

# UNIVERSITY OF MIAMI – SPACE SYSTEM

## INTERVIEW QUESTIONS FOR FUNCTION CODING

When gathering data for the space survey, you must first identify all the occupants (anyone who works in the room) and the activities they are conducting in the room. Each activity identified must be categorized into one of the functions defined in the “Function Codes & Definitions” document available in USpace.

The following questions will assist in identifying certain activities that may be overlooked and categorizing them into the appropriate function:

### 1. Laboratories

a. Does the PI work with students in the lab?

Yes -> the PI's time working with the students should be coded based on the funding of the students working in the room (see next question).

b. If there are students studying or working in the lab:

i. Are they unpaid or paid by general department funds?

Yes -> the room should be coded with a percentage to *Instruction* for course related work or *Department Research* for research related work.

ii. Are they paid by an organized research grant or by a research training grant?

Yes -> the room should be coded with a percentage to *Organized Research*.

c. Are there any visiting scientists or non-University employees working in the room that are not paid by the University?

Yes -> the room should be coded with a percentage to *Other Institutional Activities*.

d. Are there any non-research lab tests performed in the lab for a hospital or clinic?

Yes -> the room should be coded with a percentage to *Patient Care*.

e. Are there any research activities funded from start-up, bridge, or general departmental funds?

Yes -> the room should be coded with a percentage to *Department Research*.

f. If there are activities supporting a drug study in the lab:

i. Is the study federally funded?

Yes -> the room should be coded with a percentage to *Organized Research*.

No -> the room should be coded with a percentage to *Other Sponsored Activities*.

g. Is the lab used to provide services that are billed to investigators or departmental users (a Service Center/Core Resource/Recharge Cost Center with billing rates approved by the Controller's Office)?

Yes -> the room should be coded with a percentage to *Service Center*.

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## 2. Faculty Offices

- a. Does the faculty member see students (tutoring, advising, etc.), prepare course related material or review/grade class papers in the room?  
\_\_\_ Yes -> the room should be coded with a percentage to *Instruction*.
- b. Does the faculty member work on research for writing articles or reports for publication in professional journals, magazines, or newsletters?  
\_\_\_ Yes -> the room should be coded with a percentage to *Department Research*.
- c. Does the faculty member work on writing grant proposals or conduct work related to committee services in the room?  
\_\_\_ Yes -> the room should be coded with a percentage to *Department Administration*.
- d. If the faculty member see patients, review patient records, or other administrative work related to treatment of patients in the room:
- i. Is it is part of a drug study?  
\_\_\_ No -> the room should be coded with a percentage to *Patient Care*.
- ii. If it is part of a drug study, is it federally funded?  
\_\_\_ Yes -> the room should be coded with a percentage to *Organized Research*.  
\_\_\_ No -> the room should be coded with a percentage to *Other Sponsored Activities*.
- e. Does the faculty member conduct any work related to the JMH Annual Operating Agreement in the room (i.e. work related to the supervision of JMH residents)?  
\_\_\_ Yes -> the room should be coded with a percentage to *Public Service*.

## 3. General Offices

- a. Does the occupant work on fundraising or public relation activities in the room?  
\_\_\_ Yes -> the room should be coded with a percentage to *Other Institutional Activities*.
- b. Is the room a dedicated office for student enrollment, advising, or a student organization office?  
\_\_\_ Yes -> the room should be coded as *Student Services*.

## 4. Clinical Rooms

- a. If there are patients treated as part of a drug study, is there direct funding from the drug study for the clinical staff salaries or drug study supplies?  
\_\_\_ No -> the room should be coded as *Patient Care*.
- b. If there is direct funding from the drug study, is it federally funded?  
\_\_\_ Yes -> the room should be coded with a percentage to *Organized Research*.  
\_\_\_ No -> the room should be coded with a percentage to *Other Sponsored Activities*.