

**WebSpace Function Definition/Description**

*ordered by priority of department usage*

Function / Sub-Function	Definition/Description
Instruction	Space used for teaching, training, research and development activities that are not separately budgeted and accounted for, generally where the student is earning a degree. This includes specific instructional or training activities established by grants or contracts. This category also includes research and development activities that are not separately budgeted and accounted for and are not identifiable to a specific research project, e.g., Departmental Research. Departmental Wet Research and Departmental Dry Research functions described below are reported under this function for the F&A Rate Proposal purpose.
Departmental Wet Research	Space used for research and development activities that are not separately budgeted and accounted for. Examples of funding sources are seed money, dean's support, start-up fund, auxiliary fund, gift, academic enrichment fund, and agency fund. Space is generally outfitted with fume hoods, lab gases (air, vacuum, & natural gas), sinks, autoclaves, glass washers, and specialized HVAC. Space may also contain special purpose equipment such as bio-safety cabinets, incubators, centrifuges, freezers, microscopes or analyzers. Note, lab service space that directly serves one or more research laboratories as an extension of the activities occurring in the laboratory space is considered wet research space. Examples include tissue culture rooms, or separate microscopic facilities.
Departmental Dry Research	Space used for research and development activities that are not separately budgeted and accounted for. Examples of funding sources are seed money, dean's support, start-up fund, auxiliary fund, gift, academic enrichment fund, and agency fund. Departmental research conducted in a "dry" office type environment. Research produced in this space is not based on results derived from wet laboratory space. Offices coded as research should reflect the "wet" or "dry" origin of the research.
Organized Research	Space used for research and development activities that are separately budgeted and accounted for. This includes all research and development activities and research training that are sponsored by federal and non-federal agencies and organizations. This function has sub function of Wet Research and Dry Research.
Organized Wet Research	Space is generally outfitted with fume hoods, lab gases (air, vacuum, & natural gas), sinks, autoclaves, glass washers, and specialized HVAC. Space may also contain special purpose equipment such as bio-safety cabinets, incubators, centrifuges, freezers, microscopes or analyzers. Note, lab service space that directly serves one or more research laboratories as an extension of the activities occurring in the laboratory space is considered wet research space. Examples include tissue culture rooms, or separate microscopic facilities.
Organized Dry Research	Organized research conducted in a "dry" office type environment. Research produced in this space is not based on results derived from wet laboratory space. Offices coded as research should reflect the "wet" or "dry" origin of the research.
Clinical Trials	Space used for clinical trial sponsored by federal and non-federal agencies and organizations. Clinical Trials are predominately conducted in non-UCD off-campus space.
Other Sponsored Activity	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.

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Other Institutional Activity	Space used for UC Denver activities not included in another functional category. This category includes space used by visiting faculty not paid by UC Denver. It also includes Marketing, Public Relation, Alumni, etc, department spaces as these department activities are unallowable to sponsored agreements, per A-21.
Patient Care	Space used to provide direct health care services as well as administrative and supervisory services to UC Denver patients. This category includes School of Dental Medicine Clinic Services and the Barbara Davis Center for Childhood Diabetes. Space for patient services provided as part of a research project should be assigned to Organized Research. University of Colorado Hospital patient care services conducted in the leased space from the UC Denver should be classified as University of Colorado Hospital function.
Departmental Administration	Space occupied by Dean's offices, Department chairs, departmental libraries, and by individuals providing administrative and supporting services to the school and or the department that benefit common or joint activities (e.g. services not provided exclusively to instruction, research or other institutional activities). If the space is used to provide a service exclusively to research or instruction or other institutional activities it should be classified with that function. Space used to provide administrative services to patient care activities should be included with Patient Care function.
Joint Use	Space used for multiple functions. This includes conference rooms, copy rooms, lounges, break rooms, supply rooms, and file rooms.
Auxiliary	Space used for auxiliaries and self-funded activities other than "Service Centers" and "Auxiliary_Instr" activities described below.
Auxiliary_Instr	Space used for auxiliaries and self-funded activities that include continuing education programs, closed training grants, honoraria funds, and recruitments, etc. This function is reported under "Instruction" above for the F&A Rate Proposal purpose.
Service Centers	Space used by Specialized Service Facilities with operating budget of \$1,000,000 or more to provide services to departments/projects/programs and Service Centers that include facilities costs(GIR) in calculating their billing rates. Examples of such programs are Center for Laboratory Animal Care, Central Utility Plant, and Information Technology Services.
Student Service Administration	Space used for the administration of student affairs and for services to students, including admissions, registrar, counseling, financial aid, etc.
Leased Space (External Only)	Space owned/controlled by the UC Denver leased to external entities.
UPI (Univ Physicians)	Space used by University Physicians, Inc for Fee Coordinators. Only for School of Medicine.
University Colorado Hospital	Space leased by University of Colorado Hospital (UCH) for their activities including administration and patient care located in UC Denver space.
Other Non-Institutional	Space used for activities not specific to the mission of UC Denver.
Vacant Space	Excess space inventory with no immediate plans for occupation.
Howard Hughes	Space used for research and development by recipients of Howard Hughes Medical Institute awards.

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**For Central Administration Department Use Only**

Please contact the Finance Office if you require usage of the following Function Codes.

Operation and Maintenance Plant	Space used by a central service department for the administration, supervision, operation, maintenance, preservation and protection of the institution's physical assets. Examples include janitorial and utility services, repairs and ordinary or normal alterations of buildings, care of grounds and maintenance, operation of buildings and other plant facilities, security, and health and safety. This includes Facilities, Environmental Health and Safety, and the University Police.
General Administration	Space used by a central service department for general executive and administrative activities such as the Chancellor's Office, Human Resources, Finance, etc.
Sponsored Projects Administration	Space used by a separate organization or department to administer sponsored projects. Space in this category is limited to the Office of Grants and Contracts, Office of Sponsored Programs, Research Affairs and COMIRB activities.
Library	Space assigned to the Health Sciences and Auraria Libraries.
For Property Use Only	Space not owned or leased by UC Denver, but required for tracking UC Denver owned and leased equipment including locations with UCH, TCH, etc.
Building Services	Areas used for custodial supplies, janitorial sink rooms, janitorial closets, and public restrooms.
Circulation	Areas required for physical access to floors or subdivisions of space within the building, whether directly bounded by partitions or not.
Mechanical	Areas designed to house mechanical equipment, utility services, and shaft areas.
Parking	Space for parking vehicles.
Telephone	Space for telephone equipment.
Areas Undergoing Renovation	Space assigned, but vacant at the time of surveying due to remodeling in progress.
Ready for 9th Avenue Turnover	Space completely vacated and shut down as part of the 9th Avenue remediation plan.
Recently Constructed - Not Occupied (Vacant)	Space not currently in use or assigned but occupation anticipated within a twelve month timeframe.

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