

SPACE UTILIZATION DEFINITIONS

Overview

When you complete the space survey, you will assign each space to a functional category based on the **activities** performed in the space. Please review all of the space survey functional categories before completing the space survey. Several of the space categories are similar, so it is important that you can distinguish the differences. For example, Departmental Research and Organized Research are similar, and it is important that you have reviewed them both so that your space is categorized correctly.

Reading the Utilization Definitions

Definition: this section provides the general definition of the functional space category.

Additional Information: this section provides supplemental information and/or examples to help clarify the definition.

Notes or Cautions: this section provides general guidance to address frequently asked questions.

Room Types Commonly Classified in This Category: this section is only included under Instruction, Organized Research and Departmental Research. It provides general guidance on the room types that are most commonly associated with these categories. This is not a comprehensive list of room types; you may have space you need to classify as Instruction, Organized Research or Departmental Research even though the room type is not listed in this section as a commonly used room type.

If you have any questions about these space functional categories, or are uncertain about how to classify a particular space into a functional category, please contact Maureen Johnson, at maureen1@uillinois.edu. If you have any questions about other aspects of the survey (including technical questions), please contact Patricia Pac at bpac2@uic.edu, or Daunn Rounds at drounds@uic.edu.

RESEARCH FUNCTION CODES:

ORGANIZED RESEARCH (OR)

Definition: The federal government defines Organized Research as “all research and development activities of an institution that are separately budgeted and accounted for. It includes sponsored research, which are all research and development activities that are sponsored by Federal and non-Federal agencies and organizations. Organized Research Space includes all space used for activities that meet the federal definition of organized research.

Additional Information: Organized Research Space means all space used to perform sponsored research and development activities. It includes space that is supported by funding from:

- External Federal agencies (such as NIH or NSF)
- External non-Federal agencies (such as the IDHS or IDT)

Organized Research also includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function. If a faculty member provides thesis supervision that is directly related to a sponsored research project, this should also be reported as Organized Research Space.

Notes or Cautions:

- Organized Research does not include University funded research; please refer to the definition of “University Research”.
- Space for sponsored instruction and training (commonly referred to as “training grants”) should be coded as Instruction Space. This includes National Research Service Award (NRSA) Institutional Research Training Grants (T32) and Short-Term Institutional Research Training Grants (T35).

Room Types Commonly Classified in This Category:

- 250 Research Laboratory
- 255 Research Laboratory Service
- 310 Office
- 315 Office Service
- 350 Conference Room
- 355 Conference Service
- 570 Animal Facilities
- 575 Animal Facility Service

UNIVERSITY RESEARCH (UNVR)

Definition: University Research is UIC funded research that is separately budgeted and accounted for (meaning a separate C-FOP has been established for the research). The most common form of University Research is startup funds, where an ICR account is established for new faculty research. University Research space includes any labs, offices, or other rooms used to conduct University funded research. Other examples of University Research include internal competition for University funding that have been separately budgeted and accounted. These projects usually have a competitive proposal and award process. Examples include:

- Chancellor's Discovery Fund for Multidisciplinary Research
- OVCR Areas of Excellence Awards
- CCTS Pilot Grants
- Campus Research Board

Notes or Cautions

- University Research is similar to Departmental Research and care must be taken to record this space

correctly. If there is not a separate, dedicated C-FOP for the research then the space is Departmental research. It is only University research if there is a separate, dedicated C-FOP for the research. If your University Research space is audited, you must be prepared to demonstrate the separate, dedicated C-FOP related to the research activity.

DEPARTMENTAL RESEARCH (DEPR)

Definition: The federal government defines departmental research as the “research, development and scholarly activities that are not organized research and, consequently, are not separately budgeted and accounted for.” Departmental Research Space includes all space used for activities that meet the federal definition of departmental research.

Additional Information: Departmental Research Space is used to perform research and development that are supported by the University where there is not a competitive proposal, review and award process related to institutional funding.

Notes or Cautions:

- Departmental Research is different from University Research, and care should be taken to classify the space accordingly. The primary difference relates to whether the activity is separately budgeted and accounted for. If the research is not separately budgeted and accounted for, it is Departmental Research. If the activity is separately budgeted and accounted (most often, having a dedicated program code used to track the budget and related expenditures), it is University Research.
- Departmental Research is different from Organized Research. A common example of Organized Research Space would be space used for research funded by an award from NIH.

Room Types Commonly Classified in This Category:

110 Classroom
115 Classroom Service
210 Class Laboratory
215 Class Laboratory Service
220 Open Laboratory
225 Open Laboratory Service
310 Office
315 Office Service
350 Conference Room
355 Conference Service
410 Study Room

ADMINISTRATIVE FUNCTION CODES:

GENERAL ADMINISTRATION (GA)

Definition: The federal government defines General Administration Space as:

“the general executive and administrative offices of educational institutions of a general character which do not relate solely to any major function of the institution; i.e., solely to (1) instruction, (2) organized research, (3) other sponsored activities, or (4) other institutional activities.

Examples of general administration include: administrative offices that serve the entire university system of which the institution is a part; central offices of the institution such as the President's or Chancellor's office, the offices for institution-wide financial management, business services, budget and planning, personnel management, and safety and risk management; the office of the General Counsel; and, the operations of the central administrative management information systems. General administration ... shall not include ... non-university-wide deans' offices, academic departments, organized research units, or similar organizational units.”

General Administration Space includes all space used for activities that meet the federal definition of General Administration.

Additional Information: General Administration Space is used to serve the entire campus as a whole to provide for both the day-to-day functioning as well as the long-range viability of the University as an operating organization (as opposed to space used to serve a specific college or program within the campus). General Administration Offices do not relate solely to any major function/activity of the University. Examples are space for:

- Payroll
- Human Resources (HR)
- Administrative Information Technology Services (AITS)
- The Office of Business and Financial Services (OBFS)
- The Chancellor
- General Counsel

Notes or Cautions:

- All College-level administrative activities should be classified as either Departmental Administration or Academic Dean's Offices. General Administration should only be used for activities that benefit all Colleges and Administrative Units on campus (such as the central HR and Payroll offices).
- If an organization rolls up to the Vice Chancellor for Academic Affairs, it is likely Departmental Administration Space and not General Administration Space. This includes most of the administrative space in the various schools and colleges.

DEPARTMENTAL ADMINISTRATION (DA3)

Definition: The federal government defines Departmental Administration Space as all space that benefits *“common or joint departmental activities or objectives in academic deans' offices, academic departments and divisions, and organized research units. Organized research units include such units as institutes, study centers, and research centers.”*

Departmental Administration Space includes all space used for activities that meet the federal definition of Departmental Administration.

Additional Information: Departmental Administration Space is used for activities that may benefit a single department, or for activities that may benefit joint departmental activities. Space used to manage grants at the college or departmental level (including proposal preparation) should also be coded as Departmental Administration Space. Examples of Departmental Administration Space are:

- The offices of academic departments and divisions
- Graduate College offices
- Faculty senate space
- Other space for college level personnel development programs
- Space used for managerial and administrative support of organized research units (such as institutes and research centers)

Notes or Cautions:

- Departmental Administration Space is often used for more than one function. For example, a departmental office might be primarily used for Departmental Administration Space, but also for curriculum development. As a result, a corresponding percentage of the space should be coded for Instruction to account for the curriculum development activities.
- All College-level administrative activities should be classified as either Departmental Administration or Academic Dean's Offices. General Administration should only be used for activities that benefit all Colleges and Administrative Units on campus (such as the central HR and Payroll offices).

ACADEMIC DEAN'S OFFICES (DEAN)

Definition: Deans' Offices Space the space for the offices of each academic Dean. It would include space for work that is necessary for the overall operations of a college, and for work that supports and benefits a college as a whole. If the space is used for work that benefits a specific department or departments (but not the entire college), then the space is Departmental Administration Space. Examples are space for:

- Dean's Support Staff
- Dean's Office
- Assistant Dean's Office
- Associate Dean's Office

Notes or Cautions:

- Space for non-academic Deans (for example, Dean of Students) should not be coded as Academic Deans' Offices Space. It should be coded as Student Services Administration Space or General Administration Space.

SPONSORED PROJECTS ADMINISTRATION (SPA)

Definition: Sponsored Projects Administration Space is used primarily to provide centralized, campus-wide financial, programmatic, and general administrative services for externally funded projects (federal and non-federal). Examples are space for:

- The Office of Grants & Contracts
- The Office of Research Services
- The Office for Protection of Research Subjects (Human Subjects)

Notes or Cautions:

- Space used to manage grants at the college or departmental level (including proposal preparation) should be coded as Departmental Administration Space.

STUDENT SERVICES ADMINISTRATION (SSA)

Definition: Student Services Administration Space is used primarily for administrative activities that provide assistance and support to the needs and interests of students, where the assistance and support are not academic in nature. Student Services Administration Space also includes space for programs that contribute to the student's emotional and physical well-being and to his or her intellectual, cultural, and social development outside the context of the formal instruction program. Examples are space for:

- Financial aid
- Student admissions
- Student records
- Career guidance
- Formal placement services for the student body
- Personal counseling services

Notes or Cautions:

- Student Services Administration space does not include space for research or instructional activities, or the space for the administrative offices used to support research or instructional activities.
- Student Services Administration space does not include space for programs that charge students a fee for a product or service, such as intercollegiate athletics, dining services or student housing.
- Some Departments and Colleges may have activities related to admissions, records, or other Student Services Administration type activities typically performed by Student Services Offices (such as the College of Medicine Admissions Office). Under these circumstances, please consider Departmental Administration and Student Services Administration and chose the category that is most appropriate.

UNOCCUPIED FUNCTION CODES:

VACANT SPACE (VAC)

Definition: Vacant Space is identified primarily by *utilization*, not condition or occupancy. Vacant Space includes any space that could be utilized correctly but is currently empty, idle, and not being utilized. Vacant Space might include idle, empty space that will soon be filled by new faculty or staff, or any recently vacated space that has not been reassigned.

If the space is being used for any purpose, do not report it as Vacant Space. However, if the space is not up to code or is under renovation, do not classify it as vacant. Use UNUS (Unusable) instead.

Notes or Cautions:

- Vacant Space does not include space that is under renovation, space in need of renovation, or space that does not meet code.
- Vacant Space does not include space that is being utilized by the department, even if the space is not occupied by a specific person. For example, an office that is not assigned to a specific person but is utilized by the department for any purpose (such as a supply room or departmental storage space) should be reported as the function that best characterizes its utilization (Departmental Administration, Instruction, Organized Research, etc.) and not as Vacant Space.

UNUSABLE SPACE (UNUS)

Definition: Unusable Space is identified primarily by *condition*, not utilization or occupancy. Unusable Space includes any space assigned to a department that cannot be occupied or utilized correctly due to its condition, and may currently stand vacant, empty and idle. Unusable Space may include space that is under renovation, space in need of renovation, or space that does not meet code.

Example: Offices, Labs that are not used due to water leaks. However, you could be storing old computers, inactive/junk files and materials in these spaces. These rooms should be classified as (UNUS).

NON-ASSIGNABLE (NON)

Definition: Non-Assignable Space is identified primarily by *room type*. Non-Assignable Space includes all areas of a building that are not available for assignment, but are necessary for the general operation of a building. Examples would include public circulation (hallways or lobbies), public stairwells, public elevators and public restrooms.

Notes or Cautions:

- Non-Assignable space is identified and classified by Facilities Information Management. It cannot be assigned by departments, and you will not have the option to assign this function in your space survey. The definition is included here for clarity and completeness - for example, you will see your non-

assignable space on the floor plans for your department and we wanted for you to know how it is categorized.

SELF-SUPPORTING FUNCTION CODES:

HOSPITAL (UIH)

Definition: Hospital Space is located primarily in the main hospital building, and on the 9th & 10th floor of MAB. Examples are space for:

- Hospital patient care
- Hospital outpatient clinics
- Hospital nursing and other professional services
- Hospital operations and executive administration
- Hospital general administration
- Hospital fiscal services
- Hospital physical plant operations

Notes or Cautions:

• If other departments provide similar services, but are not formally a part of the Hospital, the space should not be coded as Hospital. For example, a dental patient care space should not be coded as Hospital. It should be coded as Instruction, Public Service, etc.

SERVICE CENTERS (SER)

Definition: Service Center Space is space used by departments whose primary activity is charging internal or external customers a rate for products or services. Service centers always charge a rate, and always have a self-supporting account or accounts. Examples are space for:

- Printing & Duplicating Services
- Bookstores
- Dining Halls
- Residence Halls
- Advertising
- The Pavilion
- The Forum

Notes or Cautions:

• Service Center Space also includes space for specialized services facilities which provide institutional services involving the use of highly complex or specialized facilities such as electronic computers, wind tunnels, and reactors.

OTHER FUNCTION CODES:

INSTRUCTION (INST)

Definition: The federal government defines instruction as “the teaching and training activities of an institution. Except for research training this term includes all teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions, such as a summer school division or an extension division.”

Additional Information: Instruction Space includes all space used for the teaching and training activities of an institution, including those funded by a grant, contract, or cooperative agreement. Specifically, it includes space used for:

- Credit and noncredit courses
- Academic, vocational, and technical instruction
- Remedial and tutorial instruction
- Special, summer, interim and extension sessions (whether or not they are offered through regular academic departments)
- Curriculum and course development, preparation, grading and improvement
- Academic counseling and tutorial instruction
- Community education, such as ESL or tutoring (even if it does not provide credit towards a formal degree / certificate).

Notes or Cautions:

- Space for sponsored instruction and training (commonly referred to as “training grants”) should be coded as Instruction Space. This includes National Research Service Award (NRSA) Institutional Research Training Grants (T32) and Short-Term Institutional Research Training Grants (T35).
- Space used to train individuals in research techniques (commonly referred to as “research training”) should not be coded as Instructions Space. It should be coded as Organized Research Space.
- Space for clinical training rooms should be coded as Instruction.

Room Types Commonly Classified in This Category:

110 Classroom
115 Classroom Service
210 Class Laboratory
215 Class Laboratory Service
220 Open Laboratory
225 Open Laboratory Service
310 Office
315 Office Service
410 Study Room

PUBLIC SERVICE (PUBS)

Definition: Public Service Space is used primarily to provide non-instructional and non- research services beneficial to groups external to the institution. It is similar to Other Sponsored Activities, with the exception that Public Service programs are funded by the University. Examples are space for:

- University funded health clinics
- University funded community services
- University funded social services
- University funded public presentations
- University funded conferences and symposia
- University funded seminars
- University funded extension services
- University funded preservation, maintenance and/or cataloging of collections

Notes or Cautions:

• Space used for instruction or organized research should not be coded as Public Service Space. For example, space used for community education (even if it does not result in any credit toward towards a formal post-secondary degree or certificate) should not be coded as Public Service Space. It should be coded as Instruction Space.

OTHER SPONSORED ACTIVITIES (OSA)

Definition: The federal government defines Other Sponsored Activities as “programs and projects financed by Federal and non-Federal agencies and organizations which involve the performance of work other than instruction and organized research. Examples of such programs and projects are health service projects, and community service programs. However, when any of these activities are undertaken by the institution without outside support, they may be classified as other institutional activities.”

Other Sponsored Activities Space includes all space used for activities that meet the federal definition of other sponsored activities.

Additional Information: Other Sponsored Activities Space is used primarily to provide non-instructional and non-research services beneficial to groups external to the institution. It is similar to Public Service Space, with the exception that Other Sponsored Activities programs are funded by Federal and non-Federal agencies other than the University. Examples are space for:

- Externally funded clinical trials & drug studies
- Externally funded health clinics
- Externally funded community services
- Externally funded social services
- Externally funded public presentations
- Externally funded conferences and symposia
- Externally funded seminars

- Externally funded extension services
- Externally funded preservation, maintenance and/or cataloging of collections

Notes or Cautions:

• Space used for instruction or organized research should not be coded as Other Sponsored Activities Space. For example, space used for community education (even if it does not result in any credit toward towards a formal post-secondary degree or certificate) should not be coded as Other Sponsored Activities Space. It should be coded as Instruction Space.

OPERATIONS AND MAINTENANCE (OM1)

Definition: Operations & Maintenance Space is used to administer, supervise, operate, maintain, preserve, and protect the University’s physical plant, whether the space is in the centralized Physical Plant facilities or the space is in individual schools, colleges, departments or buildings. Examples of Operations & Maintenance Space are:

- Custodial services
- Utility services
- Landscape and ground services
- Campus security services (I.E., UIC Police)
- Fire protection services
- Transportation services
- Physical plant administration (which may involve development of plans for plant expansion, modification or construction)

OTHER INSTITUTIONAL ACTIVITIES (OIA)

Definition: The federal government defines Other Institutional Activities Space as space for (paraphrased) “all activities of an institution except:

- Instruction, departmental research, organized research, and other sponsored activities, as defined above; and
- Specialized service facilities, as defined above.

Other Institutional Activities space includes space for the operation of residence halls, dining halls, hospitals and clinics, student unions, intercollegiate athletics, bookstores, faculty housing, student apartments, guest houses, chapels, theaters, public museums, and other similar auxiliary enterprises. This definition also includes space for any other categories of activities which are "unallowable" to sponsored agreements, unless otherwise indicated in the agreements.”

Other Institutional Activities Space includes all space used for activities that meet the federal definition of Other Institutional Activities.

Additional Information: Other Institutional Activities Space is space that cannot be classified into any other category. Please consider all of the previous functions before selecting this category. Examples are space for:

- Intercollegiate athletics

- Chapels
- Public museums
- Public galleries
- Development
- Alumni activities
- Public relations
- Fundraising

Notes or Cautions:

• Space used for activities that are specifically "unallowable" to federally sponsored agreements (such as advertising, alumni activities, public relations or fundraising) should also be coded as Other Institutional Activities Space. Unallowable activities are related to the Treatment of Selected Items of Cost, available here: <http://www.obfs.uillinois.edu/manual/Chicago/se16-4-1.html#bb>

LIBRARY (LIB)

Definition: Library Space is used primarily to provide central and school-wide library services (the collection, storage, and circulation of books, periodicals, manuscripts, and other reading and reference materials) primarily to students, faculty and staff, as well as offices and office service rooms used by librarians. Library Space only includes:

- The Main Library at 801 South Morgan Street
- The Health Sciences Library at 1750 West Polk Street

Notes or Cautions:

• Space used for "Departmental Libraries", "Departmental Reference Collections" or "Resource Rooms" should be reported as Instruction or Departmental Administration. They should not be reported as Library Space.

LEASE (LEAS)

Definition: Any on-campus or off-campus space where the university real estate office acts as the leasing agent and is involved in negotiating lease terms.