Facilities Management
University of Colorado at Boulder

Cost Pool Definitions 2011

Office of Capital Assets & Space Planning, 30th Street, Research Lab No. 2, Campus Box 453, Boulder Colorado 80309-0453 Voice: (303) 735-0075 Fax: (303) 492-7186
www.colorado.edu/facilitiesmanagement/pdc/capitalassets

	The following functional space definitions were developed for the categorization of space in accordance with OMB Circular A-21.		
1	***instruction***	The **Instruction** function includes space used in conjunction with all teaching activities, whether courses are offered for credit toward a degree or certificate or on a non-credit basis, either through regular academic departments or separate divisions such as summer school or extension. Classrooms and class labs are normally associated with this function. The category also includes non-research training grants and the space of graduate research assistants working on their thesis. The **Instruction** function also includes space used by employees while pursuing their own professional development through writings or research activities which are not separately budgeted and accounted for, (also referred to as Departmental Research), etc.	*1*
2	***sponsored research***	The **Sponsored Research** function includes all space used in conducting activities directly related to research and development contracts, grants and agreements funded from external sources or from internal sources when the activity is separately budgeted and accounted for. Space used for departmental research, professional development and other faculty activities should be included in the **Instruction** function defined in the above section.	*2*
3	***lasp***	LASP, the Laboratory for Atmospheric and Space Physics, is a research institute that has a separately negotiated F&A rate. All space associated with the LASP department is coded with the **LASP** cost pool designation.	*3*
4	***general administration***	The **General Administration** function includes space occupied by the general executive and administrative offices of the University. It includes such offices as the Chancellor, the Vice Chancellors for Academic Affairs and Administration, accounting, budget, buying and contracting, human resources and payroll.	*4*
5	***departmental administration***	The **Departmental Administration** function includes space used for the administration of Colleges, Schools and Academic Departments. It includes offices occupied by deans, department chairs, departmental administrators and other managerial, administrative and clerical support staff. Also included are facilities such as shops, storage rooms, darkrooms, copy rooms and computer labs, etc. that support both the **Instruction** and **Research** functions when users of those facilities are not charged for the services provided.	*5*
6	***sponsored projects administration***	The **Sponsored Projects Administration** function includes space used by units established primarily to administer the sponsored programs of the University. This includes space used by the Vice Chancellor for Research, Office of Contracts and Grants, and the Office of Sponsored Program Accounting.	*6*
7	***student administration***	The **Student Administration** function includes space used for the administration of student affairs and for services provided to students. This would include the Vice Chancellor for Student Affairs and related organizational units, the Registrar and the Admissions office.	*7*
8	***operations and maintenance***	The **Operations & Maintenance** function includes space associated with the operation, maintenance, preservation and protection of the University's physical plant and buildings. It includes the space occupied by Facilities Management, Warehouse and Property Management, Security, Environmental Health & Safety and Research Properties.	*8*

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9	***library***	The **Library** function includes space used by the main Library system including Norlin and the branch libraries for Business, Earth Science, Engineering, Math/Physics, Music and Law. Space in academic departments for departmental libraries, reading rooms, collections, etc. should be included in the **Departmental Administration** function unless funding and catalog reference services are provided by the main library.	*9*
10	***other institutional activities***	The **Other Institutional Activities** function includes space used to conduct allowable activities not defined as **Instruction, Research, Administration, or Operations & Maintenance.** The **OIA** function mainly includes space occupied by Auxiliary operations that charge for services provided and are considered self-supporting as well as space rented to any outside organizations. Examples of Auxiliary operations include dormitories, residential apartments, dining halls, conference centers, copy centers and the student bookstore. Examples of space rented to outside organizations include the credit union, shops in the UMC, and state and Federal government agencies and other non-profit research organizations renting space from Research Properties. Specialized Service Center space is classified as **OIA** but the space of Other Internal Service Centers is classified according to the functions of each internal service center's applicable customer base.	*10*
11	***unallowable***	The **Unallowable** function includes the space of activities that are not allocable to Federally sponsored programs. **Unallowable** activities include Institutional Relations, Alumni Association, University Foundation and Development, and the President's Residence.	*11*
12	***unassigned***	The **Unassigned** function includes any assignable space not currently assigned to a department. Examples of **unassigned** space include vacant offices and offices in transition.	*12*
13	***unused***	The **Unused** function consists of space that is currently not being used for any purpose. In most cases the space is under renovation and will be used again in the near future. The **Unused** function is also assigned to the space in buildings that will no longer be used by the University and will either be sold or demolished.	*13*
14	***non-assignable***	The **Nonassignable** function includes common areas of a building used for systems or traffic. Examples of **nonassignable** space include corridors, stairwells, restrooms, mechanical, telecom and custodial.	*14*