

Appendix C – OMB Circular A-21 Functional Use Definitions

The WORQSpace function codes that are used for the survey are provided in Appendix B. They incorporate both the THECB and OMB Circular A-21 functions.

The following OMB Circular A-21 definitions are provided to clarify how the codes were derived.

Organized Research (OR)

Space related to all research and development activities sponsored by Federal and non-Federal agencies and organizations (e.g., grants and contracts) that are separately budgeted and accounted for by the University. This also includes all research and development activities funded by the University through an internal application of its general funds. In addition it includes activities involving the training of individuals in research techniques (commonly called research training).

Departmental Research (DR)

Research and development activities and scholarly activities that are not organized research and are not separately budgeted and accounted for.

Instruction (IN)

Space devoted to teaching and training activities whether they are offered for credits toward a degree or certificate or a non-credit basis, and whether they are offered through regular departmental activities or separate divisions, such as summer school division or an extensive division.

Other Sponsored Activities (OSA)

This is defined as space for programs financed by Federal and non-Federal agencies and organizations, which involve the performance of work other than, organized research, sponsored instruction/training, instruction, and departmental research. Examples of such activities are health service projects and community service programs. However, when the institution without outside support undertakes any of these activities they should be classified as Other Institutional Activities.

Other Sponsored Activities also include clinical trials/drug studies, which are defined as the investigation of new therapeutic agents to provide data required to demonstrate safety and efficiency. Space related to clinical trials/drug studies should be identified as such where the sponsor has obtained FDA approval to proceed and has been issued an investigational drug or device number. Clinical Trial/Drug Studies are typically sponsored by industry, but may also be sponsored by government, foundations, and organizations.

* **Note:** All sponsored programs must fall into the category of either Organized Research or Other Sponsored Activities.

Departmental Administration (DA)

Space devoted to administrative and supporting services that benefit common or joint departmental activities. This includes such activities associated with deans, assistant deans, administrative staff in academic departments, and department chairs (to the extent of their effort in departmental administration).

General Administration (GA)

Space used for supervisory or managerial functions related to institutional administration. This space includes departments such as the President's Office, Comptroller's Office, and Office of the Treasure, Internal Audit, and Office of General Counsel.

Sponsored Project Administration (SPA)

Space devoted to a separate unit established primarily to administer sponsored projects (Federal and non-Federal).

Student Services Administration (SSA)

Space devoted to the administration of student affairs and for services to students including functions of the deans of students, admissions, registrar, student advisors, counseling and placement services and student health.

Library (LIB)

Facilities dedicated to the Library function and/or departmental space that have been used to establish a departmental library.

Operations and Maintenance (OM)

Space utilized for operations and maintenance, supervision, preservation, and protection of the institution's grounds and physical facilities. This includes space used for such activities as janitorial and utility services; repairs and ordinary alterations of buildings; care of grounds, security, environmental safety, and hazardous waste, etc.

Other Institutional Activities (OIA)

Space devoted to all activities of an institution except those mentioned above. This includes activities such as the operation of housing and residence halls, dining halls, student unions, intercollegiate athletics, bookstores, chapels, theaters, public museums and other similar auxiliary enterprises. Also included are costs that are "unallowable" to sponsored agreements, unless specifically agreed to under terms of the contract or grant.

Vacant Area (VAC)

Space devoted to temporarily (more than 12 months) unusable areas due to alterations or renovations.

Non-Assignable - Common Area (NA)

This space includes public circulation areas and mechanical areas of the building. Examples of such areas are corridors/hallways, lobbies, stairwells, boiler rooms, public bathrooms, electric/telephone switching rooms, etc.