

CLASS DEFINITIONS

This document provides the information necessary to classify all expenditures appropriately. Please direct questions on Class use to the Cost Reimbursement Office at (734) 764-6243.

The Class chartfield is mandatory for financial reporting purposes. Class is used specifically for the following purposes:

- Preparing the Facilities and Administrative Cost proposal for the federal government
- Financial reporting for University supplemental schedules
- Financial reporting to the State of Michigan

To maintain the integrity of the University of Michigan financial records, it is imperative that Class be used appropriately and consistently among like transactions.

Indirect Cost Recovery Excluded (ICRX) Expenditures

Costs classified as *indirect cost recovery excluded* (ICRX) by the federal government must be specifically identified by using the appropriate Class ending with "X". The most frequently used categories of ICRX costs are:

- Alumni Activities
- Entertainment
- Fund Raising
- Hosting (when considered "entertainment")
- Lobbying
- Public Relations

Refer to the Policy on Indirect Cost Recovery Excluded (ICRX) Expenditures for a detailed discussion of ICRX expenditures, and how to treat them for accounting purposes. The ICRX document is available on the WEB at

<http://www.umich.edu/~finops/CRO/.htm>

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INSTRUCTION SECTION

11000 Instruction

Cost Accounting Standards Category - Instruction/Departmental Research
Space Room Use Function Code - 0102

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. Includes instructional committees: Academic Standing, Admissions, Curriculum, Disciplinary, Fellowship, Foreign Language Approval, Lecture, Minority Student Recruitment, and Scholarship.

NOTE: Cost sharing for these awards must also use this Class.

Edits: Not allowed in central University administrative units.

11100 Instruction - Departmental Administration

Cost Accounting Standards Category - Departmental Administration
Space Room Use Function Code - 0402

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). Excludes administrative activities of the offices of the academic deans, which are Academic Administration, 46000.

Edits: Not allowed in central University administrative units.

13000 Community Education

Cost Accounting Standards Category - Instruction/Departmental Research
Space Room Use Function Code - 0102

Activities that provide credit and non-credit instruction to community members or groups external to the University. Examples: Extension Institute classes, summer camps for elementary and secondary school students, Executive Education seminars, and community education programs.

NOTE: Cost sharing for these awards must also use this Class.

Edits: Not allowed in central University administrative units.

13100 Community Education - Departmental Administration

Cost Accounting Standards Category - Departmental Administration

Space Room Use Function Code - 0402

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. Excludes administrative activities of the offices of the academic deans, which are Academic Administration, 46000.

Edits: Not allowed in central University administrative units.

14000 Preparatory/Remedial Instruction

Cost Accounting Standards Category - Instruction/Departmental Research

Space Room Use Function Code - 0102

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.

Edits: Not allowed in central University administrative units.

16000 Instruction - Research Training Grants

Cost Accounting Standards Category - Instruction/Departmental Research

Space Room Use Function Code - 0102

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. Examples of these programs are National Institutes of Health (NIH) accounts with any one of the following activity codes: F-31, F-32, T-01, T-02, T-22, T-31, and T-32. Only use with Sponsored Program project/grants (funds 20000 and 25000).

NOTE: Cost sharing for these awards must also use this Class.

Edits: Not allowed in central University administrative units.

RESEARCH SECTION

21000 Departmental Research

Cost Accounting Standards Category - Instruction/Departmental Research

Space Room Use Function Code - 0102

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. NOTE: Single research project activity is reported under Class 22000, Individual and Project Research.

Edits: Not allowed in central University administrative units.

21100 Research - Departmental Administration

Cost Accounting Standards Category - Departmental Administration

Space Room Use Function Code - 0402

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.

Edits: Not allowed in central University administrative units.

22000 Organized Research - On-Campus

Cost Accounting Standards Category - On-Campus Organized Research

Space Room Use Function Code - 0202

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. These activities may be funded through a research grant or contract, or by a specific allocation of funds by the University. 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.

NOTE: Cost sharing for these awards must also use this Class.

22100 Organized Research - Off-Campus

Cost Accounting Standards Category - Off-Campus Organized Research

Space Room Use Function Code - Not applicable.

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. These activities may be funded through a research grant or contract, or by a specific allocation of funds by the University.

NOTE: Cost sharing for these awards must also use this Class.

22200 Clinical Trials

Cost Accounting Standards Category - Other Sponsored Activities

Space Room Use Function Code - 0302

Includes human clinical trials of an Investigational New Drug (IND) or device as defined by the Food and Drug Administration (FDA).

NOTE: Cost sharing for these awards must also use this Class.

PUBLIC SERVICE SECTION

31000 Public Service - External Sponsor

Cost Accounting Standards Category - Other Sponsored Activities

Space Room Use Function Code - 0302

Includes activities funded by a single sponsor that allow public access to various University resources that exist within the University. Excludes activities that are properly classified as Instruction or Organized Research.

NOTE: Cost sharing for these awards must also use this Class.

31100 Public Service - U of M Funded, partially or entirely

Cost Accounting Standards Category - Other Institutional Activities

Space Room Use Function Code - 1302

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, patient care activities outside the Health Service, professional theater program, and the Exhibit Museum.

31101 Public Service – U of M Direct Patient Care

Cost Accounting Standards Category - Other Institutional Activities

Space Room Use Function Code - 1302

University Health Care activities for direct patient care, including notes and coding.

31102 Public Service - U of M Health Care Teaching

Cost Accounting Standards Category - Other Institutional Activities

Space Room Use Function Code - 1302

University Health Care activities for teaching, including House Officer teaching and residency program directors.

31103 Public Service - U of M Health Care Administration

Cost Accounting Standards Category - Other Institutional Activities

Space Room Use Function Code - 1302

University Health Care activities for administration, including administration of House Officer activities and clinical services.

31104 Public Service - U of M Transplant

Cost Accounting Standards Category - Other Institutional Activities

Space Room Use Function Code - 1302

University Health Care activities for transplant, including pre-transplant administration relating to the identification and/or evaluation of potential organ donors and/or recipients.

31105 Public Service - U of M Rehabilitation

Cost Accounting Standards Category - Other Institutional Activities

Space Room Use Function Code - 1302

University Health Care activities for rehabilitation, including administration of unit/department and patient care components within the rehabilitation distinct part unit located on floors 6AR and 6AC.

31106 Public Service - U of M Psychiatry

Cost Accounting Standards Category - Other Institutional Activities

Space Room Use Function Code - 1302

University Health Care activities for psychiatry, including administration of unit/department and patient care components within the psychiatric unit. Those considered to be part of this distinct activity are 8D, 9C, 6AP, and 6CP.

31107 Public Service - U of M Allied Health Teaching

Cost Accounting Standards Category - Other Institutional Activities

Space Room Use Function Code - 1302

University Hospital activities for allied health teaching, including teaching of Paramedical, Allied Health Students, and nursing students.

31108 Public Service - U of M Patient Care – NON UM Locations

Cost Accounting Standards Category - Other Institutional Activities

Space Room Use Function Code - 1302

University Hospital activities for patient care activities performed in NON-UM locations and NOT billed through the UM Professional Billing System (i.e. Chelsea Community Hospital, Foote Hospital, etc.).

32000 Public Broadcasting Services

Cost Accounting Standards Category - Other Institutional Activities

Space Room Use Function Code – 1302

Broadcasting services that are not instruction/departmental research, not organized research, and not academic support programs. Classify specific projects that are funded by a single sponsor in Public Service, 31000. Classify WCBN, which operates primarily as a student service, in 52000, Student Services -- Social and Cultural Development.

ACADEMIC SUPPORT SECTION

41000 Libraries

Cost Accounting Standards Category - Libraries

Space Room Use Function Code - 1002

Only activities of the University Library system (including all divisional libraries); the Business Administration Library, Law Library, Clements Library, Bentley Library (Michigan Historical Collections), U-M Dearborn Library, and U-M Flint Library. Research activities administered through these libraries are included in 22000, Individual and Project Research. Excludes the activities and costs of departmental libraries, which are included in 11100, Instruction Departmental Administration, or 21100, Research Departmental Administration.

Edits: Limited to library activities of specific library units mentioned in definition.

42000 Museums and Galleries

Cost Accounting Standards Category - Instruction/Departmental Research

Space Room Use Function Code - 0102

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. Administrative activities for these units are included in 46000, Academic Administration. Report activities for supervision, operation, maintenance, preservation, and protection of these units' physical plant in 71000, Operations and Maintenance. For General Fund activity of Research Museums report in Class 22000, On-Campus Organized Research.

43000 Media Services

Cost Accounting Standards Category - Departmental Administration

Space Room Use Function Code - 0402

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. 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).

44000 Academic Computing Support

Cost Accounting Standards Category - Departmental Administration

Space Room Use Function Code - 0402

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. Report network infrastructure costs of these units in 71000, Operation and Maintenance of Plant. Classify administrative data processing activities as 66000, Administrative Computing Support.

45000 Specialized Service Facilities

Cost Accounting Standards Category – Specialized Service Facilities

Space Room Use Function Code - 1202

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.

46000 Academic Administration

Cost Accounting Standards Category - Departmental Administration

Space Room Use Function Code - 0402

Academic administration such as those of deans, associate deans, assistant deans, and related staff. Also includes fund raising and alumni activities within academic units. Report administrative activities of department chairs and their staff in 11100, 13100, or 21100.

46100 Academic Personnel Development

Cost Accounting Standards Category - Departmental Administration

Space Room Use Function Code - 0402

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.

47000 Course and Curriculum Improvement

Cost Accounting Standards Category - Instruction/Departmental Research

Space Room Use Function Code - 0102

Formally organized and/or separately budgeted activities that significantly improve or expand the University's instructional programs.

48000 Sponsored Projects Administration

Cost Accounting Standards Category - Sponsored Projects Administration

Space Room Use Function Code - 0602

Activities of: Division for Research Development and Administration; Contract Administration Office; Cost Reimbursement Office; research administration activities of the Office of the Vice President for Research, Dearborn and Flint; and activities of the Technology Management Office for the protection of intellectual property.

STUDENT SERVICES SECTION

51000 Student Services Administration

Cost Accounting Standards Category - Student Administration and Services
Space Room Use Function Code - 0702

Organized administrative activities that provide; assistance and support (excluding academic support) to the needs and interests of students, for more than one Class 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

Cost Accounting Standards Category - Student Administration and Services
Space Room Use Function Code - 0702

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 Counseling and Career Guidance

Cost Accounting Standards Category - Student Administration and Services
Space Room Use Function Code - 0702

Activities of formally organized placement, career guidance, academic advising, and personal counseling services, as well as vocational testing and counseling.

54000 Financial Aid Administration

Cost Accounting Standards Category - Student Administration and Services
Space Room Use Function Code - 0702

Activities that provide student financial aid services and assistance to schools, colleges, and the Office of Financial Aid.

55000 Student Admissions

Cost Accounting Standards Category - Student Administration and Services
Space Room Use Function Code - 0702

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

Cost Accounting Standards Category - Student Administration and Services

Space Room Use Function Code - 0702

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

Cost Accounting Standards Category - Student Administration and Services

Space Room Use Function Code - 0702

Maintaining, handling, and updating records for currently and previously enrolled students; in schools, colleges, and the Registrar's Office.

INSTITUTIONAL SUPPORT SECTION

61000 Executive Management

Cost Accounting Standards Category - General and Administrative

Space Room Use Function Code - 0502

All central, executive-level activities concerned with management and long-range planning for the entire University (distinct from planning and management for any one program within the University). Examples include 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.

Edits: Not allowed in schools, colleges, or other academic units.

62000 Fiscal Operations

Cost Accounting Standards Category - General and Administrative

Space Room Use Function Code - 0502

Central 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. Report costs of enhancing income from investments, which are unreimbursable under Cost Accounting Standards, as Fiscal Operations – Indirect Cost Excluded, 6200X.

Edits: Not allowed in schools, colleges, or other academic units.

63000 General Administrative Services

Cost Accounting Standards Category - General and Administrative

Space Room Use Function Code - 0502

Central administrative support activities for the entire 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.

Edits: Not allowed in schools, colleges, or other academic units.

64000 Logistical Services

Cost Accounting Standards Category - General and Administrative

Space Room Use Function Code – 0502 OR 1102 (see space room use function definitions)

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.

Edits: Not allowed in schools, colleges, or other academic units.

65000 Public Relations/Development

Cost Accounting Standards Category - Other Institutional Activities

Space Room Use Function Code - 1302

Activities to maintain relations with the community, alumni, or other constituents, and to conduct activities for University-wide development and fund raising.

66000 Administrative Computing Support

Cost Accounting Standards Category - General and Administrative

Space Room Use Function Code - 0502

Computing support for University-wide administrative activities. Report academic computing activities in 44000, Academic Computing Support.

Edits: Not allowed in schools, colleges, or other academic units.

OPERATION AND MAINTENANCE OF PLANT SECTION

71000 Operations & Maintenance

Cost Accounting Standards Category - Plant Operations and Maintenance
Space Room Use Function Code 0802

Operation and maintenance of the physical plant. Costs to maintain the fiber optics backbone, and infrastructure for networks and telecommunications. Also includes General Fund support of buses.

71100 Physical Plant Administration

Cost Accounting Standards Category - Plant Operations and Maintenance
Space Room Use Function Code 0802

Administrative activities that support physical plant operations. Include planning for plant extension, modification, and new construction.

71200 Building and Structure Maintenance

Cost Accounting Standards Category - Plant Operations and Maintenance
Space Room Use Function Code 0802

Repair and maintenance of buildings and other structures. Classify repairs and maintenance to utility systems in 72000, Utilities.

71300 Custodial Services

Cost Accounting Standards Category - Plant Operations and Maintenance
Space Room Use Function Code 0802

Activities and costs of custodial services.

71500 Landscape and Grounds Maintenance

Cost Accounting Standards Category - Plant Operation and Maintenance
Space Room Use Function Code 0802

Includes activities related to the operations and maintenance of landscape and grounds such as those of Plant Landscape Architect.

72000 Utilities

Cost Accounting Standards Category - Heating Plant and Utilities
Space Room Use Function Code 0902

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.

73000 Plant Improvement Allocations and Transfers

Cost Accounting Standards Category - Plant Operation and Maintenance
Space Room Use Function Code 0802

Includes allocations designated for improvement of the University's physical plant. Capitalized equipment and plant improvements are excluded from allowable costs under Cost Accounting Standards, because costs for these items are recovered through depreciation. CAUTION: To be used only by Financial Operations for funding transfers.

SCHOLARSHIP/FELLOWSHIP SECTION

81000 Scholarships & Fellowships - Undergraduate

Cost Accounting Standards Category - Not applicable

Space Room Use Function Code - 0102

Financial assistance provided to undergraduate level students. Excluded from this category are funds for which services to the institution must be rendered (e.g. teaching assistants, research assistants).

82000 Scholarships & Fellowships - Graduate

Cost Accounting Standards Category - Not applicable

Space Room Use Function Code - 0102

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

Cost Accounting Standards Category - Not applicable

Space Room Use Function Code - 0102

Financial assistance provided to professional level students (i.e. Medical, Law, Dental). Excluded from this category are funds for which services to the institution must be rendered (e.g. teaching assistants, research assistants).

AUXILIARY ACTIVITIES SECTION

92310 Auxiliary Activities - Student

Cost Accounting Standards Category - Other Institutional Activities

Space Room Use Function Code - 1302

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 - Faculty and Staff

Cost Accounting Standards Category - Other Institutional Activities

Space Room Use Function Code - 1302

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.

UNIVERSITY HOSPITALS

NOTE: These definitions apply ONLY to Hospital Fund activities, funds 56NNN

31100 Direct Patient Care, Hospital Administration, and Hospital Health Care Support Services

Cost Accounting Standards Category - Other Institutional Activities

Space Room Use Function Code - 1302

All non-Plant activities of the University Hospitals.

71000 Hospitals Physical Plant Operations

Cost Accounting Standards Category - Plant Operations & Maintenance

Space Room Use Function Code - 0802

All activities related to the administration, supervision, operation, maintenance, preservation, and protection of the Hospitals' physical plant. Network infrastructure costs are also included in this category.

72000 Hospitals Heating Plant and Utilities

Cost Accounting Standards Category - Heating Plant and Utilities

Space Room Use Function Code - 0902

Activities related to heating, cooling, electricity, gas, water, and other utilities of the Hospitals. Energy conservation and cost avoidance programs are also included in this category.