

Appendix A: Functional Use Categories

Functional Use Code	Description	Definition and Examples	NMHED Eligibility	I&G	Banner Program Code
INS	Instruction	All space used for teaching and training (except research training). Includes vocational and technical teaching, instruction and training activities whether for credit or non-credit courses. Includes instruction, general academic, classrooms, and community education.	Eligible	Yes	1000-1080 Instruction
LIB	Library	Branson and Zuhl libraries. This category does NOT include departmental libraries.	Eligible	Yes	1101 Libraries
OR	Organized/Academic Research	Space used for academic research and training not federally funded or using sponsored research funds. Includes departmental academic research, academic research and training.	Eligible	Yes	1080 Other Instruction
DA	Departmental Administration	Academic support that includes all space used for the administrative and supporting services that benefit common or joint departmental activities in the academic deans' offices, academic departments, and divisions. This category includes areas for deans, departmental administrators, clerical staff, departmental libraries, conference rooms, and storerooms. Examples: Departmental administration, museums, and galleries.	Eligible	Yes	1100, 1180 Academic Support, Other Academic Support
SS	Student Services	Space used for the administration of student affairs and for services to students, including admissions, registrar, counseling and career placement, student advisors, catalogs, student records, commencements and convocations.	Eligible	Yes	1200-1280 Student Services
GA	General Administration	Includes all space devoted to general executive and administrative offices that serve or benefit the entire University. This includes executive management, fiscal operations, personnel, purchasing, and business office.	Eligible	Yes	1300-1390 Institutional Support
SPA	Sponsored Projects Administration	All space which is used exclusively as administrative support for sponsored projects.	Eligible	Yes	1310 Fiscal Operations

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POM	Plant Operation and Maintenance	All space used for the administration, supervision, operation, preservation, and protection of the physical plant. This includes space management, custodial services, grounds maintenance, utility services, building maintenance and other physical plant facilities except Motor Pool. Also included in this classification are safety and security facilities such as the Safety Office, Fire and Police Departments.	Eligible	Yes	1400-1490 Operation and Maintenance of Plant
SR	Sponsored Research	Research and development activities that are sponsored by the University and that are separately budgeted and accounted for by the institution under an internal application of institutional funds are also included. This includes sponsored research activities that are externally funded. Activities involving the training of individuals in research techniques shall be included in this classification. Must identify grant number, start and end date.	Ineligible	No	1600,1610 Research, PSL Research
PS	Public Service	Non-instructional and non-research activities related to programs and projects sponsored by federal or non-federal sources. This includes activities such as community service programs, public service projects and other service activities. Example: Arrowhead Center	Eligible	No	1700 Public Service
SC	Service Center	Space related to an operation that provides services or products for a fee to users principally within the institutional community. Internal service centers which charge for their services such as transportation services, computing and networking, printing and duplicating, telecommunications and project development.	Ineligible	No	1800, 1899 Internal Services
AUX	Auxiliary Enterprises	Space that provides goods and services for a fee to students, faculty and staff. All intercollegiate athletic space. Examples: Auxiliary Services, Athletics, Residence Halls, Dining Halls, Hospitals, Clinics, Bookstores, Student Health Services, Student Union, Chapels, Athletic Facilities, Special Events, Golf Course, Snack Bars, and Conference Services.	Ineligible	No	2000, 2100-2150 Auxiliary, Athletics

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NI	Non-Institutional	Independent Operations. Areas that are controlled or operated by outside agencies but are housed or otherwise supported using University facilities. This category includes those operations that are independent of, or unrelated to, the primary missions of the institution but that may enhance these activities. Example: NMDA	Ineligible	No	2200 Independent Operations
OIA	Other Institutional Activity	Includes space for public service activities conducted by the University which are not externally sponsored. This also includes athletics, student clubs and associations. This classification should include all other activities not defined above.	Ineligible	No	5000 Other
UAS	Unassignable Space	Space that is not assigned to a department or unit. This category includes elevators, public corridors, stairways, restrooms, custodial closets, utility and mechanical rooms.	Eligible	Yes	Exception Rule
VAC	Unoccupied Space	Space that is either vacant (not assigned to an employee or department) or under renovation.	Ineligible	No	Exception Rule