

Instruction & Departmental Research - Object Code 10

"Instruction means the teaching and training activities of an institution. Except for (organized) research training...(see Object Code 20), this term includes all teaching and training activities, whether they are offered for credit toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions..." (OMB No. A-21 B.1.a)

Instruction includes training activities as follows:

- (a) Teaching - all activities related to teaching scheduled and unscheduled courses. These include activities such as lecturing, tutoring, supervising independent study, supervising laboratory course work, supervising assistants, preparing for scheduled teaching, preparing theses, grading papers, etc.
- (b) Course and curriculum development - preparing outlines and reference lists for teaching future courses, devising and developing new instructional techniques, preparing or revising manuals, tapes, slides, etc.
- (c) Departmental research means research development and scholarly activities that are not organized research and, consequently are not separately budgeted and accounted for. Departmental research for the purposes of this document, is not considered a major function, but as a part of the instruction function of an institution.
- (d) Patient care services - (other than those associated with grants) - Effort spent on treating patients as an attending physician. Effort spent on clinical laboratory procedures, rounds and grand rounds.

Organized Research - Object Code 20

"Organized research means all research development activities of an institution...that are sponsored by Federal and non-Federal agencies and organizations. This term includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities..." (OMB No. A-21 B.1.b(1))

Organized research projects will have:

- a defined scope of work,
- a work plan (including scientific methodology),
- a time frame (a recognizable beginning and end),
- reporting requirements to the sponsor,
- a separate account within the University accounting system.

Research activities that do not meet these criteria would be considered departmental research.

Other Sponsored Activities - Object Code 30

"Other sponsored activities means programs and projects sponsored by Federal and non-Federal agencies and organizations which involve the performance of work other than instruction and organized research. Examples of such programs and projects are health service projects, and community service programs. However, when any of these activities are undertaken by the institution without outside support, they may be classified as other institutional activities." (OMB No. A-21 B.1.c.)

Departmental Administration - Object Code 40

"The expenses under this heading are those that have been incurred for administrative and supporting services that benefit common or joint departmental activities or objectives in academic deans' offices, academic departments and divisions, and research centers." (OMB No. A-21 F.4.a.)

Departmental administration duties may include, but are not limited to, preparation of departmental budgets and/or payroll, review of departmental accounts and financial statements, preparation of grant applications, selection and recruitment of faculty, selection of graduate students and house staff and medical students, selection and training of staff, planning for building projects and renovations, editing professional journals, supervision of shops, and preparation and review of Personnel Activity Reports. Supporting staff reported as departmental administration may include secretaries, bookkeepers, stockroom attendants, machinists, electricians, and office managers.

Other - Object Code 50

May include sabbatical leave or leave of absence. If this category is used, an appointment letter requesting a University leave of absence must be submitted to the Human Resources and Payroll offices.

Incidental Work - Object Code 60

An activity that constitutes an insignificant part of the overall activities of the University employee and the effort devoted to it must clearly be in addition to, and unrelated to, the employees regular assignments.

Such "work" includes teaching a continuing education or summer school course, those rare instances where payments are made for internal consulting which meet University and/or School policy, and payments to blood donors who are employees.

Operation and Maintenance of Physical Plant - Object Code 70

"The expenses under this heading are those that have been incurred by a central service organization or at the departmental level for the administration, supervision, operation, maintenance, preservation, and protection of the institutions physical plant. They include expenses normally incurred for such items as janitorial and utility services, repairs and ordinary or normal alterations of buildings, furniture and equipment; and care of ground and maintenance and operation of buildings and other plant facilities." (OMB No. A-21 F.2.a.)

Student Administration & Services - Object Code 80

Student administration and services means activities "for the administration of student affairs and for services to students, including Dean of Students, Admissions, Registrar, counseling and placement services, student advisors, student health and infirmary services, catalogs, and commencements and convocations." (OMB No. A-21 F.7.a.)