

Louisiana State University, Baton Rouge
Room Functional Usage Definitions for Space Study of Assignable Space

PCS Code	Functional Description
1.1-1.5, 2.2 & 4.3	<p><u>(INS) Instruction:</u> - Space used for all teaching and training activities of the institution.</p> <p><u>Instruction:</u> It includes space used for all teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis in any school or other area. Space used for supervision and instruction of interns and residents is normally defined as patient care. Space used for sponsored training projects that are separately budgeted and accounted for (including specific instructional or training activity established by grant, contract, or cooperative agreement); if their purpose is for any training other than in research techniques are included. Teaching and training activities include lecturing, tutoring, course, and curriculum development, academic advising and development, etc.</p> <p><u>Departmental Gifts or Endowments:</u> Space related to research funded from gifts or endowments housed within a department. These funds do not restrict activity to research only, but may be used for other purposes. This usage does not meet the definition of sponsored research and the space is identified as departmental research, which rolls up to Instruction.</p> <p><u>Departmentally Funded Research:</u> Space used for research, development, and scholarly activities that are not separately budgeted and accounted for as required by organized research. This will roll up to Instruction.</p>
2.3	<p><u>(SR) Sponsored Research:</u> - Space related to all research and development activities that are <u>separately budgeted and accounted for.</u></p> <p><u>Organized/Sponsored Research</u> means all research and development activities that are sponsored by Federal and non-Federal agencies and organizations. It includes all space related to research and development activities that are sponsored <u>by federal and non-federal agencies and organizations</u> (i.e., contracts and grants).</p> <p><u>Training Grants:</u> Space used for the training of individuals in research techniques (commonly called research training) if the training is funded by a federal grant or contract whose specific and only purpose is <u>research</u> training and if the training activities are conducted in the same space as other sponsored research and development activities. This does not include <u>general training grants</u> if their purpose is for any training other than in research techniques. This will roll up to Sponsored Research.</p> <p><u>Intramurally (University) Funded Research:</u> Space used for separately budgeted and accounted for research activities supported by internal funds where the institution establishes a competitive process and awards grants. These funds are restricted to research only and meet the definition of sponsored research. This will roll up to Sponsored Research.</p>

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2.1 & 3.1-3.3	<u>(OSA) Other Sponsored Activities:</u> - Space used for 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 projects. In addition, included is space used to conduct clinical trials (main campus only) if that space is not in a hospital or clinic patient care area. However, when any of these activities are undertaken by the institution without outside funding, they may be classified as Other Institutional Activities.
2.4	<u>(CR) Clinical Research:</u> - Pennington Biomedical Research Center space used to provide direct inpatient and outpatient health care services and related administrative and supervisory activities within the patient areas, under approved research protocols. Included is space used for patient's rooms, ancillary services; i.e. radiology, clinical laboratory, pharmacy, etc. Space used for the testing of an investigational product (drug, other biologic agent or device) in which human beings are used as subjects. Space used for laundry and dietary services are included.
4.1	<u>(LIB) Library:</u> - Space used for the operation of the LSU-Baton Rouge Libraries and does <u>not</u> include any departmental libraries.
9.4	<u>(SSF) Specialized Service Facilities/Service Departments:</u> -- Space used for highly complex or specialized facilities such as Division of Laboratory Animal Medicine.
4.4, 4.7-4.8, 5.1-5.7	<u>(SSA) Student Services Administration:</u> - Space used for activities related to administration of student affairs and services to students. This includes space used for such activities as student admissions, student registration, student counseling and placement services, student advisors, student health services, financial aid services, etc.
7.1-7.6	<u>(OMA) Operations and Maintenance:</u> - Space used for the administration supervision, operation, maintenance, preservation, and protection of the Institution's physical plant. Included is space used for janitorial and utility services; shops that are used to make repairs and ordinary or normal alterations of buildings, furniture and equipment; care of grounds; protection of facilities and grounds; maintenance and operation of buildings; security; disaster preparedness; environmental safety; hazardous waste disposal; facilities planning, and maintenance.
0.2	<u>(JTB) Joint Benefit:</u> -- Joint Benefit Use Space defines square footage in an academic or research department that supports a number of projects or functions without any accurate means of determining individual usage. The space is typically found in academic areas with special equipment rooms that are available to anyone in the department. The space may house special equipment and/or services that used by more than one faculty member for sponsored research, instruction, or other purposes. The usage of the equipment/services housed in this space is typically not tracked and billed to the users nor is the operational cost charged to any specific projects or grants. Joint Benefit should <u>not</u> be used for core laboratory space funded by core project/program grants.
0.1	<u>(VAC) Vacant Space:</u> - Space that is vacant including assignable space that is undergoing extensive renovation/remodeling.

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6.1-6.5	<p><u>(GA) General Administration:</u> - Space used for the general executive and administration offices of the institution and other activities that provide administrative support to all areas of the institution and that do not relate solely to any major function of the institution; i.e., solely to 1) instruction 2) organized research 3) other sponsored activities, or 4) other institutional activities. This includes space used by administrative offices that serve the entire institution and would include offices of the Chancellor, Vice Chancellor for Finance & Administrative Services, Budget Office, Payroll, Human Resources, Accounting, Purchasing, etc. This does not include space used by deans' offices, academic departments, organized research units, and hospital departments or outpatient clinics.</p>
4.6	<p><u>(DA) Department Administration/University:</u> - Space used for administrative and support services that benefit common or joint departmental activities in academic dean's offices, academic departments, or divisions including basic science departments and clinical departments. Common or joint departmental administrative activities are activities that benefit instruction, research, and other activities of a department and that cannot be identified specifically with any one function. This usually includes departmental conference rooms and space used by departmental administrative staff performing activities that benefit all of the functions within the department where these activities cannot be identified specifically to one function. Departmental Administration should not be used for faculty offices unless the faculty member has a formal administrative position or function within the department that involves department-wide human resource decisions, budget preparation, etc. If the only administrative activity for the department that the faculty member performs is serving on departmental committees, his/her office <u>should not be identified</u> as Departmental Administration. If the faculty member spends time in his office working on departmental committee activities and teaching activities the space should be identified as instruction. If the faculty member spends time in his office working on research projects or clinical activities some of the space may be coded to research or patient care. However, it is critical that the space be identified based on the activities that are performed in the office, and not on the various activities that the individual faculty member may be involved in across the campus. For instance, if the faculty member performs research in space separate from his office and does not actually do the research in his office, the space for his office should not be coded to research. Also, research proposal development activities are not sponsored research and if these are preformed in a faculty member's office none of that space should be identified as sponsored research.</p>
6.6	<p><u>(SPA) Sponsored Projects Administration:</u> - Space used by a department or organization established primarily to administer sponsored projects including such functions as grant and contract administration (both pre- and post-award)</p>
3.4, 4.2, 4.5 & 9.1-9.3	<p><u>(OIA) Other Institutional Activities:</u> - Space used for all activities of the institution except those mentioned above. Patient care space for providing direct outpatient health care services, and related administrative and supervisory activities within patient care areas. Included is space used for patient's rooms, ancillary services. Such as, Pennington Biomedical Research Center's clinical space. Space used only to provide patient care services, as part of an organized research project should be assigned to organized research. Also, this space includes the Development Office, Dormitories, Parking Facilities and Bookstore.</p>