THE UT PHYSICAL FACILITIES INVENTORY

APPENDIX B: DETAIL FUNCTIONS AND SELECT DEFINITIONS

1. Table of Functions with Detail Function Codes

Function	Detail Function
1010 – Instruction	1010.1 – Instruction, General 1010.6 – Instruction, Admin 1010.9 – Instruction, Dept. Research
1020 – Research	1020.1 – Research, Institutes & Centers 1020.2 – Research, Organized (separately funded) 1020.6 – Research, Admin 1020.9 - Research, Departmental
1030 – Public Service	No detail codes required
1040 – Academic Support	1040.1 – Academic, libraries 1040.2 – Academic, Museums & galleries 1040.4 – Academic, Computing Services 1040.5 – Academic, OTHER 1040.6 – Academic, Administration 1040.9 – Academic, Development/Fundraising
1050 – Student Services	No detail codes required
1060 – Institutional Support	No detail codes required
1070 – Op/Maint Physical Plant	No detail codes required
1080 – Scholarships/Fellowships	No detail codes required – probably should not see many of these on facilities data, if any
1090 – Auxiliary Enterprises	No detail codes required
9000 – Agency	No detail codes required

2. Definitions of Frequently Used Detail Functions

1010.6 – Instruction, Administration (Instruction Function)

1010.9 – Departmental Research (Instruction Function)

1020.1 – Institutes and Research Centers (Research Function)
These units are interdisciplinary organizations within the university whose **primary function** is research, creative endeavor, or facilitation of research. See approved list of Research Institutes and Centers at https://research.utk.edu/centers/. The bottom section labeled "Educational Centers and Institutes" should not be coded 1020.1, as they are not research oriented. Only Research Center and Institutes cost centers should be coded 1020.1. Sponsored WBS's should be coded 1020.2.

1020.2 – Organized Research (Research Function)
This category includes all research and development activities of the university that are separately budgeted and accounted for on a project-by-project basis, including:
*   **Sponsored Research.** All research and development activities sponsored by federal and non-federal agencies and organizations. This would include activities paid for by the University on corresponding cost sharing funds.

1020.2– Organized Research (Research Function): **(Continued)**

- **University Research.** All research and development activities that are separately budgeted and accounted for by the University under an internal application of institutional funds.
- **Research Training.** Activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities.

Organized Research projects have the following <u>characteristics</u>:
- 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 (funds are generally returned unless spent for the project for which the support was sought)

NOTE: Space coded to Organized Research in the survey will usually list one or more external contracts as "Fund Using"; however, internal research can qualify as Organized Research.

1020.6 – Research, Administration (Research Function)

1020.9 – Departmental Research (Research Function)
This category includes research development and scholarly activities that are <u>not</u> separately budgeted and accounted for on a project-by-project basis. This activity is supported through departmental budgets and therefore is not included in organized research. This includes faculty start-up funds and research incentive funds. This category distinguishes between organized research activities (1020.2) and research activities supported through E&G funds, and includes many pre-award activities pursued by a PI, including proposal writing, lab setup expenses, etc.

1040.4 Academic, Computing Services (Academic Support Function)
This should describe the function of spaces that house computing operations that support academic (not administrative) activities at the university. (OIT is usually identified as administrative space and coded 1060 - Institutional Support).

1040.5 Academic, Other (Academic Support Function)
This category includes all academic support activities that are <u>NOT</u> listed below:
- 1040.1 – Libraries
- 1040.2 – Museums & Galleries
- 1040.4 – Computing Services
- 1040.6 – Administration
- 1040.9 – Development/Fundraising

1040.6 – Academic, Administration (Academic Support Function)
These categories include the activities for administrative and support services that benefit common or joint departmental activities or objectives in academic dean's offices, academic departments and organized research units, including space associated with the following activities:
- Proposal preparation
- Department chair or Dean
- Preparation and review of Personnel Activity Reports
- Review of departmental accounts and financial statements
- Planning for building projects and renovations
- Selection and training of staff
- Selection and recruitment of faculty
- Departmental libraries not affiliated with the university library system

1040.9 Academic, Development/Fundraising (Academic Support Function)
This function should be applied to spaces where development/fundraising activities are carried out for departments with an overall academic support function.