activities or objectives. Types of activities commonly found in this category include: Dean's and Chair's and Assistant Chairs for Administration offices, as well as offices housing the departmental Budget/Fiscal Directors, departmental support personnel, etc.

- Includes space associated with the preparation and review of departmental budgeting, financial review of departmental accounts, selection and recruitment of faculty, review of personnel effort reports, selection and training of staff, departmental planning for building projects and renovations.
- Includes space utilized for writing grant proposals and Faculty involvement with various committee services.
- Includes department conference rooms and similar multi-purpose rooms such as copy rooms, employee lounges, small departmental libraries
- Administrative and clerical titles that are typically associated with space coded as Department Administration and Support may include but are not limited to: departmental administrators, accountants, bookkeepers, purchasing and human resources assistants, secretaries, office managers, etc.
- Excludes space used for:
 - ✓ Administrative areas associated with clinical activities (see Patient care).
 - ✓ Administrative areas associated with student affairs (see Student Services)
 - ✓ University Library Systems (Richter, Law, Calder and Marine School – see Library)
 - ✓ Service or recharge centers (see Service Centers).

N. Service Centers - space utilized by an operating unit that recovers its costs through charges to the benefiting users.

O. Patient Care – space utilized for the examination or treatment of patients (clinical activities), including their administrative office space.

- Includes space utilized by:
 - ✓ University of Miami Hospital (UMH),
 - ✓ University of Miami Hospital and Clinics (UMHC),
 - ✓ Anne Bates Leach Eye Hospital (ABLEH),
 - ✓ Clinics
 - ✓ University of Miami Medical Group (UMMG), the University's medical professional practice,
 - ✓ Support staff personnel performing clinical administrative functions.
 - ✓ Activities included in this function include: reviewing charts or dictating patient letters, scheduling, billing, collections, labs used specifically for patient care, and other

UNIVERSITY OF MIAMI – SPACE SYSTEM FUNCTION CODES & DEFINITIONS

administrative clinical activities, managed care duties associated with managing professional risk contracts, patient care compliance offices.

Excludes patient care activities that are part of clinical study projects (see Organized Research if federally funded or Other Sponsored Activities if non-federally funded)

- P. Other Institutional Activities (OIA)** - space for major activities of the University where the federal government has established that it will not allow the activity or the space to be charged directly or indirectly to sponsored grants and contracts; space for activities of the University not categorized elsewhere; and space for cultural activities.
- Examples of OIA space include the following offices/areas:
 - ✓ Advancement, including Development, Alumni, Public Relations, Government Relations and University Relations, Lowe Art Museum, Gusman Concert Hall, Herman Ring Theatre, Cosford Cinema, Rathskellar, university press, chorus, band, and symphony practice space, ROTC, student publications (including the Hurricane), WVUM radio, Technology Transfer, etc.
 - ✓ Non student productions
 - ✓ External athletic camps
 - ✓ Visiting scientists not paid by UM (e.g., Howard Hughes Medical Institute (HHMI) funded scientists)

UNIVERSITY OF MIAMI – SPACE SYSTEM FUNCTION CODES & DEFINITIONS

Appendix I – Driver Worktags Supporting the Research Function

A driver worktag is identified as supporting the function of Research if it has a financial class worktag of FC003 or FC005. Grants with financial class worktag FC004 and Purpose Code of “Research Training” are also included.

Driver worktags for cost-share, including salary cap cost share, are excluded, as are driver worktags that have not been active for any part of the fiscal year for which the space survey is being completed.

If you believe that a driver worktag has been coded with the wrong financial class or is otherwise erroneously included or excluded from the list of driver worktags supporting the function of Research, please notify ORA via email at faspacehelp@miami.edu.

**UNIVERSITY OF MIAMI – SPACE SYSTEM
FUNCTION CODES & DEFINITIONS**

Appendix II – Room Types Supporting the Research Function

<p>Research Cubicle Research Office Research Office Modular Research Meeting Service Research Meeting Space Research Break Space Research Copy Mail Research File - Supply Research Office Circulation</p> <p>Animal Holding Animal OR Animal Prep Animal Procedure Animal Area Circulation Animal Area Locker Animal Area Service Animal Cage Washing Animal Necropsy</p>	<p>Clinical Lab - Research Data Lab - Research Instrument Lab - Research Special Lab - Research Wet Lab - Research</p> <p>Autoclave</p> <p>Clinical Lab Restroom Clinical Lab Support Cold Room Containment Darkroom Data Lab Support Equipment Glasswashing Hot Room Instrument Lab Support Lab Circulation Lab Storage Observation Other Lab Support Special Lab Support Tissue - Cell Culture Waiting Warm Room Wet Lab Support</p>
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UNIVERSITY OF MIAMI – SPACE SYSTEM FUNCTION CODES & DEFINITIONS

Appendix III – List of Service Centers

While additional operating units can technically fall under the definition of service centers because they recover their costs through charges to benefiting users, for purposes of this space survey, only units whose driver worktag is listed under the Service Centers Program Hierarchy in Workday need to be identified as service centers. The following is a list, in alphabetical order, of all service centers at UM that need to be identified for purposes of this space survey. If you believe that a unit is erroneously included or excluded from this list, please notify ORA via email at faspacehelp@miami.edu.

**UNIVERSITY OF MIAMI – SPACE SYSTEM
FUNCTION CODES & DEFINITIONS**

Service Center	Program Number and Name	Program Cost Center
Analytical Imaging Facility - AISR	PG006282 Svcd Analytical Imaging Facility	CC02107 MSOM - Administration - Diabetes Research Institute
Angiosuite & MRI Room	PG006290 Svcd Angiosuite Usage	CC00684 MSOM - Vascular Biology Institute
Animal Lab Core (DRI)	PG006324 Svcd Animal Lab Core	CC02107 MSOM - Administration - Diabetes Research Institute
Behavioral & Community Shared Resource - SCCC (BCSR)	PG006280 Svcd Pop Core Cost Center	CC01551 MSOM - Disparities and Community Outreach
Behavioral Medicine, Clinical Physiology And Ultrasound Assessment Center	PG008656 Svcd Cost Center Brachial Data Imaging	CC00373 Psychology
Bio Specimen Shared Resource (BSSR)	PG006281 Svcd Tissue Banking Core Facility Sccc	CC01554 MSOM - SCCC - Tissue Bank
Biomedical Communications	PG006378 Svcd Biomedical Communications	CC00727 MSOM - Health Informatics
Bionium Nanofabrication Facility	PG011362 Bionium Nanofabrication Facility	CC02138 MSOM - Bionium
Biostatistics & Bioinformatics Shared Resource - SCCC (BBSR)	PG006322 SVCD- CANCER CENTER BIOSTATISTICS	CC01549 MSOM - Biostatistics and Bioinformatics
Biostatistics Core	PG006377 Svcd Biostatistics Core	CC00644 MSOM - Biostatistics
BMB Core Supply Center	PG006296 Svcu Enzyme Freezer Program	CC00638 MSOM - Biochemistry
Cancer Modeling Shared Resource - SCCC (CMSR)	PG006310 Svcd Transgenic Facility	CC01552 MSOM - Transgenic Animal Care
Center for Computational Science	PG008678 Svcd Ccs Services	CC00063 Center for Computational Science
CFAR Clinical Science Core	PG011673 SVCD CFAR Clinical Science Core	CC00650 MSOM - HIV Pathogenesis
CFAR Laboratory Sciences Core	PG006379 Svcd Dcfar Laboratory Sciences Core	CC00650 MSOM - HIV Pathogenesis
CFAR Virology SubCore	PG011834 Virology SubCore	CC00650 MSOM - HIV Pathogenesis
CGMP Facility/DRI	PG006295 Svcu Cgmp Facility dri	CC02107 MSOM - Administration - Diabetes Research Institute
Chemistry Equipment Expenses	PG008660 Svcd Chemistry Equip Expenses	CC00074 Chemistry
Clinical Research Services (CRS)	PG006292 Svcu Clinical Research Services	CC01550 MSOM - SCCC - Clinical Research Services
Clinical Translational Research Site (CTRS)	PG006380 Recharge Clinical Research Center	CC00811 MSOM - Clinical Research Center & Regulatory Support
Coastal Modeling Service Center	PG008651 Svcd Coastal Modeling Service Center	CC01707 Marine Technician Services
Comparative Pathology Lab	PG006311 Svcd Comparative Pathology Lab Svc Ctr	CC02164 MSOM - Comparative Pathology
Coral Gables Temp Pool	PG008659 Svcu Temporary A03 Services	CC00226 Gables/Marine Campus - Human Resources
CSTARS Service Center	PG008655 Svcd Cstars Service Center	CC00069 Center for Southeastern Tropical - Advance Remote Sensing (CSTARS)

**UNIVERSITY OF MIAMI – SPACE SYSTEM
FUNCTION CODES & DEFINITIONS**

CTRS-SCCC Research Laboratory	PG011562 SCCC Clinical Research Laboratory	CC00811 MSOM - Clinical Research Center & Regulatory Support
Current Good Manufacturing Practice (ISCI)	PG005986 Svcd Current Good Manufacturing Practice	CC00666 MSOM - Current Good Manufacturing Practice (CGMP)
DRI Chemistry Research Lab	PG006306 Svcd Dri Chemistry Research Lab	CC02107 MSOM - Administration - Diabetes Research Institute
Flow Cytometry Core (DRI)	PG006286 Svcd Flow Cytometry Core	CC02107 MSOM - Administration - Diabetes Research Institute
Flow Cytometry Shared Resource - SCCC (FCSR)	PG005885 Svcd Facsan facstar Fac	CC02350 MSOM - SCCC - Research Commitment
Fly Facility	PG006309 Svcd Fly Facility Cost Center	CC00641 MSOM - Pharmacology
fMRI Recharge Facility	PG008672 Svcd Fmri Recharge Facility	CC00373 Psychology
Gnotobiotic Core Facility	PG012059 Gnotobiotic Core Facility	CC02210 MSOM - Gastroenterology
High Content Screening Core (at Miami Project)	PG006307 Svcd High Content Screening Core	CC00677 MSOM - Miami Project to Cure Paralysis
HIHG Biorepository Service	PG006289 Svcd Hihg Biorepository Service Acct	CC01583 MSOM - HIHG Center for Genome Technology
HIHG Disease Modeling Service	PG006304 Svcd Hihg Disease Modeling Svc Acct	CC01585 MSOM - HIHG Center for Molecular Genetics
HIHG Genotyping Service	PG006298 Svcd Hihg Illumina Platform Service Acct	CC01583 MSOM - HIHG Center for Genome Technology
HIHG iPSC Service Core	PG006308 Svcd Hihg Ipsc Service Core	CC01585 MSOM - HIHG Center for Molecular Genetics
HIHG Sequencing Service	PG006285 Svcd Hihg Genome Analyzer Platform	CC01583 MSOM - HIHG Center for Genome Technology
Histology Research Laboratory	PG006293 Svcd Histology Research Laboratory	CC02164 MSOM - Comparative Pathology
Imaging Services at the Miami Project	PG011603 Microscope Core	CC00677 MSOM - Miami Project to Cure Paralysis
Laboratory for Clinical and Biological Services (LCBS)	PG006299 Svcd Core Research Facility	CC02239 MSOM - Pathology - Clinical Support Services
Molecular Therapeutics Shared Resource (MTSR)	PG012125 MTSR Molecular Therapeutics Core	CC02350 MSOM - SCCC - Research Commitment
Onco-Genomics Shared Resource - SCCC (OSGR)	PG006314 Svcd Sccc Molecular Vector Core Facility	CC01535 MSOM - Oncogenomics Core
Ophthalmology Mass Spectrometry	PG006294 Svcd Ophthalmology Mass Spectrometry	CC02325 MSOM - Ophthalmology - Research
RSMAS Mass Spectrometer	PG008790 Svcd Mass Spectrometer Service Center	CC00290 Marine Geosciences
Sustain Service Center	PG008673 Svcd Sustain Service Center	CC01413 Surge Structure Atmospheric Interaction Laboratory (SUSTAIN)
Transmission Electron Microscopy Core	PG006303 Svcd Electron	CC00677 MSOM - Miami Project to Cure

**UNIVERSITY OF MIAMI – SPACE SYSTEM
FUNCTION CODES & DEFINITIONS**

(TEM)	Microscopy Core	Paralysis
UM Center for Advanced Microscopy (UMCAM, SEM/TEM)	PG008658 Svcd Um Center For Advanced Microscopy	CC00074 Chemistry
Viral Vector Core	PG006291 Svcd Viral Vector Core	CC00677 MSOM - Miami Project to Cure Paralysis
Walton Smith Vessel	PG008792 Svcd Marine Tech Support Svcs Odd Cy	CC00291 Marine Operations
Walton Smith Vessel	PG008652 Svcd Marine Technical Support Services	CC01707 Marine Technician Services
Walton Smith Vessel	PG008657 Svcd R v Walton Smith Vessel	CC00485 F. G. Walton Smith Research Vessel
Walton Smith Vessel	PG008791 Svcd Rv Walton Smith Vessel Odd Cy	CC00291 Marine Operations
Zebrafish Service Center	PG008665 Svcd Zebrafish Service Center	CC00047 Biology
Division Of Veterinary Resources (DVR)	PG008654 Svcd- Division Of Veterinary Resources	CC00477 VPR - Veterinary Resources
Flow Cytometry - Microbiology CC00640	PG014262 Svcd - Flow Cytometry - Microbiology	CC00640 MSOM - Microbiology