

THE UNIVERSITY OF MICHIGAN CLASS DEFINITIONS

Issued by: Financial Operations, Cost Reimbursement Office
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Purpose

This document provides the information necessary to classify all expenditures appropriately. Please direct questions on Class use to the Cost Reimbursement Office at (734) 647-3843 or to Cost.Reimbursement.Office@umich.edu.

The Class chartfield is mandatory in the University's financial system. Class is used specifically for the following purposes:

- Preparing the Facilities and Administrative Cost proposal (F&A Proposal) for the federal government
- Financial reporting for the University's audited financial statements
- Financial reporting to the State of Michigan

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

Mandatory Exclusion of Certain Expenditures from the F&A Proposal

The federal government requires that certain costs be excluded from the F&A proposal. To meet this requirement, the University established the Policy on Indirect Cost Recovery Excluded (ICRX) Expenses. ICRX expenses are identified by replacing the final digit in the Class with an X.

The most common ICRX expenditures are:

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

Refer to the Policy on ICRX Expenditures for a detailed discussion of these items, and how to treat them for accounting purposes. The policy is available on the Cost Reimbursement Office web site. You must log in with your username and Kerberos password to access this site:

<http://www.finance.umich.edu/finops/reporting/contact/OCR>

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INSTRUCTION SECTION

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. Includes instructional committees: Academic Standing, Admissions, Curriculum, Fellowship, 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

Administrative activities for schools, colleges, centers, institutes, and departments that cannot be easily and accurately identified with instruction, research, or public service and are not related to facilities. Examples: department chairs and their staff, faculty committee work, faculty governance, professional development of faculty and staff, 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, Animal Care and Use, Budget Advisory Group, Computer, Executive, Faculty Governance, Faculty Recruitment & Search, Human Subjects, Library, Professional Development, Promotion, and Research.

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

Activities that provide credit and non-credit instruction to community members or groups external to the University. Examples: Summer camps for elementary and secondary school students, executive education seminars, and community education programs.

Edits: Not allowed in central University administrative units.

INSTRUCTION SECTION, continued

13100 – Community Education – Departmental Administration

Administrative activities for community education in schools, colleges, centers, institutes, and departments that cannot be easily and accurately identified with instruction, research, or public service and are not related to facilities.

Examples: department chairs and their staff, faculty committee work, faculty governance, professional development of faculty and staff, 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

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

Training programs awarded by external sponsors 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. Awards by a sponsor for these projects must be in funds 20000 or 25000.

Note: Cost sharing for these awards must also use this Class and must be in funds other than 20000 or 25000.

Edits: Not allowed in central University administrative units.

RESEARCH SECTION

21000 – Departmental Research

Academic and scholarly activities that are not separately budgeted and accounted for by project in schools, colleges, research centers, and institutes. Examples: Research incentives and research start-up funds.

Edits: Not allowed in central University administrative units.

21100 – Research – Departmental Administration

Administrative activities in major research centers and institutes that cannot be easily and accurately identified with instruction, research, or public service and are not related to facilities. This category also includes libraries in major research 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

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: Matthaei 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

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.

PUBLIC SERVICE SECTION

31000 – Public Service – External Sponsor

Includes activities funded by a single external sponsor that allow public access to various University resources.

Excludes activities that are properly classified as Instruction or Organized Research.

Note: Restricted to sponsored funds 20000 and 25000 except when being used for cost sharing for these awards which must be in funds other than 20000 or 25000.

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

Activities sponsored by the University or by the University and external sponsor(s) that make University resources available to the public. Examples: conferences, patient care activities outside the Health Service, and the Exhibit Museum of Natural History.

31101 – Public Service – U of M Direct Patient Care -- Medical School only

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

31102 – Public Service – U of M Health Care Teaching -- Medical School only

University health care activities for teaching, including House Officer teaching and residency program directors.

31103 – Public Service – U of M Health Care Admin -- Medical School only

University health care activities for administration, including administration of House Officer activities and clinical services.

31104 – Public Service – U of M Transplant -- Medical School only

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 -- Medical School only

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.

PUBLIC SERVICE SECTION, continued

31106 – Public Service – U of M Psychiatry -- Medical School only

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 -- Medical School only

University Hospital activities for allied health teaching, including teaching of paramedical, allied health, and nursing students.

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

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

31200 – Public Service Clinical Trial Site Activity

Includes activities funded by an external sponsor when the University is contracted as a participating clinical trial site of a multi-site protocol for a human trial. These activities can be either interventional or observational.

Excludes projects for which the University is responsible for the scientific oversight of a trial at other sites. These projects must be classified as Organized Research.

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

32000 – Public Broadcasting Services

Broadcasting services that are not Instruction/Departmental Research, not Organized Research, and not academic support programs.

Note: Classify specific projects that are funded by a single sponsor in Public Service, 31000. Classify WCBN in 52000, Student Services -- Social and Cultural Development.

ACADEMIC SUPPORT SECTION

41000 – Libraries

Only activities of the University Library system. This includes activities of its divisional libraries.

Excludes activities and costs of departmental libraries in academic units, which are included in 11100, Instruction Departmental Administration, or for departmental libraries in major research centers and institutes, which are included in 21100, Research Departmental Administration. Also, sponsored activities administered through these libraries are included in 22000, Individual and Project Research or 31000, Public Service, External Sponsor.

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 of Natural History.

Exclude administrative activities for these units which are in 46000, Academic Administration and General Fund activity of research museums for the support of their collections which is in 22000, On-Campus Organized Research.

43000 – Media Services

Organized activities providing audio-visual and other media services that aid in the transmission of information and support the University's instruction, research, and public service activities.

Excludes established recharge operations that have their rates reviewed and approved by the Office of Financial Analysis.

ACADEMIC SUPPORT SECTION, continued

44000 – Academic Computing Support

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.

Exclude network infrastructure costs of these units which are in 71000, Operation and Maintenance of Plant.

Classify central administrative data processing activities as 66000, Administrative Computing Support.

46000 – Academic Administration

Academic administration such as that of deans, associate deans, assistant deans, and related staff. Also includes fund raising and alumni activities at the school and college level.

Excludes administrative activities of department chairs and their staff which are in 11100, 13100, or 21100.

46100 – Academic Personnel Development

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

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

48000 – Sponsored Projects Administration

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

STUDENT SERVICES SECTION

51000 – Student Services Administration

Organized administrative activities that provide assistance to students for more than one Class of student activities, or that provide central administrative services to various student service activities. Example: Services for minority or handicapped students.

52000 – Social and Cultural Enrichment

Activities that provide social and cultural opportunities for students outside the formal academic program, including cultural events, intramural athletics, and University funded activities that benefit officially recognized student organizations.

53000 – Counseling and Career Guidance

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

54000 – Financial Aid Administration

Activities that provide financial aid services to students. These services can be provided centrally or at the school and college level.

55000 – Student Admissions

Activities related to identifying prospective students, recruiting of students, promoting attendance at the University, and processing applications for admission. These services can be provided centrally or at the school and college level.

56000 – Student Health Services

The portion of organized student health service activities that is 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. These services can be provided centrally or at the school and college level.

INSTITUTIONAL SUPPORT SECTION

61000 – Executive Management

All central, executive-level activities concerned with management and planning for the entire University. Examples include the Board of Regents, Offices of the President, Chancellors, Vice Chancellors, Vice Presidents, Associate Vice Presidents.

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

62000 – Fiscal Operations

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, and Payroll.

Exclude 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

Central administrative support activities for the entire University, such as Office of Human Resources, Benefits Office, and General Counsel. Also includes internal publications activities like the University Record.

Exclude public relations activities of these units which are in 65000, Public Relations/Development.

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

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 Procurement, Mail Services, and Printing Services.

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

INSTITUTIONAL SUPPORT SECTION, continued

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.

66000 – Administrative Computing Support

Computing support for University-wide administrative activities.

Edits: Not allowed in schools, colleges, or other academic units. Report academic computing activities in schools, colleges and institutes in 44000, Academic Computing Support.

OPERATION AND MAINTENANCE OF PLANT SECTION

71000 – Operations & Maintenance

Operation and maintenance of the physical plant. Includes the costs to maintain the infrastructure for networks and telecommunications. Also includes repairs, maintenance or small renovations by general academic and research units and General Fund support of buses.

71100 – Physical Plant Administration

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

71200 – Building and Structure Maintenance

Repairs, maintenance or renovations of buildings and other structures performed by central plant units.

Excludes repairs and maintenance to utility systems which are in 72000, Utilities.

71300 – Custodial Services

Activities and costs of custodial services.

71500 – Landscape and Grounds Maintenance

Includes activities related to the operations and maintenance of landscape and grounds.

OPERATION AND MAINTENANCE OF PLANT SECTION, continued

72000 – 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.

73000 – Plant Improvement Allocations and Transfers

Transfers designated for improvement of the University's physical plant.

SCHOLARSHIP/FELLOWSHIP SECTION

81000 – Scholarships & Fellowships – Undergraduate

Financial assistance provided to undergraduate students.

Excludes funds for which services to the institution must be rendered. Examples of expenses not in this class would include salary payments to graduate student instructors and graduate student research assistants.

82000 – Scholarships & Fellowships – Graduate

Financial assistance provided to graduate level students.

Excludes funds for which services to the institution must be rendered. Examples of expenses not in this class would include salary payments to graduate student instructors and graduate student research assistants.

83000 – Scholarships & Fellowships - Professional

Financial assistance provided to students in professional schools.

Excludes funds for which services to the institution must be rendered. Examples of expenses not in this class would include salary payments to graduate student instructors and graduate student research assistants.

AUXILIARY ACTIVITIES SECTION

92310 – Auxiliary Activities – Student

Self supporting auxiliary activities primarily intended to provide services to students, such as University Housing, Michigan Union, Michigan League, Pierpont Commons, Intercollegiate Athletics, and Student Publications.

92320 – Auxiliary Activities – Faculty and Staff

Self supporting auxiliary activities primarily intended to provide services to the faculty and/or staff, such as Parking and Transportation Services and Radrick Farms.

UNIVERSITY HOSPITALS

Caution: Fund 56000 may use ONLY the following classes to report activity.

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

All non-Plant activities of the University Hospitals.

71000 – Hospitals Physical Plant Operations

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

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.