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**UNIVERSITY OF CINCINNATI**

**SPACE SURVEY**

**FISCAL YEAR 2015**

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## **What is a space survey?**

The process by which the use of an institution's facilities (e.g., rooms) is identified and then classified according to definitions contained in OMB Circular A-21.

The objective is for the institution to recover the cost of those facilities that support sponsored programs.

Sponsored programs are activities that are separately budgeted and accounted for and are sponsored by Federal and non-Federal agencies and organizations. They include grants and contracts sponsored by Federal and State governments along with outside funding associated with industry (e.g., IBM, etc.).

\* Cost Sharing is also considered part of Sponsored Programs for purposes of the space survey.

\* **Note:** Almost all sponsored programs will fall into the OMB Circular A-21 category of either Organized Research or Other Sponsored Activities.

Results of the space survey will be provided to the University for the purpose of preparing the Facilities and Administrative cost proposal.

## **Data needed to conduct a space survey**

A space survey involves collecting data for all space for each building being surveyed.

The information needed for a space survey is as follows:

- Building name.
- Room numbers.
- Type of room (e.g.; lab, office, etc.).
- Name of the department to which the space is assigned.
- The names and job titles of the occupants who reside in rooms used for sponsored programs.
- The accounts that fund the activities in rooms used for sponsored programs.
- The OMB Circular A-21 function classification code (e.g., Organized Research, Other Sponsored Activities, Instruction, etc.) for each room surveyed.

Each departmental contact is requested to gather all of the above data for each room currently assigned to them.

# **Definitions of the Circular A-21 functions**

## **Organized Research (OR)**

Space related to all research and development activities sponsored by Federal and non-Federal agencies and organizations (e.g., grants and contracts) that are separately budgeted and accounted for by the University. This also includes all research and development activities funded by the University through an internal application of its general funds. In addition it includes activities involving the training of individuals in research techniques (commonly called research training).

## **Instruction & Departmental Research (INS)**

Space devoted to teaching and training activities whether they are offered for credits toward a degree or certificate or a non-credit basis, and whether they are offered through regular departmental activities or separate divisions, such as summer school or an extensive division.

**Note:** This category also includes space devoted to departmental research defined as research development and scholarly activities that are not organized research and are not separately budgeted and accounted for. Start up funding and seed money is departmental research.

**IMPORTANT:** For space survey purposes departmental research should be classified as Instruction.

## **Other Sponsored Activities (OSA)**

This is defined as space for programs financed by Federal and non-Federal agencies and organizations, which involve the performance of work other than, organized research, sponsored instruction and instruction and to which the cost is separately budgeted and accounted for by the University. Examples of such activities are health service projects and community service programs.

However, when the institution without outside support undertakes any of these activities they should be classified as Other Institutional Activities.

Other Sponsored Activities also include clinical trials/drug studies, which are defined as the investigation of new therapeutic agents to provide data required to demonstrate safety and efficiency. Space related to clinical trials/drug studies should be identified as such where the sponsor has obtained FDA approval to proceed and has been issued an investigational drug or device number. Clinical Trial/Drug Studies are typically sponsored by industry, but may also be sponsored by government, foundations, and organizations.

**\* Note:** Almost all sponsored programs will fall into the category of either Organized Research or Other Sponsored Activities.

## **Departmental Administration (DA)**

Space devoted to administrative and supporting services that benefit common or joint departmental activities.

This includes such activities associated with deans, assistant deans, administrative staff in academic departments, and department chairs (to the extent of their effort in departmental administration).

Note: Faculty members responding to RFPs is considered departmental administration.

## **General Administration (GA)**

Space used for supervisory or managerial functions related to institutional administration. This space includes departments such as the President's Office, Comptroller's Office, and Office of the Treasurer, Internal Audit, and Office of General Counsel.

## **Sponsored Project Administration (SPA)**

Space devoted to a separate unit established primarily to administer sponsored projects (Federal and non-Federal).

## **Student Services Administration (SSA)**

Space devoted to the administration of student affairs and for services to students including functions of the deans of students, admissions, registrar, student advisors, counseling and placement services and student health.

### **Library (LIB)**

Facilities dedicated to the Library function and/or departmental space that have been used to establish a departmental library.

### **Operations and Maintenance (O&M)**

Space utilized for operations and maintenance, supervision, preservation, and protection of the institution's grounds and physical facilities. This includes space used for such activities as janitorial and utility services; repairs and ordinary alterations of buildings; care of grounds, security, environmental safety, and hazardous waste, etc.

### **Hospital/Patient Care (PAT)**

Space devoted to providing medical care or treatment including medical residency. Generally, this would include all activities associated with a Hospital. This also includes space devoted to the patient care activities of the Medical Practice Plan.

### **Vacant Area (VAC)**

Space devoted to temporarily (more than 12 months) unusable areas due to alterations or renovations.



### **Specialized Service Facilities (SSF)**

Space devoted to highly specialized support activities which benefit or support multiple functions and which the users are billed for the services. The cost of each service normally shall consist of both its direct costs and its applicable share of facilities and administrative costs with deductions for appropriate income or Federal financing.

### **Other Institutional Activities (OIA)**

Space devoted to all activities of an institution except those mentioned above. This includes activities such as the operation of housing and residence halls, dining halls, student unions, intercollegiate athletics, bookstores, chapels, theaters, public museums and other similar auxiliary enterprises. Also included are costs that are “unallowable” to sponsored agreements, unless specifically agreed to under terms of the contract or grant.

### **Non-Assignable - Common Area (COM)**

This space includes public circulation areas and mechanical areas of the building. Examples of such areas are corridors/hallways, lobbies, stairwells, boiler rooms, public bathrooms, electric/telephone switching rooms, etc.

## **How do you begin the space survey process?**

- Review the room listing and verify that this space will belong to your department during fiscal year 2015 (i.e., 7/1/14 – 6/30/15) and that no space has been omitted.
- Review the square footage assigned to your department for reasonableness and accuracy.
- Review how the space for each room was classified in your last space survey (if possible).
- For each room, verify the room use during the time you conduct the survey.
- For rooms used for sponsored programs, determine the occupants of the room.
- Compile a list of account numbers supporting the activity in rooms that are used for sponsored programs. After gathering this data, review the account listings to ensure that each account has been matched to some space.

**Note:** For rooms that have no sponsored program activities it is not necessary to identify the occupants.

## **Questions to ask to help determine the OMB Circular A-21 functional use of a room**

- Who are the people using the room (e.g., faculty members, graduate students, clerical people, etc.)?
- What are people working on when in a particular room?  
A person's salary can come from multiple sources (e.g., 50% sponsored program funded and 50% department funded). However, when they are in their lab they are working 100% of the time on sponsored programs. When they are in their office they may work 25% on sponsored programs, 35% on instruction, and 40% on administrative activities. We are surveying what activities a person performs when they are in a particular room. This is not necessarily consistent with a person's funding.

**Important:** Space in a room should be classified based on what a person is working on even if their salary funding does not come from the sponsored source.

This scenario is an example of cost sharing that the University will account for in the proposal submission.

## **Guidelines Regarding Room Classifications**

As a general rule the different types of rooms in the departments should be classified as follows:

**Classrooms:** 100% Instruction. The exception would be if other activities are being performed in this space.

**Class labs:** 100% Instruction. These are labs that undergraduate students occupy to perform classroom experiments, etc. The exception would be if other activities are being performed in this space.

**Copy/Supply Room:** 100% Departmental Administration.

**Break Rooms:** 100% Departmental Administration.

**Secretarial / Clerical Offices:** 100% Departmental Administration. The exception would be if the secretary is performing other activities such as working on a sponsored award.

**Professional Administrator Offices (e.g., Accountants, Budget Officers, Human Resource Individuals, etc.):** 100% Departmental Administration. The exception would be if these individuals are performing other activities such as working on a sponsored award.

**Graduate Student Offices:** The functional classification for this type of room needs to be determined based on what activities the individual is performing in the room. Are they working on organized research, instruction, departmental administration? If they work on more than one activity in the space a percentage estimate must be made regarding how much time is spent on each activity in the room.

**Faculty Offices:** The functional classification for this type of room needs to be determined based on what activities the individual is performing in the room. Are they working on organized research, instruction, departmental administration? If they work on more than one activity in the space a percentage estimate must be made regarding how much time is spent on each activity in the room.

**Research Labs:** The functional classification for this type of room needs to be determined based on what activities the individual is performing in the room. Are they working on organized research, instruction, departmental administration? If they work on more than one activity in the space a percentage estimate must be made regarding how much time is spent on each activity in the room.

**Shared Research Rooms:** This would include rooms with special scientific equipment, photo dark rooms, freezer rooms, etc. that are shared by individuals working in the department. The functional classification for these types of rooms can be the same percentage as the functional classifications for the labs they are supporting. For example if the labs that surround the “shared room” are classified as 95% organized research and 5% instruction then it makes sense that the “shared room” should also be classified as 95% organized research and 5% instruction unless there are some extenuating circumstances that would result in those ratios not being accurate.

**Storage Rooms:** 100% Departmental Administration.

**Conference Rooms:** 100% Departmental Administration.