

# Function Codes and Descriptions

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Code	Description
10	Departmental Training (SOM Only)
11	Graduate Instruction
12	Undergraduate Instruction
13	Departmental Administration
14	Student Activities
15	Instruction Administration
17	Graduate Instruction Administration (SOM Only)
18	Undergraduate Instruction Administration (SOM Only)
20	Sponsored Training
21	Departmental Research
22	Sponsored Research
23	Sponsored Research Administration
24	Clinical Trials
25	Other Sponsored Activity
26	Research Service Center
27	Departmental Research Administration (SOM Only)
29	Animal Research Facility
31	Patient Care
32	Clinical Support Space
40	Libraries
50	General Administration
51	Physical Plant Operation
58	Operations and Maintenance Service Center
59	General Administrative Service Center
60	Auxiliary Enterprises
70	Non-Institutional Space
71	Howard Hughes Medical Institute (HHMI) Space
81	Inactive Space
82	Transitional Space
83	Unfinished Construction
84	Circulation
85	Mechanical Space

## 10 Departmental Training (SOM only)

Space used for training activities supported by departmental funds. Departmental training in the School of Medicine is generally supported by some 392xxxx and 431xxxx fund codes.

## 11 Graduate Instruction

Space related to teaching graduate students and related activities of graduate students and graduate medical education trainees (in the SOM, residents and fellows).

## 12 Undergraduate Instruction

Space related to teaching undergraduate students and related activities of undergraduate medical education trainees (in the SOM, medical students).

## 13 Departmental Administration

Space related to administrative effort that supports common or joint departmental activities.

## 14 Student Activities

Space used to provide services and support exclusively for students (excluding instruction). This is only applicable for xx5xxxx fund codes.

## 15 Instructional Administration

Space related to administrative effort that supports instructional activities.

## 17 Graduate Instructional Administration (SOM Only)

Space related to administrative effort that supports graduate students and graduate medical education trainees (residents and fellows). This is only applicable for 421xxxx fund codes.

## 18 Undergraduate Instructional Administration (SOM Only)

Space related to administrative effort that supports undergraduate students and undergraduate medical education trainees (medical students). This is only applicable for 411xxxx fund codes.

## 20 Sponsored Training

Space used for training activities supported by grants, contracts or co-operative agreements. This is only applicable for some 392xxxx fund codes as well as all other 3x2xxxx fund codes.

## 21 Departmental Research

Space used for research and development activities that are not separately budgeted and accounted for. Departmental research is usually budgeted within the department's unrestricted funds.

Note: For Function 21 space, please specify whether the space is used for wet or dry research.

**Dry** research involves outcome studies, clinical trials, epidemiological studies, and research using computers to process large amounts of research results. **Wet** research involves the use of lab benches, piped gases, cold rooms, centrifuges, microscopes, and other typical lab equipment.

## 22 Sponsored Research

Space used for research and development activities that are separately budgeted and accounted for. This term includes research and development activities that are sponsored by Federal and Non-Federal agencies and organizations. They are also separately budgeted by the institution under an internal allocation of institutional funds. This is only applicable with 203xxxx, 3x3xxxx and 453xxxx fund codes.

Note: For Function 22 space, please specify whether the space is used for wet or dry research.

**Dry** research involves outcome studies, clinical trials, epidemiological studies, and research using computers to process large amounts of research results. **Wet** research involves the use of lab benches, piped gases, cold rooms, centrifuges, microscopes, and other typical lab equipment.

## 23 Sponsored Research Administration

Space related to administrative effort supporting sponsored programs, grants and contracts. Examples include the Office of Sponsored Programs, the Office of Research Support and the Office of Research Administration. (Not to be used for academic departmentally-based grant management)

## 24 Clinical Trials

Space used by programs or projects which support a study to test the efficacy of a drug, device or procedure that involves human subjects. This is only applicable with certain 203xxxx and 3x3xxxx fund codes.

Note: For Function 24 space, please specify whether the space is used for wet or dry research.

**Dry** research involves outcome studies, clinical trials, epidemiological studies, and research using computers to process large amounts of research results. **Wet** research involves the use of lab benches, piped gases, cold rooms, centrifuges, microscopes, and other typical lab equipment.

## 25 Other Sponsored Activity

Space whose primary purpose is (1) the support of special programs which are not more appropriately included elsewhere or (2) which are multipurpose funds not having a predominate purpose. This is only applicable with some 399xxxx fund codes as well as all other 3x9xxxx fund codes.

## 26 Research Service Center

Space used by Research Service Centers in accordance with General Accounting Principle (GAP) 200.300 <http://www.finsvc.duke.edu/gap/m200-300.html>. Research Service Centers are generally in the 459xxxx fund codes. For Service Centers in the 1579xxx series of accounts, please see Functions 29, 58 or 59 to determine the appropriate function.

Note: A completed Rate Calculation Form (also available at the same web site) for each Service Center needs to be submitted to your Management Center Budget office for preliminary approval. The Office of Cost Reimbursement and Analysis will grant final approval.

Note: For Function 26 space, please specify whether the space is used for wet or dry research.

**Dry** research involves outcome studies, clinical trials, epidemiological studies, and research using computers to process large amounts of research results. **Wet** research involves the use of lab benches, piped gases, cold rooms, centrifuges, microscopes, and other typical lab equipment.

## 27 Departmental Research Administration (SOM Only)

Space related to administrative effort supporting departmental research. For the School of Medicine, this includes the 391xxxx, 431xxxx and 441xxxx fund codes.

## 29 Animal Research Facility

Space used by an animal research facility, this service activity bills on a full cost basis within 1579xxx fund codes. This function can only be used in the Duke Lab Animal Resources department.

## 31 Patient Care

Space used primarily for corporate Duke University Health System, Private Diagnostic Clinic (830xxxx and 859xxxx fund codes) and certain 180xxxx funds codes within the University.

## 32 Clinical Support Space

Space used for the support of patient care operations in the School of Medicine. This is only applicable for certain 459xxxx and 859xxxx fund codes.

## 40 Libraries

Space used by main libraries and branches. (Not to be used for departmental libraries) This is only applicable for the xx4xxxx fund codes.

## 50 General Administration

Space related to administrative effort supporting the general executive and non-academic administrative offices of the University. This is only applicable for certain x57xxxx fund codes.

## 51 Physical Plant Operation

Space used for the support of the administration, supervision, operation, maintenance, preservation and protection of the institution's physical plant. This is only applicable for certain 156xxxx, 157xxxx, 456xxxx and 457xxxx fund codes.

## 58 Operations and Maintenance Service Center

Space used by a service activity which bills on a cost basis and provides specialized plant operative services that supplement the general maintenance activity that is indirectly charged.

## 59 General Administrative Service Center

Space used by a service activity which bills on a full cost basis and provides specific administrative and general services to the University and Medical Center. This is only applicable with 1579xxx fund codes.

## 60 Auxiliary Enterprises

Space used by the University's Auxiliary Enterprises. An auxiliary enterprise is a self-supporting activity primarily serving students, faculty and staff by providing goods and services for a fee or sales price related to the cost of goods and services. This is only applicable for certain 180xxxx fund codes.

## 70 Non-Institutional Space

Space used by (1) non-Duke entities such as banks, federal post offices, etc. or (2) certain Duke departments such as University Development Offices, Duke Chapel, Duke Gardens, etc. This includes other activities that are unallowable by OMB Circular A-21.

## 71 HHMI Space

Space used by the Howard Hughes Medical Institute principal investigators.

## 81 Inactive Space

Space that has never been occupied or has been unoccupied for an extended period of time (normally in excess of one year).

## 82 Transitional Space

Space unoccupied due to renovations, moves or transfers. However, if the space remains unoccupied for an extended period of time, normally in excess of one year, it should be coded as inactive.

## 83 Unfinished Construction

Space under construction.

## 84 Circulation

Corridors, stairs, elevators, etc. This function is reserved for unassignable space, not associated with a specific department.

## 85 Mechanical Space

Public toilets, mechanical rooms, custodial areas, etc. that support the building. This function is reserved for unassignable space, not associated with a specific department.