

Instruction / Departmental Research

Direct

Class Code	Class Description	Definition
11000	Instruction	All instructional and related activities such as course preparation and grading, supervision of teaching assistants, and faculty scholarly activity not separately budgeted and accounted for on a project basis.
21000	Departmental Research	Academic and scholarly activities that are not separately budgeted and accounted for by a project (award notice). Occurs in schools, colleges, research centers, and institutes. Examples: Research Incentives and Research Start-up funds. Excludes departmental administrative activities.
13000	Community Education	Credit and non-credit instruction to community members or groups external to the University.
14000	Preparatory / Remedial Instruction	Instructional activities that give students the basic knowledge and skills required by the University before they may undertake formal academic course work leading to a degree.
16000	Research Training Grants	Training programs awarded by various Federal agencies including, but not limited to, National Research Service Awards (NSRA), pre- and post-doctoral training awards, and fellowships.
42000	Museums and Galleries	Activities of organized units that provide for the collection, preservation and exhibition of; historical materials, art objects, and scientific displays, such as the Museum of Art and Exhibit Museum.
47000	Course and Curriculum Improvement	Formally organized and/or separately budgeted activities that significantly improve or expand the University's instructional programs.

Instruction / Departmental Research (concluded)

Direct

Class Code	Class Description	Definition
81000	Scholarships / Fellowships – Undergraduate	Formally organized and/or separately budgeted activities that significantly improve or expand the University's instructional programs.
82000	Scholarships / Fellowships – Graduate	Financial assistance provided to graduate level students. Excluded from this category are funds for which services to the institution must be rendered (e.g. teaching assistants, research assistants).
83000	Scholarships / Fellowships – Professional	Financial assistance provided to graduate level students. Excluded from this category are funds for which services to the institution must be rendered (e.g. teaching assistants, research assistants).

Organized Research

Direct

Class Code	Class Description	Definition
22000	On-Campus Organized Research	<p>Research activities that are separately budgeted and accounted for, managed within academic units, institutes or research centers, and for which 50% or more of personnel effort is performed in facilities owned or leased by the University. Includes both sponsored and University funded research. These activities may be funded through a research grant or contract, or by a specific allocation of funds by the University.</p> <p>University research means all research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds.</p> <p>Includes the General Fund support for collections in these units: Botanical Gardens, Herbarium, Kelsey Museum of Archaeology, Museum of Anthropology, Museum of Paleontology, and Museum of Zoology.</p> <p>NOTE: Cost sharing for these awards must also use this subclass.</p>
22100	Off-Campus Organized Research	<p>Research activities that are separately budgeted and accounted for, managed within academic units, institutes or research centers, and for which more than 50% of personnel effort is performed in facilities NEITHER owned NOR leased by the University. . Includes both sponsored and University funded research. These activities may be funded through a research grant or contract, or by a specific allocation of funds by the University.</p> <p>University research means all research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds.</p> <p>NOTE: Cost sharing for these awards must also use this subclass.</p>

Specialized Service Facilities

Direct

Class Code	Class Description	Definition
45000	Specialized Service Facilities	Organized activities that provide support services to the University's instruction, departmental research, organized research, and public service programs, not previously classified. Examples: Michigan Memorial Phoenix Project and Laboratory Animal Medicine Unit.

Other Sponsored Activity

Direct

Class Code	Class Description	Definition
22200	Clinical Trials	<p>Includes human clinical trials of an Investigational New Drug (IND) or device as defined by the Food and Drug Administration (FDA).</p> <p>NOTE: Cost sharing for these awards must also use this subclass.</p>
31000	Public Service – External Sponsor	<p>Includes activities funded by a single sponsor that allow public access to various University resources that exist within the University. Sometimes referred to as 'Other Sponsored Activity'. Excludes activities that are properly classified as Instruction or Organized Research.</p> <p>Examples:</p> <ul style="list-style-type: none">• UM Employees acting as consultants at Lucent Technologies• IPA Agreements• NIH R13 Grants for Scientific Meetings• Conferences that DO NOT meet guidelines for instruction/training grants/research• Award to disseminate of research findings <p>NOTE: Cost sharing for these awards must also use this subclass.</p>

Other Institutional Activity

Direct

Class Code	Class Description	Definition
31100	Public Service – Funded by UM entirely or partially	Activities sponsored by the University or the University and external sponsor(s), (including events where a single sponsor is not paying for all attendees) that make available to the public various University resources and special capabilities. Examples: conferences, non-sponsored patient care activities (Hospitals, Health Centers, Dentistry etc.), professional theater program, and the Exhibit Museum.
32000	Public Broadcasting	Broadcasting services that are not instruction/departmental research, organized research, and academic support programs. Excludes WCBN, which operates primarily as a student service, is included in Social and Cultural Development, 52000.
65000	Public Relations / Development	Activities to maintain relations with the community, alumni, or other constituents, and to conduct activities for University-wide development and fund raising.
92310	Auxiliary Activities – Student	Includes essentially self supporting auxiliary activities primarily intended to furnish services to students, such as Student Residences, Michigan Union, Michigan League, Pierpont Commons, Intercollegiate Athletics, and Student Publications.
92320	Auxiliary Activities - Staff	Includes essentially self-supporting auxiliary activities primarily intended to provide services to the faculty and/or staff, such as Parking Services and Radrick Farms Golf Course.

Library

Indirect

Class Code	Class Description	Definition
41000	Libraries	<p>Only activities of the University Library system (including all division libraries)</p> <ul style="list-style-type: none">• Business Administration Library• Law Library• Clements Library• Bentley Library (Michigan Historical Collections)• U-M Dearborn Library• U-M Flint Library <p>Classify research activities administered through these libraries in Subclass 22000, On-Campus Organized Research.</p> <p>Classify activities and costs of departmental libraries in Subclass 11100, Instruction Departmental Administration, or Subclass 21100, Research Departmental Administration, as appropriate.</p>

Heating & Utilities

Indirect

Class Code	Class Description	Definition
72000	Heating Plant and Utilities	Activities and costs of heating, cooling, electricity, gas, water, and any other utilities necessary for the operation and maintenance of the physical plant. This category also includes repairs and maintenance to utility systems. (USED BY CENTRAL UNITS ONLY)

General Administration

Indirect

Class Code	Class Description	Definition
61000	Executive Management	All central, executive-level activities concerned with management and long-range planning for the University as a whole (as distinct from planning and management for any one program within the University). Includes the activities of the Board of Regents, Offices of the President, Chancellors, Vice Chancellors, Vice Presidents, Associate Vice Presidents, Academic Planning and Analysis, University Planning, and Medical Center Planning. (USED BY CENTRAL UNITS ONLY)
62000	Fiscal Operations	Centralized fiscal control and investments activities of the University that are not auxiliary enterprises, such as those of Financial Operations, Treasurer's Office, Investment Office, University Audits, Controller's Office, Risk Management, Financial Analysis, Payroll, and Cashier. (USED BY CENTRAL UNITS ONLY)
63000	General Administrative Services	Central administrative support activities for the whole University, such as Human Resources and Affirmative Action Office, Benefits Office, and General Counsel. Also includes internal publications activities of State and Community Relations and University Publications, such as the University Record and the University of Michigan Directory. Report public relations activities of these units in 65000, Public Relations/Development. (USED BY CENTRAL UNITS ONLY)
64000	Logistical Services	Activities that provide procurement services and the orderly movement of support materials for University operations, such the portion of activities supported by the General Fund of Purchasing and Stores, Mail Services, and Printing Services. (USED BY CENTRAL UNITS ONLY)
66000	Administrative Computing Support	Computing support for University-wide administrative activities. Report academic computing activities in 44000, Academic Computing Support. (USED BY CENTRAL UNITS ONLY)

Student Services & Administration

Indirect

Class Code	Class Description	Definition
51000	Student Services Administration	Organized administrative activities that provide; assistance and support (excluding academic support) to the needs and interests of students, for more than one subclass of student activities, and/or that provide central administrative services related to the various student service activities. Example: activities providing services for particular types of students (e.g. minority students, veterans, and handicapped students).
52000	Social and Cultural Enrichment	Activities that provide social and cultural development for students outside the formal academic program, including cultural events, intramural athletics, and University funded activities that benefit officially recognized student organizations such as: WCBN, University Activities Center, Office of Student Services-Community, and Recreational Sports.
53000	Advising, Career Guidance, Counseling, & Acad. Advising	Activities of formally organized placement, career guidance, academic advising, and personal counseling services, as well as vocational testing and counseling.
54000	Financial Aid Administration	Administrative activities that provide student financial aid services and assistance to schools, colleges, and the Office of Financial Aid.
55000	Student Admissions	Activities related to identifying prospective students, recruiting of students, promoting attendance at the University, and processing applications for admission, within schools and colleges and the Admissions Office.
56000	Student Health Services	The portion of organized student health service activities that are not self-supporting. Report the self-supporting portion of Health Service activities in Other Institutional Activities, 92320.
57000	Student Records	Maintaining, handling, and updating records for currently and previously enrolled students; in schools, colleges, and the Registrar's Office.

Departmental Administration

Indirect

Class Code	Class Description	Definition
11100	Instruction Departmental Administration	<p>Administrative activities for instruction in schools, colleges, centers, institutes, and departments that cannot be easily and accurately identified with a single direct activity and are not related to facilities. Examples: department chairs and their staff, faculty committee work, faculty governance, professional development of faculty and staff, University Senate and other administrative committees, budget planning and management, administration of personnel appointments and policies, departmental libraries that are not part of the University Library system. Includes administrative committees (Affirmative Action in Non-Human Resources units, Animal Care & Use, Budget Advisory Group, Computer, Executive, Faculty Governance, Faculty Recruitment & Search, Human Subjects, Library, Professional Development, Promotion, Research & SACUA).</p> <p>Excludes administrative activities of the offices of the academic deans, which are Academic Administration, 46000.</p>
13100	Community Education Departmental Administration	<p>Administrative activities for community education in schools, colleges, centers, institutes, and departments that cannot be easily and accurately identified with a single direct activity and are not related to facilities. Examples: department chairs and their staff, faculty committee work, faculty governance, professional development of faculty and staff, University Senate and other administrative committees, budget planning and management, administration of personnel appointments and policies.</p>
21100	Research Departmental Administration	<p>Administrative activities in centers and institutes whose primary activity is research that cannot be easily and accurately identified with a single direct activity and are not related to facilities. This category also includes research libraries in centers and institutes that are not part of the University Library system.</p>

Departmental Administration (concluded)

Indirect

Class Code	Class Description	Definition
43000	Media Services	<p>Organized activities providing audio-visual and other media services that aid in the transmission of information to support the University's instruction, research, and public service programs, such as those of the College of Engineering, School of Dentistry, and Medical School.</p> <p>Excludes established recharge operations that have their rates reviewed and approved by the Office of Financial Analysis (LSA, Dearborn, and School of Information Media Services).</p>
44000	Academic Computing Support	<p>Formally organized and/or budgeted activities that provide computing support for instruction, departmental research, organized research, and public service programs in schools, colleges, institutes, centers, or other academic units.</p> <p>NOTE: Report network infrastructure costs of these units in 71000, Operation and Maintenance of Plant. Classify administrative data processing activities as 66000, Administrative Computing Support.</p>
46000	Academic Administration	<p>Academic administration such as those of deans, associate deans, assistant deans, and their staffs'. Report administrative activities of department chairs and their staff in 11100, 13100, or 21100.</p>
46100	Academic Personnel Development	<p>Formally organized and/or separately budgeted activities that provide faculty and staff with opportunities for personal and professional growth and development, as well as activities that evaluate and reward professional performance.</p>

Sponsored Project Administration

Indirect

Class Code	Class Description	Definition
48000	Sponsored Projects Administration	Activities of: <ul style="list-style-type: none">• Division for Research Development and Administration (DRDA)• Contract Administration• Cost Reimbursement Office• Research administration activities of the Office of the Vice President for Research, UM Dearborn & UM Flint• Technology Management Office for the protection of intellectual property• Sponsored Programs

Plant Operation & Maintenance

Indirect

Class Code	Class Description	Definition
71000	Operation & Maintenance	<p>Operation and maintenance of the physical plant. Costs to maintain the fiber optics backbone, and infrastructure for networks and telecommunications. Also includes facility personnel within academic units and the General Fund support of buses.</p> <p>Network Costs: Hardware, software, personnel services and other related costs to enable University personnel to share software or data, or communicate with other individuals electronically. DOES NOT include: individual workstations and specialized hardware and software attached to the network, which is not available to all users.</p> <p>Examples of Network Costs:</p> <ul style="list-style-type: none"> • Servers and their operating software. • Routers, wiring, and all other components to allow users to "hook into" and use the network. • General software available to all users of the network, such as e-mail, word processing, and spreadsheet applications. • All personnel and other maintenance costs for the server, general software on the server, and other components of the backbone (to the wall or access point for users). • Public access sites where any individual in the unit, school, college, or university may come to use the network services.
71100	Physical Plant Administration	Administrative activities that support physical plant operations. Include planning for plant extension, modification, and new construction. (USED BY CENTRAL UNITS ONLY)
71200	Building and Structure Maintenance	Repair and maintenance of buildings and other structures. Classify repairs and maintenance to utility systems in 72000, Utilities. (USED BY CENTRAL UNITS ONLY)
71300	Custodial Services	Activities and costs of custodial services. (USED BY CENTRAL UNITS ONLY)