### Function Codes and Descriptions

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10 Departmental Training (SOM only)
Space used for training activities supported by departmental funds. Departmental training in the School of Medicine is generally supported by 431xxxx funds.

11 Graduate Instruction
Space related to teaching graduate students and related activities of graduate students and graduate medical education trainees (in the SOM, residents and fellows).

12 Undergraduate Instruction
Space related to teaching undergraduate students and related activities of undergraduate medical education trainees (in the SOM, medical students).

13 Departmental Administration
Space related to administrative effort that supports common or joint departmental activities.

14 Student Activities
Space used to provide services and support exclusively for students (excluding instruction).

15 Instructional Administration
Space related to administrative effort that supports instructional activities.

17 Graduate Instructional Administration (SOM Only)
Space related to administrative effort that supports graduate students and graduate medical education trainees (residents and fellows).

18 Undergraduate Instructional Administration (SOM Only)
Space related to administrative effort that supports undergraduate students and undergraduate medical education trainees (medical students).

19 Departmental Service Component
Space used by a service activity which bills on a full cost basis and predominantly provides services for academic areas. This is only applicable with 1579xxx fund codes.

20 Sponsored Training
Space used for training activities supported by grants, contracts or co-operative agreements. This includes the 3x2xxxx (with the exception of 392xxxx) fund codes.

21 Departmental Research
Space used for research and development activities that are not separately budgeted and accounted for. Departmental research is usually budgeted within the department’s unrestricted funds.

Note: For Function 21 space, please specify whether the space is used for wet or dry research.

22 Sponsored Research
Space used for research and development activities that are separately budgeted and accounted for. This term includes research and development activities that are sponsored by Federal and Non-Federal agencies and organizations. They are also separately budgeted by the institution under an internal allocation of institutional funds. This is only applicable with 203xxxx, 3x3xxxx and 453xxxx fund codes.

Note: For Function 22 space, please specify whether the space is used for wet or dry research.
23 Sponsored Research Administration
Space related to administrative effort supporting sponsored programs, grants and contracts. Examples include the Office of Sponsored Programs, the Office of Research Support and the Office of Research Administration. (Not to be used for academic departmentally-based grant management)

24 Clinical Trials
Space used by programs or projects which support a study to test the efficacy of a drug, device or procedure that involves human subjects. This is only applicable with certain 203xxxx and 3x3xxxx fund codes.

Note: For Function 24 space, please specify whether the space is used for wet or dry research.

25 Other Sponsored Activity
Space whose primary purpose is (1) the support of special programs which are not more appropriately included elsewhere or (2) which are multipurpose funds not having a predominate purpose. This is only applicable with 3x9xxxx fund codes.

26 Shared Resource
Space used by Shared Resources in accordance with General Accounting Procedure (GAP) 200.300, Service Center Administration (http://finance.duke.edu/accounting/gap/m200-300.php). Shared Resources are generally in the 459xxxx fund codes. For Service Components (generally 1579xxx fund codes), please see Functions 19, 29, 39, 58 or 59 to determine the appropriate function.

Note: A completed Rate Calculation Form (also available at the same web site) for each Shared Resource needs to be submitted to your Management Center Budget office for preliminary approval. The Office of Sponsored Programs & Cost Analysis will grant final approval.

Note: For Function 26 space, please specify whether the space is used for wet or dry research.

27 Departmental Research Administration
Space related to administrative effort supporting departmental research. For the School of Medicine, this includes the 391xxxx, 431xxxx and 441xxxx fund codes.

29 Sponsored Research Service Component
Space used by a service activity which bills on a full cost basis and predominantly provides services for research areas. This is only applicable with 1579xxx fund codes.

31 Patient Care
Space used primarily for corporate Duke University Health System, Private Diagnostic Clinic and certain 180xxxx funds codes within the University.

32 Clinical Support Space
Space used for the support of patient care operations in the School of Medicine. This is only applicable for certain 459xxxx and 859xxxx fund codes.

39 Patient Care Service
Space used by a service activity which bills on a full cost basis for specialized clinical procedures provided by the School of Medicine departments. This is only applicable with 1579xxx fund codes.

40 Libraries
Space used by main libraries and branches. (Not to be used for departmental libraries) This is only applicable for the xx4xxxx fund codes.
50 General Administration

Space related to administrative effort supporting the general executive and non-academic administrative offices of the University. This is only applicable for certain 157xxxx and 457xxxx fund codes.

51 Physical Plant Operation

Space used for the support of the administration, supervision, operation, maintenance, preservation and protection of the institution's physical plant. This is only applicable for 156xxxx and 456xxxx fund codes.

58 Operations and Maintenance Service Component

Space used by a service activity which bills on a cost basis and provides specialized plant operative services that supplement the general maintenance activity that is indirectly charged. This is only applicable for service activities provided for 156xxxx and 456xxxx fund codes.

59 General Administrative Service Component

Space used by a service activity which bills on a full cost basis and provides specific administrative and general services to the University and Medical Center. This is only applicable with 1579xxx fund codes.

60 Auxiliary Enterprises

Space used by the University’s Auxiliary Enterprises. An auxiliary enterprise is a self-supporting activity primarily serving students, faculty and staff by providing goods and services for a fee or sales price related to the cost of goods and services. This is only applicable for 180xxxx and 480xxxx fund codes.

70 Non-Institutional Space

Space used by (1) non-Duke entities such as banks, federal post offices, etc. or (2) certain Duke departments such as University Development Offices, Duke Chapel, Duke Gardens, etc. This includes other activities that are unallowable by OMB Circular A-21.

71 HHMI Space

Space used by the Howard Hughes Medical Institute principal investigators. The Institute’s administrative space is coded with this function also.

81 Inactive Space

Space that has never been occupied or has been unoccupied for an extended period of time (normally in excess of one year).

82 Transitional Space

Space unoccupied due to renovations, moves or transfers. However, if the space remains unoccupied for an extended period of time, normally in excess of one year, it should be coded as inactive.

83 Unfinished Construction

Space under construction.

84 Circulation

Corridors, stairs, elevators, etc. This function is reserved for unassignable space, not associated with a specific department.

85 Mechanical Space

Public toilets, mechanical rooms, custodial areas, etc. that support the building. This function is reserved for unassignable space, not associated with a specific department.