

Kansas State University
Functional Use of Space Definitions
Facilities & Administrative Rate Proposal Space Survey FY2007

Please note the definitions below are specific to federal regulations and must be followed closely in order for the University to be in compliance.

Externally Sponsored Activity: Indicates that the activity for the room is supported by an external source (i.e. federal government, state or local government, corporate, other private). These funds have a project number beginning with a "G" or "M"). This includes space occupied by faculty contributing effort (cost sharing) to sponsored research projects.

01-Organized Research: Space used for separately budgeted and accounted for research. Space used for Internally Supported research projects that are separately budgeted and accounted for should be classified as University Research (see below). Organized Research must be supported with one or more grant numbers in the space provided on the survey form. Organized Research space will typically be supported by accounts with the program (PCA) codes of 21210 or 21220. Research Experiences for Undergraduates (REU's) should be considered Organized Research. **Please note:** *If the space supports departmental research that is not separately budgeted and accounted for, indicate this space as Departmental Research, not Organized Research.*

02-Sponsored Branch Station: Space used for separately budgeted and accounted for research at the Branch Stations (i.e. Northwest Research Extension Center, Agricultural Research Center - Hays, Southwest Research Extension Center, Southeast Agricultural Research Center)

03-Sponsored Extension: Space used for separately budgeted and accounted for Extension activities. The supporting account will have a program (PCA) code of 22320, 22330 or 22360.

04-Sponsored Instruction: Space used for separately budgeted and accounted for Instruction and Training. The supporting account will have a program (PCA) code of 20110, 30810 or 30820.

Internally Supported Activity: Indicates that the activity for the room is supported by University funds (projects begin with "N"). This includes Hatch, RRF, and McIntire-Stennis funding. For sales, service, SRO, developmental reserve accounts, refer to the departmental account listing provided to you for classification purposes.

05-Instruction: Space used for all teaching and training activities including course preparation, classroom instruction, study areas for students, academic advising of students by faculty members, graduate student work on thesis or support of instructional activities and any other activities that involve credit or non-credit courses.

06-University Research: Space used for separately budgeted and accounted for research, which is funded by the university rather than external sponsors. Funding (salaries and wages, equipment, supplies) will be primarily from accounts with a program (PCA) code of 21210 or 21220. **Please note:** *If you cannot identify specific research funding or specific externally sponsored research funding for research activities, those research activities should be assigned to Departmental Research.*

15-University Branch Station: Space used for separately budgeted and accounted for branch station research, which is funded by the university rather than external sponsors. Funding (salaries and wages, equipment, supplies) will be primarily from accounts with a program (PCA) code of 21210 or 21220.

16-University Extension: Space used for separately budgeted and accounted for Extension activities. The supporting account will have a program (PCA) code of 22320, 22330 or 22360.

07-Departmental Research: 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 and space supported by sponsored research overhead.

08-Departmental Administration: Space used by department heads, faculty or clerical staff for departmental administrative purposes. This includes common use space that is utilized by the entire department, including kitchens and lounge areas.

09-Other Institutional Activities: Unused space used for storage and space used for animal research facilities (ARF's) and diagnostic facilities. **Please note:** *This will include caging, and quarantine space. Space where research is taking place (i.e. procedure rooms) should be coded appropriately. Supply closets and support rooms should be coded the same as the room they support.*

10-Operations & Maintenance: Space used by the Division of Facilities for campus operations and maintenance.

11-Sponsored Projects Administration: Reserved for Sponsored Projects Accounting – Do not use

12-College Administration: Space used by deans, faculty or clerical staff for college administrative purposes.

13-Student Services Administration: Space used for student services such as student health, student organizations and student clubs.

14-Vacant: Space that was not in use for all or part of fiscal year 2006-2007.

17-Other: If space cannot be classified into any of the above categories, the "Other" category can be used. Please provide a full explanation in the comment section.