

# **UNIVERSITY OF MICHIGAN**

## **CLASS DEFINITIONS**



## **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) 764-6243 or [Cost.Reimbursement.Office@umich.edu](mailto: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
- Fines and Penalties

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 unique name and Kerberos password to access this site:

<https://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.

### **11010 – Graduate Medical Education (GME) Academic Instruction – Medical School ONLY**

Activities related to teaching graduate medical students outside of the clinical setting. To be used on Medical School faculty appointments only.

Examples: lectures, evaluations and resident/fellow mentorship.

### **11020 – Teaching Medical Students in a Clinical Setting – Medical School ONLY**

Activities related to teaching medical students while delivering patient care. To be used on Medical School faculty appointments only.

### **11030 – Non-Graduate Medical Education (GME) Medical Student Academic Instruction – Medical School ONLY**

Activities related to teaching non-GME graduate medical students outside of the clinical setting. To be used on Medical School faculty appointments only.

Examples: lectures, evaluations and resident/fellow mentorship.

### **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.

## **INSTRUCTION SECTION, continued**

### **11110 – Graduate Medical Education (GME) Administration – Medical School ONLY**

Activities related to the administration of Graduate Medical Education including Residency and Fellowship Programs. To be used on Medical School faculty appointments only.

Examples: Residency or fellowship director for ACMGE programs.

### **11130 – Michigan Medicine Service – Medical School ONLY**

Activities related to participation on Michigan Medicine department or health system committees. To be used on Medical School faculty appointments only.

### **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.

### **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 (NRSA), 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 and 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 by federal or non-federal agencies and organizations, 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 by federal and non-federal agencies and organizations, 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**

Activities that provide a service to the public, are funded by a single external sponsor, and allow access to various University resources. Excludes activities that are properly classified as Instruction or Organized Research.

Examples: IPA agreements, NIH R13 Grants for Scientific Meetings, etc.

Note: Restricted to sponsored funds 20000 and 25000 except when being used for cost sharing for these awards which must be used 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 of Michigan Medical Group health care activities for direct patient care, including notes and coding. To be used on faculty appointments only.

### **31102 – Public Service – U of M Health Care Teaching – Medical School ONLY**

University of Michigan Medical Group health care activities for teaching, including House Officer teaching, residency program directors, GME and GME directors. To be used on faculty appointments only.

### **31103 – Public Service – U of M Health Care Admin – Medical School ONLY**

University of Michigan Medical Group health care activities for the administration of House Officer, clinical services and the Medical Director of health care programs. To be used on faculty appointments only.

### **31104 – Public Service – U of M Transplant – Medical School ONLY**

University of Michigan Medical Group health care activities for pre-transplant administration related to the identification and/or evaluation of potential organ donors and/or recipients. Includes pre-transplant administration only. Post-transplant administration falls under Patient Care, 31101. To be used on faculty appointments only.

### **31105 – Public Service – U of M Rehabilitation – Medical School ONLY**

University of Michigan Medical Group health care activities for rehabilitation, including the administration of unit/department and patient care components within the rehabilitation distinct part unit located on floors 6AR and 6AC. To be used on faculty appointments only.

## **PUBLIC SERVICE SECTION, continued**

### **31106 – Public Service – U of M Psychiatry – Medical School ONLY**

University of Michigan Medical Group health care activities for psychiatry, including the administration of unit/department and patient care components. Those considered to be part of this distinct activity are 8D, 9C, 6AP, and 6CP. To be used on faculty appointments only.

### **31107 – Public Service – U of M Allied Health Training – Medical School ONLY**

University of Michigan Medical Group health care activities for allied health teaching, including teaching of paramedical, allied health, and nursing students. To be used on faculty appointments only.

### **31108 – Public Service – U of M Patient Care – NON UM Location – Medical School ONLY**

University of Michigan Medical Group health care 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.). To be used on faculty appointments only.

### **31109 – Michigan Medicine Medical Group (UMMG) and Ambulatory Care Unit (ACU) Administration – Medical School ONLY**

University of Michigan Medical Group health care activities related to the administration of UMMG and the management of Ambulatory Care Units (ACUs). To be used on Medical School faculty appointments only.

Examples: ACU Medical Director, Site Director

### **31200 – Public Service Clinical Trial Site Activity**

Human clinical trials where the University is a participant in a multi-site trial on a protocol held by the external sponsor. UM work involves the collection of data on a study cohort and return of that data to the Data Coordinating Center or external sponsor for use. These activities can be either interventional or observational in nature.

Excludes projects where the University serves in a lead role or 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**

University Library system activities only. 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**

Formally organized and/or separately budgeted activities 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.

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

### **43000 – Media Services**

Formally organized and/or separately budgeted 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 operation that have their rates reviewed and approved by the Office of Financial Analysis.

### **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.

Excludes network infrastructure costs of these units that 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.

## **ACADEMIC SUPPORT SECTION, continued**

### **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 incurred by separate entities established primarily to administer sponsored projects. This includes 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 Office of Technology Transfer for the protection of intellectual property.

## **STUDENT SERVICES SECTION**

### **51000 – Student Services Administration**

Formally organized and/or separately budgeted 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 students or students with disabilities.

### **52000 – Social and Cultural Enrichment**

Formally organized and/or separately budgeted 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**

Formally organized and/or separately budgeted activities of placement, career guidance, academic advising, and personal counseling services, as well as vocational testing and counseling.

### **54000 – Financial Aid Administration**

Formally organized and/or separately budgeted activities that provide financial aid services to students. These services can be provided centrally or at the school and college level.

## **STUDENT SERVICES SECTION, continued**

### **55000 – Student Admissions**

Formally organized and/or separately budgeted 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**

Formally organized and/or separately budgeted activities related to 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, 92310.

### **57000 – Student Records**

Formally organized and/or separately budgeted activities related to 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, and Associate Vice Presidents.

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

### **62000 – Fiscal Operations**

Central fiscal operations and investment 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 non-reimbursable 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 that 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.

#### **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.

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

#### **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.

### **PLANT OPERATIONS AND MAINTENANCE SECTION**

#### **71000 – Operations & Maintenance**

Activities related to the 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.

Edits: Not allowed in academic units, colleges and institutes.

#### **71200 – Building and Structure Maintenance**

Activities related to the repairs, maintenance or renovations of buildings and other structures performed by central plant units.

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

Edits: Not allowed in academic units, colleges and institutes.

## **PLANT OPERATIONS AND MAINTENANCE, continued**

### **71300 – Custodial Services**

Activities and costs of custodial services performed by central plant units.

Edits: Not allowed in academic units, colleges and institutes.

### **71500 – Landscape and Grounds Maintenance**

Activities related to the operations and maintenance of landscape and grounds performed by central plant units.

Edits: Not allowed in academic units, colleges and institutes.

### **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 repair 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 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.

### **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**

Non-Plant activities of the University Hospitals.

### **31101 – 31109 – Public Service Section – UMMG ONLY**

University of Michigan Medical Group health care activities for Patient Care, Health Care Teaching and Administration, Transplant, Rehabilitation, Psychiatry, Allied Health Teaching, Patient Care – Non UM Locations and UMMG & ACU Administration. To be used for faculty appointments only.

### **71000 – Hospitals Physical Plant Operations**

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.