

Function Codes Reference Guide

Instruction

1.0 Instruction

All activities that are part of an institution's instructional program. Included are credit and noncredit courses for academic, vocational, and technical instruction; remedial and tutorial instruction; regular, special and extension sessions; and community education.

Research

2.0 Organized/Sponsored Research

Activities specifically organized and separately budgeted to produce research outcomes, whether commissioned by an agency external to the institution or separately by an organizational unit within the institution. See below for more detailed function classifications.

2.1 Institute and Research Centers

Examples include:

Center for Advanced Microscopy

Institute for Global Health

International Business Center

African Studies Center

2.28 Sponsored (Externally Funded) Research

Sponsored Research is all research and development activities that are externally sponsored by Federal and non-Federal agencies and organizations and are separately budgeted and accounted for as defined in 2 CFR 200.

2.29 Non-Sponsored (Departmental) Research

Non-Sponsored Research is separately budgeted for and internally accounted for by a department. The most common form of Non-Sponsored (Departmental) Research is startup funds for a new faculty member.

2.3 Clinical Trials

Research that studies new tests and treatments and evaluates their effects on human health outcomes.

Public Service

3.0 Public Service

Identified activities that are established primarily to provide noninstructional services beneficial to individuals and groups external to the institution. Examples include:

Community Services

Cooperative Extension Services

Public Broadcasting Services

Academic Support

4.0 Academic Service and Support

Support services for the institution's primary missions: instruction, research, and public service that do not include libraries, museums and galleries, and departmental administration. Examples include:

Academic Computing Services

Ancillary Support

Academic Personnel Development

Educational Media Services

4.1 Libraries

Any activities related to the University's collection, use, and display of library materials. Areas included are those that are part of the University Libraries system, the Business Library, and the Gull Lake Library. Collections, while they may be decentralized, should be available for use by more than one department. Collections that are intended for use of only one department should be classified as Instruction (1.0).



4.2 Departmental (Academic) Administration

Space that is used for administrative and supporting services that benefit common or joint departmental activities or objectives and do not relate solely to any major activity of the department (i.e., solely to Instruction or Organized Research). Examples include:

Academic Administration
Course and Curriculum Development

4.3 Museums and Galleries

Any activities related to the University's collection, use, and display of museum materials.

Student Services

5.0 Student Services

Includes admissions and registrar offices and those activities whose primary purpose is to 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 instructional program. Examples include:

Office of Admissions *MSU Student Health Center*
Registrar *Counseling and Psychiatric Service*
Financial Aid *Career Services and Placement*

Institutional Support

6.1 General (Non-Academic) Administration

Includes 1) central executive-level activities concerned with management and long-range planning of the entire institution, such as the governing board, planning and programming, and legal services; 2) fiscal operations, including the investment office; 3) administrative data processing; 4) employee personnel and records; 5) logistical activities that provide procurement, storerooms, printing, and transportation services to the institution 6) support services to faculty and staff that are not operated as auxiliary enterprises. Examples include:

Controller *President's Office Operations*
Human Resources *Worklife Office*
Office of Institutional Equity *Provost EVP for Academic Affairs*

6.2 Public Relations/ Development/ Alumni Affairs

Includes activities concerned with community and alumni relations, including development and fundraising. Examples include:

MSU Alumni Office
University Advancement
University Communications

6.3 Sponsored Projects Administration

Examples include:

Grants and Contracts Administration
Grants and Contracts Accounting
Research Compliance Office

Plant Operation and Maintenance

7.0 Plant Operation and Maintenance

Includes the operation and maintenance of physical plants for all institutional activities, including auxiliary enterprises, and independent operations. Examples include:

Physical Plant Administration
Building Maintenance
Custodial Services
Landscape and Grounds



Auxiliary Enterprises

9.0 Auxiliary Enterprises

An auxiliary enterprise is an entity that exists to furnish goods or services to students, faculty, or staff, and that charges a fee directly to, although not necessarily equal to, the cost of the goods or services. Examples include:

Intercollegiate Athletics
REHS Facilities
Culinary Services

Independent Operations

10.0 Independent Operations

Includes those operations that are independent of, or unrelated to, the primary missions of the institution but which may enhance these activities. Examples include:

Demmer Shooting Sports and Education Center
Food Processing and Innovation Center

Hospitals

11.0 Hospitals

Includes patient care operations of the separately organized and budgeted hospital, including nursing and other professional services, general services, administrative services, fiscal services, etc. that are included within the organized hospital. Examples include:

Veterinary Teaching Hospital

Service Center

12.0 Service Center

An operation that provides a service or product or a group of services or products for a fee to users principally within the institutional community. The services may range from highly specialized to typical or necessary functions. Often they could not be provided as effectively or efficiently if provided by external sources. A service center develops a rate for the service activity based on actual incurred costs and charges users based on actual usage. Examples include:

MSU Technology Store

Unoccupied Space

13.0 Unoccupied Space

Space that at the time of the inventory is either vacant (not assigned to any faculty or staff members) or under renovation.

MSU Facility Leased by Non-MSU Entity

14.0 MSU Facility Leased by Non-MSU Entity

Examples include:

MSU Federal Credit Union
Secchia Center

Non-MSU Facility and Not MSU Occupant

15.0 Non-MSU Facility – Not MSU Occupant

Examples include:

MSU Foundation
Techsmith Headquarters

