

Functional Definitions for Facilities and Administration Rates

The following definitions may be found in OMB Circular A-21, the cost principles governing Institutions of Higher Education:

Research

Organized research encompasses all research and development activities of an institution that are sponsored by Federal and non-Federal agencies and organizations and that are separately budgeted and accounted for. As a practical matter, this includes all externally-funded research and development that is defined by a scope of work, technical and financial deliverables, and a specific performance period and budget. This also includes activities involving the training of individuals (usually graduate students and postdocs) in research techniques (commonly called research training).

Instruction

Instruction includes the teaching and training activities of an institution. Except for research training, as provided for in organized research, this function includes all teaching and training activities, and the development and introduction of new or expanded courses and similar instructional programs, whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether through regular academic departments or separate divisions.

Other Sponsored Programs

Other sponsored activity includes programs and projects financed by Federal and non-Federal agencies and organizations which involve the performance of work other than research and instruction. This function includes activities that are established primarily to provide services or technical assistance beneficial to individuals and groups external to the University, such as health service projects, public service activities, conferences, seminars or workshops, and programs to enhance the University's resources, such as library collections.

Off-Campus

Activities are those that are performed in facilities not owned or operated (i.e. not leased) by the University during periods of three or more months, when the PI or other key staff may vacate their campus facilities and thus make these facilities available for use by other faculty and/or students during their absence. As general practice, when an activity will be conducted at both on- and off-site locations, a preponderance standard is applied, i.e., if less than 50% of consecutive effort will be expended off site, the entire project will normally be treated as on-campus.