University of Delaware
Space Inventory and Functional Usage Study
Instructions for Functional Coding of Space
FY 2017

General Instructions

- The Space Functional Use Definitions in **Appendix A** should be reviewed and be clearly understood before the space study is started. Questions about the definitions and other aspects of the space study should be directed to Susan Bledsoe (Cost Accounting Department) at sbledsoe@udel.edu.

- The functional coding of rooms should be determined by department staff who are knowledgeable about the occupants and activities performed in each room.

- Functional coding should be determined on a room-by-room basis.

- Functional coding must identify a room's usage in specific percentage terms that reflect all activities performed in the room. A "predominant use" methodology is **not** acceptable. Arbitrary percentages are also not acceptable and will be challenged by Federal negotiators.

- The space study should reflect how each room was used during the entire fiscal year 2017 (July 1, 2016 – June 30, 2017). The study is not a snapshot of how the space was used at the end of the year.

- The functional coding of a room should take into account all occupants of the room. The coding should be based on the activities the occupants perform in the room **and** the purpose codes that pay for those activities.

  ➢ For example, if technicians or students in a research lab are working on Organized Research or College of Agriculture Organized Research projects **and** their compensation for all of their work in the lab is paid by those projects (or is reported as cost sharing on the projects in their effort reports), then the space they use in the lab should be coded as Organized Research or College of Agriculture Organized Research

  ➢ On the other hand, if an individual's salary for work in the lab is wholly or partially paid from general institutional funds (and is not reported as cost sharing on an Organized Research or College of Agriculture Organized Research project), the space used for the work paid with institutional funds should be coded as Instruction. Research lab space used by unpaid students should also be coded as Instruction.

➢ This concept is commonly referred to as "matching space and base" and is critical to determining the proper functional use of space.

- Space used for activities reported in the effort reports as cost sharing on Organized Research or College of Agriculture Organized Research projects should be coded as Organized Research or College of Agriculture Organized Research.

- Functional coding of a room should take into account the **extent** of use by each occupant. For example, a student working in a lab 15 hours a week for four months should be counted much less than a technician who works in the lab 40 hours a week the entire year.

- **Departmental staff should maintain notes on how they determined the functional percentages of each room and be prepared to defend them in the Federal review of the F&A rate proposal.**

Required Documentation

- The space study documentation must identify the occupants of <u>all research laboratories</u> coded with any percentage as Organized Research, College of Agriculture Organized Research, or Other Sponsored Activities. Occupants include all individuals, **paid and unpaid**, who used the lab on a regular basis during the fiscal year – faculty, staff, graduate students, undergraduate students, post-doctoral fellows, post-doctoral students, visiting scientists, etc.

- For research labs coded with any percentage as Organized Research, College of Agriculture Organized Research, or Other Sponsored Activities, the documentation must also identify the purpose codes (sponsored and non-sponsored) that paid the salaries of the occupants of the room.

Handling of Specific Types of Rooms and Situations

Research Laboratories

- The principal activity performed in research labs is usually Organized Research or College of Agriculture Organized Research. However, as discussed earlier, if some of the occupants in a research lab are paid from general institutional purpose codes (and are not reported as cost sharing on Organized Research or College of Agriculture Organized Research projects), the space used for the work paid for by these purpose codes should be coded as Departmental Research.

- The handling of students in research labs is particularly important:

> ➢ Space used by students should be coded Organized Research or College of Agriculture Organized Research if they are: (a) paid by research grants/contracts, or (b) reported as cost sharing on research grants or contracts.

> ➢ Space used by unpaid students and students paid from general institutional purpose codes (and not reported as cost sharing on research grants or contracts) should be coded as Departmental Research.

- Space used by visiting scientists not paid by the University should be coded Other Institutional Activities.

- Federal negotiators pay particular attention to labs coded 100% Organized Research or College of Agriculture Organized Research. A "yes" response to any of the following usually indicates that a room should not be coded 100% Organized Research or College of Agriculture Organized Research:

  - ❖ Is the room used by any unpaid students or students paid from general institutional purpose codes?
  - ❖ Is the room used by visiting scientists not paid by the University or other non-university individuals?
  - ❖ Are startup funds, bridge funds, or any other kinds of "seed" money paying for the activities taking place in the room?
  - ❖ Is there any non-research activities performed in the room (e.g., lab tests performed for a hospital or clinic)?

Research Laboratory Service Rooms

- Research lab service rooms (e.g., cold rooms, dark rooms, equipment rooms) should be coded the same as the average functional use of the labs they supported during FY 2017. The labs used to calculate the average should be documented.

Offices, Office Service, Conference Rooms, and Similar Multi-purpose Rooms

- All offices (Faculty, Directors, Secretary, Staff, GTA, etc.), office service rooms, conference rooms, and similar multi-purpose rooms in academic departments, such as copy rooms, employee lounges and departmental libraries, should be coded "Joint Use."

Classrooms, Class Labs and Related Service Rooms

- Classrooms, class labs, and related service rooms should normally be coded as Instruction. Coding any space in these types of rooms as Organized Research or

College of Agriculture Organized Research would need to be clearly documented.

Office of Laboratory Animal Medicine (OLAM)

- The handling of the space in the animal facility must be in compliance with the HHS policy on this subject issued November 15, 1999. Under this policy, procedure rooms, operating rooms and certain other types of rooms within the animal facility should be coded as Organized Research to the extent they are used for animals involved in research protocols. Animal rooms should be coded as Organized Research if they house animals involved in research and if the animals are generally not removed from the animal facility for conducting the research.

- If the animal facility provides services to Organized Research projects and other functions (e.g., Instruction), the space of the animal rooms, procedure rooms, etc. should be allocated to the benefiting user functions based on billings (similar to the allocation of recharge/service center space described below).

- Space used for the service functions of the animal facility, such as cage washing, feed storage and administrative offices, should be coded as Specialized Service Facilities.

Service/Recharge Centers

- Space used by service/recharge centers (other than the Animal Facility and the R-V Sharp) will be allocated to user functions based on billings (unless the space costs are included in the billing rates). For example, if 60% of a service/recharge center's billings are charged to Organized Research and 40% to Instruction, then it's space should be coded 60% Organized Research and 40% Instruction. The allocation will be performed by UD's Cost Accounting Department/Office of Finance.

Specialized Service Facilities

- Space used by UD specialized service facilities (animal facilities and R-V Sharp) should be coded as Specialized Service Facilities. Unlike service/recharge centers, Specialized Service facilities cannot be redistributed to user functions based on billings.

Vacant Space

- Space should be considered vacant only if it is vacant or under renovation for the full 12 months of FY 2017. If it was occupied for part of FY 2017, it should be coded to functions according to how it was used when occupied.

Code	Description
000	Unclassified Facilities
005	Support Column
010	Custodial Area
012	Utility Room
020	Circulation Area
021	Lobby
030	Mechanical Area
031	Electrical Area
035	Toilet
050	Under Renovation
060	Alter or Conversion Area
070	Unfinished Area
100	Classroom Facilities
110	Classroom
115	Classroom Serv.
120	Seminar
125	Seminar Service
130	Case Study
135	Case Study Service
140	Lecture Hall
145	Lecture Hall Service
150	Special Service Classroom
155	Spec Purpose Class Serv
200	Laboratory Facilities
210	Class Lab
215	Class Lab Serv.
220	Special Class Lab
225	Special Class Lab Serv.
230	Individual Study Lab
235	Individual Study Lab Serv
250	Non-Class Lab (Research)
251	Computational Research Lab
255	Non-Class Lab Service
256	Computational Resch Lab Serv
300	Office Facilities
310	Faculty Office
315	Faculty Office Service
320	Directors & Admin Office
325	Dir & Admin Office Serv
330	Secretary Office
335	Secretary Office Service
340	Staff Office
345	Staff Office Service
350	Conference Room
360	Secretary to State Office
370	Student Organization Ofc.
380	GTA Office

400	Study Facilities
410	Reading/Study Rm
420	Stack
430	Open-Stack Reading Room
440	Processing Room
455	Study Service
500	Special Use Facilities
510	Armory
515	Armory Service
520	Athletic/Physical Ed
523	Athletic Facil Spec Seat
525	Athletic/Physical Ed Serv
530	Audio-Visual Radio TV
535	Audio-Visual Radio TV Serv
540	Clinic
545	Clinic Service
550	Demonstration
555	Demonstration Service
560	Field Building
570	Animal Quarters
575	Animal Quarters Serv
580	Greenhouse
585	Greenhouse Serv
590	Other
600	General Use Facilities
610	Assembly
615	Assembly Service
620	Exhibition
625	Exhibition Service
630	Food Facilities
635	Food Fac. Serv.
650	Lounge
655	Lounge Service
660	Merchandising Facilities
665	Merchandising Facil Serv
670	Recreation
675	Recreation Serv
680	Meeting Room
685	Meeting Room Service
690	Locker Room
700	Supporting Facilities
710	Data Processing/Computer
715	Data Process/Compute Serv
720	Shop
725	Shop Service
730	Storage
735	Storage Service
740	Vehicle Storage
745	Vehicle Stor. Ser.
750	Central Food Stores
760	Central Laundry

800	Health Care Facilities
810	Patient Bedroom
820	Patient Bath
830	Nurse Station
840	Surgery
850	Treatment
855	Special Treatment
860	Service Laboratory
870	Supplies
880	Public Waiting
895	Health-Care Serv
900	Residential Facilities
910	Slp/Stdy W/O Toil/Bath
919	Toilet/Bath
920	Sleepp/Study With Toil/Bath
935	Sleep/Study Service
950	Apartment
955	Apartment Service
970	House

University of Delaware
Space Inventory and Functional Usage Definitions
(UG Activity Codes)
FY 2017

INST – Instruction/Sponsored Instruction   DA – Departmental Administration
DR – Departmental Research   OM – Operations and Maintenance
OR – Organized Research   STS – Student Administration Services
AGOR – College of Agriculture Org Res.   SPA – Sponsored Projects Administration
OSA - Other Sponsored Activities   GA - General Administration
OIA – Other Institutional Activities   LIB - Libraries
SVC – Service Centers   COM – Non-Assignable (Common)
SSF – Specialized Service Facilities   VAC – Space vacant the entire year
JT – Joint Use

Instruction and Sponsored Instruction/Training (INST)

1. **Teaching and Training**: All regular University teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis. Includes classroom teaching, preparing instructional materials, preparing and grading examinations, etc.

2. **Sponsored Instruction / Training:** Instructional or training activities sponsored by Federal agencies and non-Federal organizations through grants, contracts, and cooperative agreements. This category does not include Sponsored Research Training activities.

Departmental Research (DR) Research, development and scholarly activities that are not separately budgeted and accounted for on an individual project basis.

Organized Research (OR) includes all research and development activities of the University that are separately budgeted and accounted for on a specific project basis, and research cost sharing. Organized research activities include:

1. **Sponsored Research Projects:** Research projects sponsored by Federal agencies and non-Federal organizations (e.g. states, cities, foundations, corporations, etc.) through grants, contracts, and cooperative agreements.

2. **Sponsored Research Training:** The training of individuals in research techniques sponsored by Federal agencies and non-Federal organizations through grants, contracts and cooperative agreements. Common examples include Career Development ("K") awards, institutional training grants (T-32), individual fellowships (F-32), and NSF "IGERT" awards.

3. **University Research Projects:** Research projects funded with University funds that are separately budgeted and accounted for on a specific project basis. These would include UDRF's and GUR's.

4. **Research cost sharing:** Includes mandatory matching, voluntary committed, or cost sharing associated with the NIH salary cap on externally sponsored awards.

Organized research projects typically require a proposal or other application to obtain funding, have a defined scope of work associated with the project, anticipate a "deliverable" result, and require that periodic financial and progress reports be submitted to the sponsor.

Whenever a room is coded as organized research, regardless of the percentage assigned, an organized research grant internal order number must also be assigned to the room.

College of Agriculture Organized Research (AGOR) includes all research and development activities associated with the University's College of Agriculture that are separately budgeted and accounted for on a specific project basis, and research cost sharing. College of Agriculture Organized Research activities include Sponsored Research Projects, Sponsored Research Training, University Research Projects, and Research Cost Sharing.

Other Sponsored Activities (OSA) Other sponsored activities are programs and projects financed by Federal and non-Federal agencies and organizations that involve the performance of work other than instruction and organized research. Examples are health service projects, public service projects, and public service conferences.

Other Institutional Activities (OIA) includes auxiliary enterprises, such as the operations of residence halls, dining halls, student unions, intercollegiate and intramural athletics, bookstores, faculty housing, student apartments, guest houses, theaters, public museums, community relations and development, and other similar auxiliary enterprises. **Also includes space associated with visiting scientists not paid by UD sponsored awards.** Space associated with the service functions of the animal facility, such as cage washing, feed storage and administrative offices, should be coded as Other Institutional Activities.

Service Centers (SVC) includes all space related to organizational units or activities that perform specific technical or administrative services primarily for internal operations and which charge users for these services. The services provided represent the major purpose of the generating department. Examples of service centers include DNA Sequencer, Flow Cytometry, Biomedical Brain Imaging, Nanofabrication Facility, Mass Spectrometer, DRI RESCORE, etc.

Specialized Service Facilities (SSF) includes all space related to highly specialized support activities which benefit or support multiple functions and which the users are billed for services. The cost of each service normally shall consist of both its direct costs and its allocable share of facilities and administrative costs with deductions for appropriate income of Federal financing. Examples include UD's animal research facilities and R-V Sharp.

Joint Use (JT) includes all offices (Faculty, Directors, Secretary, Staff, GTA, etc.) as well as space used for conference rooms and other multi-function rooms, such as copy rooms, employee lounges, and departmental libraries. Office service areas should also be coded to Joint Use.

Departmental Administration (DA) includes the administrative activities performed by academic departments to support the primary programs of instruction, research, and public service. This support includes the departmental chair and department-level administrative, secretarial, personnel, payroll, purchasing, and accounting activities.

Operations and Maintenance (OM) includes services related to the administration, supervision, operation, maintenance, preservation, and protection of campus facilities. Services include: janitorial and custodial services; repairs and ordinary or normal alterations to buildings, equipment, and furniture; design services; security; earthquake and disaster preparedness; environmental health and safety; property and equipment insurance; space and capital leasing; facility planning and management; care of grounds; maintenance and operation of buildings and other physical facilities.

Student Administration and Services (STS) includes student-related activities such as counseling and career guidance, student advising, student publications, financial aid, admissions, registrar, student health services, and commencement.

Sponsored Projects Administration (SPA) is limited to separate organizational units primarily established to administer sponsored projects. This category includes the Office of Research Administration. Space may not be coded as SPA unless a unique purpose code is established for the unit administering sponsored projects.

General Administration (GA) includes institutional activities that provide administrative support for the daily functioning of the total University, such as executive management, fiscal operations (accounting), general administrative services (such as personnel and payroll) and logistical services (such as campus mail and purchasing). Separate organizational units that specifically support sponsored programs should be classified as Sponsored Projects Administration.

Libraries (LIB) includes activities that directly support the operation of the central library system including the Morris, Chemistry, and Physics libraries. Departmentally funded libraries, which do not report to the central library system and do not have a "check out" system and librarian, should be treated as joint use space.

Non-Unassignable – Common Area (COM) includes public common areas such as hallways, stairwells, elevators and rest rooms.

Vacant (VAC) includes only the space that is **vacant for the entire year**. If space is only vacant for part of the fiscal year, assign functions according to how it was used when occupied.

University of Delaware FY 2017 Space Functional Usage Study
Investigator Questionnaire

PI Name _____

Rooms used during FY 2017 (July 1, 2016 – June 30, 2017)	
Please include rooms shared with other investigators (e.g., temperature control rooms, common equipment rooms, dark rooms)	
Lab(s) and Lab Support Room(s)	

Room Occupants (Note 1)				
Please identify all of the individuals, PAID AND UNPAID, who occupied/used the lab(s) and lab support rooms during FY 2017.				
Name	Position/Title	Time in lab/space (Note 2)	Primary Room	Other Rooms

Funding		
What were the purpose codes for the activities performed in this space? Please include start-up/seed money or bridge funding.		
UD Purpose Code #	Sponsor Award #	Project Name/Description

Other Information/Comments

Functional Assignment					
Functional coding must take into account the extent of use by all room occupants/users as well as the purpose codes that support the activities performed in the room					
Organized Research (Note 3)	College of Agriculture Organized Research (Note 3)	Departmental Research	Instruction	Other Sponsored Activities	Other Institutional Activities
%	%	%	%	%	%

Note 1:   The occupant list should include all of the following individuals:
   ✓ Undergraduate students working on projects for academic credit
   ✓ High school students working during the summer
   ✓ People not paid by UD – e.g., visiting scientists, visiting students, area hospital personnel, volunteers

Note 2:   We need to document the approximate amount of time each person spends in the room or lab suite relative to other occupants.
   Please indicate the following, as applicable: full-time vs part-time; entire year or partial year; hours per day or week; % of time in this room.

Note 3:   For F&A purposes, Organized Research and College of Agriculture Organized Research is defined as research and development activities that are **separately budgeted and accounted for** in UD's financial system.
   ✓ Projects sponsored by Federal agencies and non-Federal organizations (e.g., states, cities, foundations, corporations)
   ✓ Sponsored Research Training is defined as activities involving training individuals in research techniques (e.g., NIH "T", "F", and "K" awards)
   ✓ Cost sharing related to sponsored research projects (e.g., mandatory matching, voluntary committed cost sharing, NIH salary cap).

AttainSpace Common Tasks

The purpose of this document is to demonstrate the steps need to perform common tasks in AttainSpace (https://www.attainspace.com/v2). They all assume that you are starting from the home page.

1. View/Print/Download the rooms assigned to your department
- Click on the REPORTS/EXPORTS tab.
- Click the ROOM SUPPORTING INFORMATION link.
- Leave all filters as they are, select the format of the report, and click VIEW REPORT.

2. Survey a room
- Click on the VIEW ROOMS tab.
- Use the filters to locate the room you want to survey. You can also search by room number.
- Select the room you want to survey by clicking on the room number from the list.
- If the room should not be surveyed by your department please answer "No" to the responsible department question.
- Confirm that the room type of the room is correct. If it is not, change it by selecting the correct room type in the drop down menu next to the Room Type.
- If the room is a joint use room type check the Joint Use box on the room survey form and save. *You do not need to enter a functional percentage for these spaces.*
- If the room is part of a Service Center check the Service Center box on the room survey form and select the Service Center that it belongs to.
- Enter any comments or notes that help explain or clarify the activities in this room in the comments section at the bottom of the page.
- Assign a responsible person to labs, lab service, and faculty offices by using the search field or clicking the triangle and then clicking "Find" to view a list of people paid from your department. You can also add unpaid people by using the "Add Unpaid Person" button. If multiple responsible persons are added pick which one will be the primary by selecting the "Set Primary" button.
- Add room occupants of labs and lab service rooms by using the search field or clicking the triangle and then clicking "Find" to view a list of people paid from your department. You can also add unpaid people by using the "Add Unpaid Person" button.
- Once people are added to the room the accounts that they are paid from will appear. Put a check next to every account that each person works on when in that room.
- Enter the functional usage percentages.
- Click the "Save" button at the bottom of the form. If any errors appear you need to modify the data entered to satisfy the data entry rules.
- Once you are done with the room click the "Sign-Off" button.

3. Create a cluster
- Click the TOOLS tab then click CLUSTERS.
- Click the CREATE button.
- Enter the name that you want cluster to be called and click SAVE.
- Click the ADD ROOMS TO CLUSTER button next to the cluster name.
- Select the rooms to add to the cluster by clicking the check box next to the rooms you want.

➤ Click the CLUSTER button and select the name of the cluster that you want to assign the rooms to.

4. Link Research Lab Service areas (Room Type 255) to Research Labs (Room Type 250)

➤ Select a research lab service area you'd like to link to a single research lab or multiple research labs by clicking on the room number for the research lab service area.

➤ Assign a responsible person by using the search field or clicking the triangle and then clicking "Find" to view a list of people paid from your department.

➤ Under the Functional Usage Calculation section select the radio button for "Automatic" and choose which lab(s) this service area supported by using the filters provided and clicking the checkbox next to the appropriate research lab(s)

➤ Click the "Save" button at the bottom of the form. If any errors appear you need to modify the data entered to satisfy the data entry rules.

➤ Once you are done with the room click the "Sign-Off" button.

AttainSpace Steps

1. Verify your space
- ➤ Print or export the Room Supporting Information report under the REPORTS/EXPORTS tab.
- ➤ If you have any rooms on your list that should not be assigned to you remove them from your list of assigned rooms by:
  - o Finding the room on the list on the View Rooms tab and clicking on the room number.
  - o Answering "No" to the responsible department question.
- ➤ If you find that you are missing rooms, email the Survey Administrator and request that they be assigned to your department. You can find the survey administrators email address on the Contacts page under the HELP tab.
- ➤ This is also a good time to confirm that the room type listed is correct.

2. Survey the rooms
- ➤ Gather room usage information from Principle Investigators. Remember that the P.I. **must be involved in the process!**

3. Enter information into https://www.attainspace.com/v2.
- ➤ Do the easy rooms first. You can do these while you are waiting on the information to come back from the PIs:
  - o Non-Assignable space: corridors, stairwells, restrooms, etc.
  - o Any Vacant space (reminder: vacant space must be vacant for all twelve months of the survey period).
  - o Any rooms that will be 100% of one function. For example: classrooms (100% Instruction), offices, conference rooms and other applicable joint use areas (100% Joint Use), completed by clicking the "Joint Use" checkbox in each applicable room's respective survey form.
- ➤ Enter the information gathered from the PIs.
  - o It may be easier to focus on one PI's space at a time. You can create "clusters" for a group of labs that are used in a similar manner. This will allow you to enter the information one time for all of the rooms.
  - o Be sure to reflect ALL accounts that are worked on in labs, including discretionary accounts.
  - o Remember to account for ALL people that used lab space during the survey period. Add any unpaid occupants (volunteers, visiting scientists, etc.) using the "Add Unpaid Person" button on the room survey form.

4. **Review** the Unassigned Accounts and Unassigned Occupants reports. If any of the people or accounts on these lists should be assigned to lab space go back and assign them to the correct labs. Make notes as to why any accounts or people do not belong to a lab.
- ➤ Run the Unassigned Accounts under the REPORTS/EXPORTS menu.
- ➤ Run the Unassigned People report under the REPORTS/EXPORTS menu.

5. **Review** the information you entered for accuracy.

a. Run the Room Supporting Information report under the REPORTS/EXPORTS menu. If you find errors, correct them.

https://www.attainspace.com/v2