Definitions for Program Classification

Instruction - all teaching and training activities (except research training).

1. **Teaching and Training**: All regular University teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis. Includes classroom teaching, preparing instructional materials, preparing and grading examinations, office hours, etc.

2. **Sponsored Training**: Instructional or training activities for higher education sponsored by Federal Agencies and non-Federal organizations through grants, contracts and cooperative agreements. Sponsored pre-college training is classified as Other Sponsored Activities. **Sponsored training of individuals in research techniques** (commonly called research training) is classified as Sponsored/Organized Research.

**Sponsored/Organized Research** - all research and development activities of an institution that are separately budgeted and accounted for on a specific project basis, and research cost sharing. Organized research projects typically require a proposal or other application to obtain funding, have a defined scope of work associated with the project, anticipate a “deliverable” result, and require that periodic financial and progress reports be submitted to the sponsor. Organized Research includes:

1) **Sponsored Research Projects**: Research projects sponsored by Federal agencies and non-Federal organizations (e.g. states, cities, foundations, corporations, etc.) through grants, contracts, and cooperative agreements.

2) **University Research**: Research projects funded with University funds that are separately budgeted and accounted for on a specific project basis.
This also includes research that is separately budgeted and accounted for on an aggregate basis such as Organized Research Units (ex. Arizona Research Labs).

3) **Sponsored Research Training:** Training of individuals in research techniques sponsored by Federal agencies and non-Federal organizations through grants, contracts and cooperative agreements. Common examples include Career Development (“K”) awards, institutional training grants (T-32), individual fellowships (F-32), etc.

4) **Clinical Trials that are part of a research grant/contract.**

5) **Research cost sharing:** Cost sharing related to organized research projects. Note: cost sharing must be included in cost sharing sub-accounts.

**All Organized Research activities are captured as Sponsored/Organized Research during space survey.**

**Department Research** - research, development, and scholarly activities that are not separately budgeted and accounted for on an individual project basis. E.g. research funded through start-up funds.

**Other Sponsored Activities (including Public Service)** - programs and projects financed by Federal and non-Federal agencies and organizations which involve the performance of mission-oriented activities, other than Instruction and Organized research. Examples include exhibits/galleries, planetariums, community/health service programs/projects, and community/economic development activities/programs.

**Other Institutional Activities** - means all University activities not defined elsewhere within this document. Examples include traditional auxiliary enterprises such as; 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. Also included in this program would be faculty, professor emeritus and staff who do not receive compensation from the institution.
**Service/Recharge Center** – includes space of University departments or sections that provide goods/services on a continuing basis primarily to other University entities on a charge basis. Interdepartmental Billings (i.e., IDBs) constitute the primary funding/revenue source for recharge centers, service centers and specialized service facilities. These billings are directly related to (although not necessarily equal to) the cost of the goods/services.

**Libraries** - this category includes library space that is centrally-managed and separately budgeted and accounted for by the University official library system including: University Library, Health Sciences Library, and Law Library. Departmental libraries are classified according to the activities they support.

**College Administration** – activities that include administrative services provided by academic colleges that support the primary programs of instruction, research and public service. This support includes the school or college dean, associate/assistant deans, and other college-level administrative activities.

**Department Administration** - activities that include administrative and supporting services benefiting common or joint departmental activities or objectives in academic departments and divisions and organized research units. Organized research units include such units as institutes, study centers, and research centers. **Administrative activities that are direct-charged to a grant/contract should be classified the same as the grant/contract.**

**Operations and Maintenance** – this space classification supports the campus physical operations including: central heating/refrigeration plants, custodial rooms, security, and environmental safety and hazardous waste disposal.

**General and Administrative** - this space classification supports the general executive and administrative offices of educational institutions. Examples of general administration areas include: the President'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.
**Sponsored Projects Administration** – space for an organization(s) established primarily to institutionally administer sponsored projects, including such functions as grant and contract administration (Federal & non-Federal projects).

**Student Administrative Services** - this heading supports student affairs administration including such activities as dean of students, admissions, registrar, counseling and placement services, student advisers and student health and infirmary services.

**Outside Agencies** - those activities that are controlled or operated by outside agencies, but that are housed or otherwise supported in some way by the institution. University affiliates do not receive any salary from the University for the duties and services they perform, but do occupy University space. Examples of this would be National Weather Service and the U.S. Geological Survey.

**Patient Care** – activities directly involved with the delivery of patient care and patient care administration such as University of Arizona Health Network activities.

**Vacant** – this classification only applies to space that has been vacant for the entire fiscal year. If a space was only temporarily vacant, it should be classified according to the usage when it was used.

For more information regarding cost principles for educational institutions, please refer to the federal guidelines from which these classifications have been taken. See OMB Circular A-21. [http://www.whitehouse.gov/omb/circulars/](http://www.whitehouse.gov/omb/circulars/)