



ACADEMIC BUSINESS ADMINISTRATORS FUNCTIONAL SPACE USE ORIENTATION UCSD 2012-13 F&A PROPOSAL

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OVERVIEW OF F&A PROPOSAL

FACILITIES AND ADMINISTRATIVE COSTS

- Campus overhead costs supporting campus functional activities (Instruction, Research)
- Are subdivided into two categories – Facilities and Administrative
- F&A Costs are allocated to functional activities, then F&A rates are calculated and negotiated to establish sponsor's reimbursement for their fair share of costs

OVERVIEW OF F&A PROPOSAL

FUNCTIONAL SPACE USE SURVEY

- Used to allocate most of the Facilities costs, which comprise 57% of the total F&A costs
- Annual F&A cost recovery associated with space costs is approximately \$122 million

FUNCTIONAL SPACE USE SURVEY

SPECIFIC GOALS FOR EACH ACADEMIC UNIT

- Identify all activities performed in each room for reasonable cost allocations
- Develop proposal statistics that are defensible during rate negotiations with the federal government
- Use methodologies that comply with government requirements and that provide the best cost recoveries
- The functional space use survey is subject to review/audit by the federal cognizant agency (HHS)

SPACE SURVEY INSTRUCTIONS

- Read carefully the “Instructions for Functional Coding of Space” and the Functional Use Definitions
- Clearly understand these definitions before starting the space survey for your department
- Departmental space coordinator should be knowledgeable about occupants & activities in each room
- Functional use codes & use percentages should be assigned on a room-by-room basis

ROOM FUNCTION VERSUS ROOM TYPE

- **Room Types** (classroom, Botany lab) describe the physical characteristics of the room
- **Room Function Definitions** refer to the functional use of the room, the activities that take place in the room
- **Do not use Room Type to assign Room Function.**

ROOM FUNCTIONS

ORGANIZED RESEARCH (OR)

All research and development activities of the University that are separately budgeted and accounted for on a specific project basis, including related cost sharing - This includes:

- Sponsored research projects (funded externally by federal government and non-federal sponsors)
- University research projects (separately budgeted and accounted for on a project-by-project basis)
- Sponsored research training (training of individuals in research techniques)
- Cost sharing associated with sponsored research (university financial support and faculty and staff effort)

ROOM FUNCTIONS

ORGANIZED RESEARCH SPACE – EXAMPLES

- Portions of research laboratories and lab service areas used for organized research projects
- Portions of offices used by research assistants, technicians, staff researchers, etc., for organized research projects
- Portions of offices used by faculty members working on organized research projects – including cost sharing effort
- Portion of offices of administrative support time **ONLY** if:
 - Administrator's time & effort is identified to sponsored research, and
 - Administrator's effort is included in the proposal and charged to the project

ROOM FUNCTIONS

To classify University research projects (internally funded) as Organized Research (OR), they must include:

- Segregated research scope
- A technical proposal – description of work
- A budget proposal
- A review process
- Awarding of the funds
- Submission of a technical report or an exit interview with the dean or department chair

OR DOCUMENTATION REQUIRED

REQUIRED INFORMATION FOR ALL SPACES WITH ANY OR USAGE

- Identification of room occupants - All individuals, paid and unpaid, who used the room on a regular basis during FY 2012-13
- Includes faculty, staff, graduate students, undergraduate students, post-doctoral fellows, visiting scientists, etc.
- Identification of the funds that paid the salaries of the room occupants

ROOM FUNCTIONS

INSTRUCTION/DEPARTMENTAL RESEARCH (IDR)

- Teaching and training – on a credit or non-credit basis
- Offered by academic departments or separate divisions – e.g. Extension division
- Activities of student advisors and student support services that are not separately budgeted and reported as Student Services
- Includes:
 - Sponsored Training (except research training)
 - Departmental Research

ROOM FUNCTIONS

DEPARTMENTAL RESEARCH PART OF IDR

- Not separately budgeted and accounted for on a project basis:
 - Not budgeted – part of instructional budget or a draw on a general departmental account
 - Not accounted for – e.g., part of a dean's discretionary account
- Normally supported by unrestricted funds or gifts

ROOM FUNCTIONS

IDR SPACE - EXAMPLES

- Classrooms, class labs used for Instruction
- Offices used by teaching assistants
- Portions of faculty offices used by faculty for classroom preparation or student counseling
- Portions of offices and labs used by faculty for departmental research

ROOM FUNCTIONS

ADDITION ROOM FUNCTIONS

- Other Sponsored Activities (OSA)
 - Community service programs
 - Sponsored public service projects
- Departmental & College Administration (DA &CA)
 - Academic dean's office
 - Academic departments and divisions
 - Departmental accounting, human resources, and other general support
- Operation and Maintenance (OM)
 - Administration, supervision, operation, maintenance, preservation, and protection of facilities
 - Custodial, Landscaping services

ROOM FUNCTIONS

ADDITION ROOM FUNCTIONS

- Operation and Maintenance (OM)
 - Security
 - Environmental Health and Safety
 - LAN administration
 - Hazardous waste disposal
 - Oversight and scheduling of renovation and maintenance at the departmental level
 - Space formally assigned to Physical Plant
- Sponsored Project Administration (SPA)
 - Departmental organizations established primarily to administer sponsored projects

ROOM FUNCTIONS

ADDITION ROOM FUNCTIONS

- Student Administration and Services (SAS)
 - Units budgeted for and reported as Student Services

Includes:

- Admissions and Registration
- Counseling
- Placement services
- Student advisors
- Student organizations oversight

ROOM FUNCTIONS

Other Institutional Activities (OIA)

- Includes:
- Theaters, Museums, Intercollegiate Athletics, etc.
- Fundraising, Alumni Affairs, Public Relations, etc.
- Graduation Ceremonies, Student Organizations, etc.

ROOM FUNCTIONS

JOINT USE SPACE (JT)

Where usage cannot be quantified.

Examples include:

- Conference Rooms
- Copy rooms
- Employee lounges
- Auditoriums

Will be prorated to functional use based on
Overall departmental salaries and wages.

ROOM FUNCTIONS

RECHARGE ACTIVITY/SERVICE CENTER (RCH)

Space occupied by recharge activities selling or recharging goods or services to other campus departments

- Recharge rates **do not** include space costs
- Recharge space has been previously located and assigned by recharge contacts and excluded from the functional space survey
- If recharge space is included in the space survey, please contact Darryl James at djames@ucsd.edu or Christine Stevens at cridge@ucsd.edu

VACANT SPACE (VAC)

Space that is vacant for the entire fiscal year

FUNCTIONAL CODING OF ROOMS

Functional Classification (Coding) of Space

Must take into account:

- Occupants of each room
- Activities performed by the occupants
- Funds that paid for the activities – e.g. sponsored research projects, general institutional funds

Must also assign appropriate amount of space to any unpaid occupants – e.g., unpaid students, visiting scientists

FUNCTIONAL CODING OF ROOMS

SPACE CODING PROCESS

- Determine all room use for base year
- If room use includes OR:
 - Identify all room occupants, paid & unpaid
 - Identify all funds supporting the occupants' activities
- Assign room to functions based on occupants' activities & funds
- Assign appropriate amount of space to unpaid occupants
- Quantify percentage of all usage of the room

Be cautious of rooms coded 100% Organized Research

REFERENCE POINTS FOR FUNCTIONALIZING

Functional coding of rooms should be done by staff who are knowledgeable about the occupants and activities performed in each room, and who understand the space study classifications

- Consider **all** activities performed in **each** room over the **12-month** period (July 1, 2012 through June 30, 2013)
- Assign functions to each room based on the relative time spent on each function. Classification based on predominant use is not acceptable
- Total of room functions must = 100% for each room

REFERENCE POINTS FOR FUNCTIONALIZING

FUNCTIONALIZING STUDENT USAGE

- Code as OR the space used by students paid by OR accounts or related cost sharing accounts
- Code as Instruction the space used by unpaid students and students paid from general (non-cost sharing) institutional accounts (This space must be coded Instruction even if the student's activity benefits OR projects)

FUNCTIONALIZING VISITING SCIENTIST USAGE

- Code as Other Institutional Activities (OIA) the space used by (a) visiting scientists not paid by the University and (b) space loaned or rented by outside entities such as Howard Hughes Medical Institute or Ludwig Institute for Cancer Research

REFERENCE POINTS FOR FUNCTIONALIZING

RESEARCH LABS CODED 100% OR

- If you code a room 100% OR, perform the following test:
 - Is the room used by any unpaid student or students paid from general, non-cost sharing, funds?
 - Is the room used by visiting scientists not paid by the University or other non-university individuals?
 - Are there any non-research activities performed in the room? (e.g., lab tests performed for a hospital or clinic?)
- If you answer “Yes” to any of the above questions, the room **should not** be coded 100% OR

REFERENCE POINTS FOR FUNCTIONALIZING

RESEARCH LABORATORY SERVICE ROOMS

- Room types: cold rooms, dark rooms, equipment rooms, etc.
- Identify all laboratories and other rooms that benefit from the service rooms
- Code the service rooms the same as the average functional use of the labs these rooms supported during the fiscal year

REFERENCE POINTS FOR FUNCTIONALIZING

OFFICES

- Offices, particularly faculty offices, are normally used for a variety of functions
- The persons occupying the offices are usually in the best position to estimate the percentage used for each function
- Functionalize each office according to ITS usage, not according to the overall functions of the occupant

REFERENCE POINTS FOR FUNCTIONALIZING

ANIMAL CARE FACILITIES

- The coding of space in animal care facilities is based on the Cost Analysis and Rate Setting Manual for Animal Research Facilities, issued by the National Center for Research Resources
- If animal care space is included in the space survey, please contact Darryl James at dljames@ucsd.edu