

Room Function Coding Instructions

Definitions

- **Function** – the purpose(s) or activity(s) conducted in a room based on the funding source
- **Functional Percentage** – the percentage of use of a particular function in a room, generally based on the percentage of time the room is used for the particular function. Please note that % in USPACE should be rounded to the nearest 5%. Example is if a person had 1% instruction then it should be 0%. If a person had 3% instruction then it should be 5%.
- **Salary Distribution Percentage** – the percentage of total salary paid from an account/financial classification
- **Financial Classification** – an accounting system code assigned to each account that classifies the functional activity of the expenses. The financial class acronyms are capture in the Pay distribution by person report.

General Guidelines

- The functional coding of rooms should be determined by the appropriate department staff who are knowledgeable about the occupants and activities performed in each room, as well as the funding sources.
- The functional coding must be determined on a room-by-room basis and must take into account all the occupants of the room, whether paid or unpaid. The functions are identified by the funding source of the activities - primarily the accounts that pay the occupant's salaries.
 - Each account has a "Financial Classification" attribute field in FRS/DMAS that identifies the activity/function to which the expenses are classified
 - The government expects the function coding of a room to match the classification of the expenses in the accounting system
 - **It is very important that all documentation that supports functionalized rooms be retained by the department for at least 4 USPACE certification cycles (current + last three)**
- For rooms with multiple occupants, the function percentages should be based on a weighted average of each occupant's time spent on each activity performed in the room.
- For single occupant rooms, the salary distribution percentages are a guide for determining functional percentages.
 - If the occupant only works in that one room, the salary distribution percentages, along with the faculty function % guidelines (provided below, if applicable), should be used as the functional percentages.
 - However, if the occupant works in multiple rooms, the functional percentages for this occupant may differ in each room.

Rooms that are $\geq 75\%$ organized research will require that the CAS Organized Research Rooms Questionnaire be completed and submitted to the College's Executive Director for Finance.

Reports/Resources

- ***Space inventory listing*** – Each department can extract this by going to USPACE, then clicking on “annual space inventory certification, select department and then press the button “create spreadsheet”
- ***CAS Organized Research Rooms Questionnaire for discounting rooms $\geq 75\%$ organized research*** – Excel file
- ***Pay distribution by person*** - Excel report developed by the Office of Research Administration. This list was distributed to all department managers on May 3rd. An update is anticipated and will be forwarded to all when received by Fiscal Affairs to.
 - *Use the drop down button in the Worker field to select the individuals that you need to find*
 - *You can then access the accounts and investigators by going to the second tab and doing the same thing*

There are two significant changes from the last time these guidelines were issued. The changes are as follows:

1. **The University has changed the function coding protocol to reduce the number of rooms requiring functionalization. Most rooms will be coded as 100% Joint Use. A Room Type Matrix for Full Functionalization has been issued identifying the types of rooms that continue to require functionalization. The rooms in the list below are categorized as functionalized rooms.**

Research Labs

Clinical Lab - Research Autoclave

Data Lab - Research Clinical Lab Restroom

Instrument Lab - Research Clinical Lab Service

Special Lab - Research Cold Room

Wet Lab - Research Containment Facility

Research Lab Support

Autoclave

Clinical Lab Restroom

Clinical Lab Service

Cold Room

Containment Facility

Darkroom (or Dark Room)

Data Lab Service

Dishwashing

Equipment

Hot Room

Instrument Lab Service

Lab Circulation
Lab Storage
Observation
Other Research Lab Service
Special Research Lab Service
Tissue/Cell Culture
Waiting
Warm Room
Wet Lab Service

Animal Rooms

Animal Facility Holding
Animal OR
Animal Prep
Animal Procedure
Animal Cage Washing
Animal Facility Locker/Shower
Animal Facility Service
Animal Necropsy

Joint use can only be used for these specific room types listed above, if the rooms were vacant or under renovation for the *entire* fiscal year. In these instances you must specify which of the two conditions as a note on the room. Otherwise, the room must be functionalized for the time it was in use. Joint use cannot be used as a function in a functionalized room. Joint use is 100% or 0%.

- 2. The College's Research Support Services Office is now in charge of updating, reviewing and approving room changes and/or room review confirmations for all rooms in the Cox Neuroscience Annex**

Service Center Rooms

Service Centers are units such as the Zebrafish facility, fMRI scanning facility, the mice facility in Medical, Microscopy in Chemistry, etc. Service Center rooms should be coded 100% Service Center. Occupants should not be entered into these spaces unless it is an occupant's primary space. A mandatory note is required for 100% service center rooms and the notes should provide the formal name of the service center.

Note Review

Please review and update or delete outdated notes. It is easy to forget about looking at the notes in a room but it is important to remove outdated or irrelevant notes to avoid contradiction of the functions that are assigned to the room.

Functionalized Room Guidance

With the new joint use and function coding procedure described above, it is rare that you will encounter a room that needs to be functionalized other than joint use in the method about to be described below. If you do encounter this, the best practice is as follows:

	Department			
	Research	Instruction	*Department Administration	Public Service
TT Faculty	45%	45%	10%	0%
Lecturer & Sr. Lecturer	0%	95%	5%	0%
Research Track Faculty	65%	25%	10%	0%
Visiting Faculty	10%	90%	0%	0%
Adjunct Faculty	0%	100%	0%	0%
Clinical Faculty	25%	15%	10%	50%

*If Chair of Department then 40% for Department Administration. If there is any other formal admin role then department makes determination for Department Administration component but it cannot be = or > than 40%

Department may apply a different distribution but it must be disclosed to the Dean’s office and applied consistently throughout the USPACE process.

Example for functionalized room type matching pay distribution:

1. Identify the room for which you are applying the function and % of function to
2. Make sure the occupant(s) are current
3. Pull up the occupant(s) using the provided *pay distribution by person* to see how he/she/they were distributed in the FY. Remember to take into account the fact that the occupants may have primary spaces already coded to joint use so the functionalized space may not necessarily match up with how the person was paid for the fiscal year. The case below assumes that the functionalized room is a close match with how the person was paid for the fiscal year

Worker	Empl Type	OR	OSA	INST	Grand Total
John Doe	Faculty	10%	0%	90%	100%

4. Apply the organized research function to the room 10% (note: USPACE utilizes the nearest 5%.)
5. Apply the guideline to the remaining 90%
 - a. Guideline for TT faculty member is 10% Department Administration, 45% Instruction and 45% Department Research.

- b. 10% is already going to organized research so pro-rate the remaining 90% into the three categories by multiplying 10% of 90% for Department Administration, 45% of 90% for Instruction and 45% of 90% for Department Research and remember to round to the nearest 5%.
 - c. The end result for this example is as follows:
 - i. 10% Organized Research
 - ii. 10% Department Administration
 - iii. 40% Instruction
 - iv. 40% Department Research
6. Remember that with organized research you will have to list the sponsored accounts (6XXXXX) and also identify the Investigators for each of those accounts.

Example for functionalized room type not matching pay distribution:

1. Identify the room for which you are applying the function and % of function to
2. Make sure the occupant(s) are current
3. Pull up the occupant(s) using the provided *pay distribution by person* to see how he/she/they were distributed in the FY.

Worker	Empl Type	OR	OSA	INST	Grand Total
Jane Smith	Faculty	10%	10%	80%	100%
Greg Diy	Staff	100%	0%	0%	100%
Sunny Day	Student	20%	0%	80%	100%
Ginger Rogers	Student	100%	0%	0%	100%

4. Next step is to estimate a % for organized research (funded research)
 - a. This can be done by interviewing the PI of the lab (preferable) or by doing the following:
 - i. Tally up the total hours spent in room by each occupant
 - ii. Then proceed to ask how many of those hours have been spent on organized research
 - iii. Divide the organized research by the total hours and round to the nearest 5%. Example: 15 total organized research hours divided by 20 total hours = 75% organized research
 - iv. If the occupants in the room are unable to tell you the hours, then interview the PI. If the PI is busy or uncooperative then elevate it to the Chair of the department. If this is still unsuccessful then elevate the matter to the Executive Director for Finance in the College of Arts and Sciences. If still unsuccessful, then the Executive Director elevates it to the Sr. Associate Dean for Research and/or Dean of the College of Arts and Sciences. If still unsuccessful, then the functions will match the salaries

and mandatory notes will be entered into the room that states: Unable to ascertain the true organized research percentage due to lack of cooperation from the assigned program of research. That will later be reviewed by the Associate Vice President for Research Administration

- b. If percent organized research is $\geq 75\%$, then the Interview Questions for Organized Research discounting for rooms becomes **mandatory** and must be submitted to the College's research support services office.
5. Next step is to estimate the % for the other functions which is simply taking 100% minus the 75% organized research and classifying it into either instruction or department research.

Roles, Responsibilities, and Timelines		
Sr. Staff:	Responsible for updating and ultimately certifying the unit's space inventory	
	Delegation of this responsibility to another departmental staff is allowed but the Sr. Staff will be held accountable and will be the point of communication for the College's Research Support Services Office as well as the Fiscal Affairs Office.	
College Research Support Services Office:	Responsible for updating, reviewing and approving changes and/or room review confirmations for all rooms in the Cox Neuroscience Annex. This may require that departments currently occupying those spaces fill out some sort of template for the College Research Support services office	
College Fiscal Affairs Office	Responsible for reviewing and approving changes and/or room reviewed confirmations for all joint use space types as well as functionalized space types with exception of the Neuroscience Annex	
Timelines		
	Preferred	Mandatory
Updates to Occupants	As it happens	At the end of April
Updates to Rooms	As it happens	At the end of April
Updates to Functions	As it happens	End of May/first week of June
Uospace Certifications	End of June	End of June
Uospace Certifications for Newly Trained Individuals	Twice a year with the final being end of June	Twice a year with the final being end of June
*Preferred timing may be subject to being mandatory in any given certification period		

For purposes of FY2016 certification, all non-functionalized rooms should be coded as joint-use effective 6/1/2015.