

## **Room Function Definitions**

**Note:** A space may have more than one function code. The amount of space allocated to each function code is typically based on some quantifiable measure, such as amount of effort or square footage.

**Instruction / Departmental Research** includes the following uses of space:

- Instruction
  - Space used for all teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis in any school or other area.
  - Teaching and training activities include lecturing, tutoring, course, and curriculum development, academic advising and development, etc.
  - This includes space used for sponsored training projects that are separately budgeted and accounted for (including specific instructional or training activity established by grant, contract, or cooperative agreement), if their purpose is for any training other than in research techniques.
  - Space funded by unrestricted funds, FGP Enhancement Funds, or FGP Deans Allocation Funds.
- Departmental Gifts or Endowments
  - Space related to research, teaching, or training funded from gifts or endowments housed within a department, where the usage of these funds is not restricted to research.
  - Gifts or endowments are usually meant for general purposes. Space related to gifts or endowments used for research is identified as departmental research, which rolls up to Instruction.
- Departmentally Funded Research
  - Space used for research, development, and scholarly activities that are not separately budgeted and accounted as required by Organized Research.
  - Examples of such funds are start up funds (for newly hired faculty) state unrestricted funds, FGP Enhancement Funds and FGP Deans' Allocations.

**Organized Research** includes the following uses of space:

- Space related to all research and development activities that are separately budgeted and accounted.
- Space related to contracts or grants for a specific purpose.
- Sponsored Research

- All space related to research and development activities that are sponsored by federal and non-federal agencies and organizations; i.e., contracts and grants.
- Sponsored research can include office space used by Faculty for the preparations of reports and renewals of ongoing sponsored research projects. The space used for this same purpose by administrative personnel should be classified as Departmental Administration.
- Training Grants
  - Space used for the training of individuals in research techniques (commonly called research training) if the training is funded by a federal grant or contract whose specific and only purpose is research training and if the training activities are conducted in the same space as other sponsored research and development activities.
  - This does not include general training grants if their purpose is for any training other than in research techniques (research training), which would be included in Instruction.
- University Funded Research
  - Space used for separately budgeted and accounted for research activities supported by internal funds where the institution establishes a competitive process and awards grants and where these funds are restricted to research only and meet the definition of Organized Research.
  - These types of projects are commonly known as Intramurally Funded. In New Orleans, certain Bridge Grants fall into this category
  - This does not usually include research activities related to start up funds, unrestricted funds, Gifts or FGP Enhancement funds which normally roll up to Instruction.

**Other Sponsored Activities** includes the following uses of space:

- Space used for programs and projects financed by federal and non-federal agencies and organizations, which involve the performance of work other than instruction and organized research.
- Examples of such programs and projects are health service projects, physician services or community service projects.
- However, when the institution undertakes any of these activities without outside funding, these activities should not be categorized as Other Sponsored Activities and should be classified as Other Institutional Activities.

**Other Institutional Activities** includes the following uses of space:

- Space used for all activities of the institution except those mentioned above.
- This includes space used by: The Vice Chancellor for Community Relations, The Vice Chancellor Clinical Services, Governmental Relations, Hospital Relations, Health Systems, Alumni Affairs, Lobbying activities, Continuing Education, Minority Affairs, Daycare Center, Fitness Facility, Cafeteria, Development Offices, Dormitories, Parking Facilities, Bookstore, etc.
- The space used for Residents or Resident Supervisors/Directors is normally associated with hospitals. If campus space is used, the designated function should be Other Institutional Activities.

**Joint Benefit** includes the following uses of space:

- Joint Benefit use space defines square footage that supports a number of projects or functions without any accurate means of determining individual usage.
- This space is identified as being Organized Research, Patient Care, and/or Instruction.
- The space is typically found in academic areas with special equipment rooms that are available to anyone in the department. The space may house special equipment and/or services that are used by more than one faculty member for sponsored research, instruction, or other purposes. The usage of the equipment/services housed in this space is typically not tracked and billed to the users, nor is the operational cost charged to any specific projects or grants. Accordingly, this space is typically identified as being 50% Instruction and 50% Organized Research. If, however, usage is tracked, then actual usage is used to determine the functional allocations.
- Joint Benefit should not be used for core laboratory space funded by core project/program grants, this space should be included in Specialized Service Facilities.

**Department Administration/University** includes the following uses of space:

- Space used for administrative and support services that benefit common or joint departmental activities in academic dean's offices, academic departments, or divisions including basic science departments and clinical departments.
- Common or joint departmental administrative activities are activities that benefit instruction, research, and other activities of a department and that cannot be identified specifically with any one function.
- This usually includes departmental conference rooms, departmental libraries, storage room, and space used by departmental administrative staff performing activities that benefit all of the functions within the department where these activities cannot be identified specifically to one function.

- This space does not include space used for departmental administrative activities related to direct patient care in hospital departments or outpatient clinics, which would be included in Patient Care or Department Administration/Hospital.
- Departmental Administration/University should not be used for faculty offices unless the faculty member has a formal administrative position or function within the department that involves human resource decisions, budget preparation, etc. If the only administrative activity for the department that the faculty member performs is serving on departmental committees, his/her office should not be identified as Departmental Administration/University.
  - If the faculty member spends time in his office working on departmental committee activities as well as teaching activities, a portion of the space should be identified as Instruction (INS). The amount of space assigned to Instruction (INS) would be relative to the amount of time spent on teaching activities versus time spent on other activities.
  - If the faculty member spends time in his office working on research projects, clinical activities, other sponsored programs and or research other, some of the space may be coded to Organized Research, Patient Care, and/or Other Sponsored Activities. The amount of space assigned to these activities would be relative the amount of time spent on these activities versus time spent on other activities.
  - It is critical that the space be identified based on the activities that are performed in the office, and not on the various activities that the individual faculty member may be involved in across the campus.
    - For instance, if the faculty member performs research in space separate from his office and does not actually do the research in his office, the space for his office should not be coded to Organized Research.
    - Also, research proposal development activities, which are included in Instruction, are not Organized Research. If these are preformed in a faculty member's office, none of that portion of the space should be identified as Organized Research.

**Departmental Administration/Hospital** includes the following uses of space:

- Space used for administrative support activities for hospital departments and outpatient clinics providing inpatient or outpatient health care services to LSUHSC patients.
- These activities include administration of hospital departments or outpatient clinics, development of patient care procedures or techniques, development of budgets for a hospital based clinic or ancillary area of the hospital, etc. Also included is space used for

- general executive and administration offices of the hospital(s), i.e., offices of the Hospital Administrator, Hospital Executive Directors, Hospital Financial Management, etc.
- In New Orleans this would include campus space used by FGP administration or space within departments for individuals responsible for scheduling doctor appointments with the participating doctors.
  - This space does not include space used for or to support billing operations for physicians. This space does not include the space used for administrative and supervisory activities within patient care areas; i.e., pharmacy, outpatient clinics, etc., which is included in Patient Care.

**Specialized Service Facilities** includes the following uses of space:

- Space used for highly complex or specialized facilities.
- Examples include Animal Resource Center, Biocommunications, Biomedical Engineering, Telecommunications, Learning Resources, Core Laboratories, Medical Center Stores, Office Stores, Microsystems Stores and Services, and Printing Services.

**Library** includes the following uses of space:

- Space used for the operation of the Health Sciences Center libraries.
- This does not include any departmental libraries, which would Departmental Administration, unless the central library maintains the departmental library.

**Operation and Maintenance** includes the following uses of space:

- Space used for the administration supervision, operation, maintenance, preservation, and protection of the Institution's physical plant.
- Included is space used for janitorial and utility services; shops that are used to make repairs and ordinary or normal alterations of buildings, furniture and equipment; care of grounds; protection of facilities and grounds; maintenance and operation of buildings; security; disaster preparedness; environmental safety; hazardous waste disposal; facilities planning; and maintenance.
- This space also includes the Offices of the Vice Chancellor Institutional Services, Campus Mail, Shipping and Receiving, Equipment and Facilities Records Office, etc.

**General and Administrative** includes the following uses of space:

- Space used for the general executive and administration offices of the institution and other activities that provide administrative support to all areas of the institution and that

- do not relate solely to any major function of the institution; i.e., solely to 1) instruction, 2) organized research, 3) other sponsored activities, or 4) other institutional activities.
- This includes space used by administrative offices that serve the entire institution and would include offices of the Chancellor, Vice Chancellor for Administration & Finance, Budget Office, Payroll, Human Resources, Accounting, Purchasing, Computer Services, Internal Audit, PeopleSoft Training, Vice Chancellor Academic Affairs, etc.
  - This does not include space used by deans' offices, academic departments, organized research units, and hospital departments or outpatient clinics.

**Sponsored Projects Administration** includes the following uses of space:

- Space used by a department or organization established to administer sponsored projects.
- These activities include such functions as grant and contract administration (for federal and non-federal sponsored programs), purchasing, and personnel administration.
- This includes space used by Central administrative offices that serve the entire institution and would include the offices of Sponsored Projects Office, Office of Research and Governmental Programs, Grants Accounting, and IRB.

**Student Services** includes the following uses of space:

- Space used for activities related to administration of student affairs and services to students.
- This includes space used for activities such as student admissions, student registration, student counseling and placement services, student advisors, student health services, financial aid services, etc.

**Patient Care** includes the following uses of space:

- Space used for providing direct inpatient and outpatient health care services, and related administrative and supervisory activities within patient care areas.
- Included is space used for patient's rooms, ancillary services; i.e., radiology, clinical laboratory, pharmacy, outpatient clinics, etc. Space used for laundry and dietary services are also included.
- This space does not include space used only to provide patient care services as part of an organized research project, which is included in Organized Research.
- This space includes space used for or to support: billing operations for physicians.
- This space includes the space used for administrative and supervisory activities within patient care areas; i.e., pharmacy, outpatient clinics, etc.