



SPACE INFORMATION

FUNCTION CODE DEFINITIONS

Defines the function codes used in Space Information. Data collected in the Function Code field is used in the University's Facilities & Administrative (F&A) or indirect cost rate calculation and in developing research planning metrics.

FUNCTION CODE	FUNCTION CODE NAME	FUNCTION CODE DEFINITION
0005	Instruction	Teaching activities, training activities supported by institutional funds.
0007	Department Research	Experiments and exploration of ideas that are not externally funded; nor are they discrete projects separately budgeted and accounted for.
0010	Sponsored Research	Space for externally funded research and development, university research, and cost sharing benefiting this research. The research is separately budgeted and accounted for.
0012	Industry Clinical Trial	Clinical Trials funded by industry, typically pharmaceutical companies; participation of human subjects.
0014	Other Sponsored Activity	Sponsored public service, contract for service activities, seminars, conferences.
0016	Other Institutional Activity	NU public service, unallowable activities, student activities, auxiliary enterprises, and agency activity.
0020	Salaries & Wages (Calculated)	This code should be used as the Function Code for ALL assigned spaces that do not have the following Space Class: 210-299, 570, 575, 840, and 845. All of these spaces should be coded 100% - 0020-Salaries & Wages. The actual distribution of the functions will be calculated by the F&A program based on the payroll distribution for that department.
0035	Library	University Library, Deering, Schaffner, Music, Science & Engineering, Transportation, Galter, and Pritzker Libraries.
0040	General Administration	Central and executive offices of the University (with some exceptions).
0050	Sponsored Project Administration	Central offices engaged in the administration of sponsored projects.
0060	School / Department Administration	Administrative space in academic units.
0065	Student Services Administration	Administration of Student Affairs and for services to students: Offices of VP of Student Affairs, Admissions, Financial Aid, Registrar, Student Health, Accounts, and Loans.
0075	Operations & Maintenance	Administration, supervision, operation, maintenance, preservation, and protection of University's physical plant.
0085	Sponsored Training	Training activities funded by outside agencies and organizations.
0110	Specialized Service Facility	Only to be used by the IT recharge operations and CCM.
9950	Non-University Activity	Space used by a non-NU entity.
9975	Vacant/Not in Use	Space assigned to a unit and occupant but not in use during the year.
9980	Under Construction	Space is being renovated and is not currently occupied for use.
9985	End of Lease	Lease will not be renewed; any NU departments have vacated the area.
9999	Non-assignable	Not usable for other activities; includes hallways, corridors, stairways, public bathrooms, and mechanical areas.

If you have any questions about this document, please contact **Kevin Grzyb** (k-grzyb@northwestern.edu)