

Oracle Mission Code Definitions

Last Updated March 1, 2008

INSTRUCTION & DEPARTMENT RESEARCH

11 Non-Sponsored Instruction & Training -- Non-sponsored teaching and training activities of an institution. This includes all non-sponsored 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, such as a summer school division or an extension division.

Examples of activity included in this mission are:

- Credit and non-credit courses
- Non-sponsored instructional conferences provided to faculty and/or students
- Non-sponsored internships
- Residency programs
- Professional development classes

Activity excluded from this mission include:

- Sponsored Instruction & Training (12)
- Departmental Research (13)
- Sponsored Research Training (25)

12 Sponsored Instruction & Training - Instructional or training activities funded by a grant, contract or cooperative agreement. This excludes Sponsored Research Training (25). **[For Use with Sponsored Projects ONLY]**

Examples of projects included in this mission are:

- Sponsored internships, apprenticeships, and instructional fellowships
- Curriculum development for OHSU students and faculty
- Educational conference grants for a primary audience of OHSU students or staff (including faculty)
- R13 Conference grants with the audience predominantly OHSU faculty and students
- Activity generally takes place in a classroom setting and not a lab
- Those with NIH/DHHS Activity codes such as:
 - D24 Nurse Practitioners Training Programs
 - D37 Allied Health Special Project Grants
 - T15 Continuing Education Training Program
 - K30 Clinical Research Curriculum Award

Activity excluded from this mission include:

- Conference grants for public service/outreach activities with a primary audience of non-OHSU students and staff (51)
- Research fellowships (either 21 or 25 (if specific to research training))
- Non-Sponsored Instruction & Training (11)
- Departmental Research (13)
- Sponsored Research Training (25)

13 Departmental Research - Research, development and scholarly activities that are not Organized Research and, consequently, are not separately budgeted and accounted for. This is research that is funded by the department, absent of reporting requirements (with limited exceptions). OMB Circular A-21 considers Departmental Research part of the Instruction function of the Institution.

Examples of activity included in this mission are:

- Start-up funds provided through department discretionary funds that are used to develop data for research proposals to sponsors ("seed money")
- Unrestricted Foundation funds used for research, absent of reporting requirements and not used to fulfill cost sharing requirements
- Program Development funds used for research and not used to fulfill cost sharing requirements

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Activity excluded from this mission include:

- Externally Sponsored Research (21)
- Centers of Excellence in Human Research awards (22)
- University Research (22)
- Project Specific Foundation Research (26)

14 Cost Sharing on Sponsored Instruction & Training - Cost Sharing is defined in OMB Circular A-110 as, "that cost of a project or program not borne by the Federal Government". This includes both mandatory and voluntary committed cost sharing (specifically pledged in the project budget or narrative) for Sponsored Instruction and Training grants. This does not include voluntary uncommitted cost sharing (VUCS) which is university faculty effort, including senior researchers effort, that is over and above that which is committed and budgeted for in a sponsored agreement.

Examples of activity included in this mission are:

- Mandatory or voluntary committed cost sharing for sponsored instruction projects
- Sponsored instruction project overruns

Activity excluded from this mission include:

- Voluntary Uncommitted Cost Sharing
- Cost Sharing for Externally Sponsored Research (24)
- Cost Sharing for Other Sponsored Activity or Clinical Trials (53)

ORGANIZED RESEARCH

21 Externally Sponsored Research - Research activities that are sponsored by Federal and non-Federal government agencies, private and not-for-profit organizations. These activities are separately budgeted and accounted for. Research means all research activities, both basic and applied. "Research" is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. This does not include Sponsored Research Training (25) or Clinical Trials (54). **[For Use with Sponsored Projects ONLY]**

Examples of projects included in this mission are:

- Student research opportunity programs
- Funding to support epidemiology studies
- Clinical studies (could be either 21, 51, or 54)
- IACUC or IRB approval required (could be either 21, 51, or 54)
- Those with NIH/DHHS Activity codes such as the ones listed below that do not involve a drug, device and/or diagnostic used in humans:

R01 Research Project
R21 Exploratory/Development Grant
P01 Research Program Projects

Activity excluded from this mission include:

- Research Facilities Construction Grants (including ONPRC)
- Clinical Drug/Device Investigations of a drug, device or diagnostic used in humans (54)
- Instructional fellowships (12)
- Sponsored Instruction and Training (12)
- Departmental Research (13)
- Sponsored Research Training (25)
- Other Sponsored Activity (51)

22 University Research - All research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds. These funds are issued through a competitive process and formal reporting is required.

Examples of activity included in this mission are:

- Centers of Excellence in Human Research awards
- Formal commitments by the University used for research funded through an internal competitive application process and awarded for a specific project

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Activity excluded from this mission include:

- Departmental Research (13)
- Externally Sponsored Research (21)
- Cost sharing for Externally Sponsored Research (24)
- Clinical Trials (54)

24 Cost Sharing on Externally Sponsored Research - Cost Sharing is defined in OMB Circular A-110 as, "that cost of a project or program not borne by the Federal Government". This includes both mandatory and voluntary committed cost sharing (specifically pledged in the budget or narrative) for Sponsored Research grants. This does not include voluntary uncommitted cost sharing (VUCS) which is university faculty effort, including senior researchers effort, that is over and above that which is committed and budgeted for in a sponsored agreement.

Examples of activity included in this mission are:

- Sponsored research project overruns
- Cost sharing from practice plans, foundation, or other non-federal sources for externally sponsored research

Activity excluded from this mission include:

- Voluntary uncommitted cost sharing
- Cost Sharing for Sponsored Instruction & Training (14)
- Cost sharing for Other Sponsored Activities and Clinical Trials (53)

25 Sponsored Research Training - Research training activities that are sponsored by Federal and non-Federal government agencies, private and not-for-profit organizations. These activities involve the training of individuals in research techniques where such activities utilize the same facilities as other Organized Research activities (21) and where such activities are not included in Instruction (11 & 12) and Department Research (13). **[For Use with Sponsored Projects ONLY]**

Examples of projects included in this mission are:

- Research training grants that utilize the same facilities as other research grants
- Those with the following NIH/DHHS Activity codes that utilize the same facilities as other research activities:
 - F31 Predoctoral Individual National Research Service Award
 - F32 Postdoctoral Individual National Research Service Award
 - T32 Institutional National Research Service Award
 - T35 NRSA Short-Term Research Training
- All K awards "Research Career Programs" unless the activity occurs in Instruction space (then code to 12)

Activity excluded from this mission include:

- Training activities that do not occur in the same space as other research activities (12 or 51)
- Sponsored Instruction & Training (12)
- Externally Sponsored Research (21)
- Note: Not all research fellowships that require a mentor should be 'Research Training,' for example, not all American Heart Association fellowships are 'Research Training.'

26 Project Specific Foundation Research (FDN) - Contributions received by the Foundation for which the donor designates support of scientific and technical investigation for a specific research project. **[For Use with Foundation Accounts ONLY]**

Examples of activity included in this mission are:

- Gifts received through the Foundation which are to be used for a defined research project which typically has reporting requirements.

Activity excluded from this mission include:

- Gifts received through the Foundation which are NOT specific to a defined research project but are to be used for the general purpose of research (13).

NOTE: The Foundation does not generally receive corporate grants for programs in which the grantor receives a product or service commensurate with the fee paid; nor does it receive government grants for sponsored programs (12, 21, 25, 51, 54).

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CLINICAL OPERATIONS

31 Clinical Care - Activities within a hospital or clinic for patient care purposes including routine and ancillary services for in- and out-patients not related to research and/or instruction. Note that these activities do not cover those services applicable to patients involved in Clinical Trials (54).

Examples of activity included in this mission are:

- Hospital/patient care activities
- Child Development & Rehabilitation Center clinical activity
- Clinical practice activity
- Other non-sponsored patient care activities

Activity excluded from this mission include:

- Clinical Administration (39)
- Clinical Trials (54)

32 Cost Sharing from Hospital Orgs - Cost Sharing is defined in OMB Circular A-110 as, "that cost of a project or program not borne by the Federal Government". This includes both mandatory and voluntary committed cost sharing (specifically pledged in the budget or narrative) for any type of sponsored project in which funds are committed from Hospital orgs. This does not include voluntary uncommitted cost sharing (VUCS) which is university faculty effort, including senior researchers effort, that is over and above that which is committed and budgeted for in a sponsored agreement. **All committed cost sharing from Hospital orgs MUST be approved by an executive within Hospital Financial Services.**

Examples of activity included in this mission are:

- Sponsored project overruns which are paid by an account with a Hospital org
- Cost sharing from the Hospital general fund for any type of sponsored project

Activity excluded from this mission include:

- Voluntary uncommitted cost sharing
- Cost Sharing from an account with a University org (14, 24, 53)

39 Clinical Administration - Administrative activities of a hospital or clinic. Activities within a hospital or clinic for administration of activities including routine and ancillary services for in- and out-patients not related to research and/or instruction.

Examples of activity included in this mission are:

- Salaries for hospital/clinic administrators
- Hospital Financial Services
- Administration related to Faculty Practice Plan

Activity excluded from this mission include:

- Clinical Care (31)
- Clinical Trials (54)
- Department Administration (79)
- Central Services & Administration (88)

AUXILIARY ENTERPRISES

41 Auxiliaries - A separately organized University unit or activity specifically established to sell products/services (or "furnish goods or services") on a continuing bases to students, faculty, staff and the general public primarily for personal use. The distinguishing characteristic of an auxiliary enterprise is that it is managed as an essentially self-supporting activity.

Examples of activity included in this mission are:

- Bookstores
- Family Health Services
- Mac Hall Cafeteria
- Fitness & Sports Center
- Parking Dept

Activity excluded from this mission include:

- Service Centers (71)
- Organized Library Services (72)

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PUBLIC SERVICE

51 Other Sponsored Activities - Programs and projects financed by Federal and non-Federal government agencies and private and not-for-profit organizations which involve the performance of work other than Instruction, Organized Research, or Clinical Trials. Examples of such programs and projects include medical and dental health service projects and community service programs. However, when any of these activities are undertaken by the institution without external support, they would be classified as Other Institutional Activities (52). **[For Use with Sponsored Projects ONLY]**

Examples of projects included in this mission are:

- Grants for public service/outreach activities including conferences, workshops and symposiums with a primary audience of non-OHSU students and staff (including faculty)
- Sponsored testing services
- Clinical studies (could be either 21, 51, or 54)
- A study involving only collection of data for entry into a registry.
- Fellowships for public service/outreach activities
- Curriculum development for non-OHSU students and faculty for "training course"

Activity excluded from this mission include:

- Sponsored Instruction (12)
- Externally Sponsored Research (21)
- Clinical Operations (31 or 39)
- Clinical Trials (54)

52 Other Institutional Activities - Activities of the institution that cannot be included in any other mission code, such as (1) Instruction, Departmental Research, Organized Research, and Other Sponsored Activities (2) F&A cost activities such as Operations & Maintenance, Central Services & Administrative, Departmental Administration, Research Development & Administration, Organized Library Services, and Student Administration & Services or (3) Service Centers and Auxiliary Enterprises. This mission includes costs which are 'unallowable' to sponsored agreements per OMB Circular A-21, unless otherwise indicated in the agreements.

Examples of activity included in this mission are:

- Non-sponsored Public Service conferences, workshops, and symposiums
- Non-sponsored Testing services

Activity excluded from this mission include:

- Non-sponsored Instruction & training (11)
- Non-sponsored instructional training conferences & workshops (11)
- Clinical Operations (31 or 39)
- Auxiliaries (41)
- Student Administration & Services (69)

53 Cost Sharing on Other Sponsored Activities & Clinical Trials - Cost Sharing is defined in OMB Circular A-110 as, "that cost of a project or program not borne by the Federal Government". This includes both mandatory and voluntary committed cost sharing (specifically pledged in the budget or narrative) for Sponsored Instruction and Training grants. This does not include voluntary uncommitted cost sharing (VUCS) which is university faculty effort, including senior researchers effort, that is over and above that which is committed and budgeted for in a sponsored agreement.

Examples of activity included in this mission are:

- Cost sharing for Other Sponsored Activities
- Cost sharing for clinical trials

Activity excluded from this mission include:

- Voluntary uncommitted cost sharing
- Cost sharing for Sponsored Instruction & Training (14)
- Cost sharing for External Sponsored Research (24)

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54 Clinical Trials (including all FDA regulated clinical investigations) - A study of a drug (device, or diagnostic) where it "...is administered or dispensed to, or used involving, one or more human subjects." [1] and is a "prospective biomedical or behavioral research study of human subjects that is designed to answer specific questions about biomedical...interventions (drugs,... devices, or new ways of using known drugs...or devices)." [2] These studies include those which require a FDA IND [3], IDE [4], or 510(k) submission and Phase IV studies (those "conducted after a medicine is marketed to provide additional details about the medicine's efficacy or safety profile" [5]). [1] 21CFR312.3(b) [2] NIH grant guidance [3] IND = Investigational New Drug application [4] IDE = Investigational Device Exemption [5] Guide to Clinical Trials, Spilker *[For Use with Sponsored Projects ONLY]*

Examples of projects included in this mission are:

- Activity involving humans and a drug, device, or diagnostic
- A study of an investigational drug, device or diagnostic
- A study of a marketed drug to test its effectiveness at a dosage which differs from the dose indicated on the product label.
- Sponsored activity associated with an IND or IDE number in humans
- Determining the clinical efficacy of a laboratory test to detect a disease in humans
- IRB approval required (could be either 21, 51, or 54)
- Clinical studies (could be either 21,51, or 54)

Activity excluded from this mission include:

- Sponsored Instruction (12)
- Externally Sponsored Research (21)
- Clinical Operations (31 or 39)
- Other Sponsored Activities (51)

STUDENT SERVICES

61 Student Aid - Sponsored agreements provided to support the instructional costs for selected participants.

Examples of activity included in this mission are:

- Scholarships
- Student Loans
- Financial Aid Grants
- Tuition Remission

Activity excluded from this mission include:

- Student Administration & Services (69)
- Fellowships (12, 21, 25, 51)
- Tuition paid by OHSU (11)

69 Student Administration & Services - The administration of student affairs and services to students outside of formal instruction.

Examples of activity included in this mission are:

- Dean of Students
- Associate Vice Provost for Student Affairs
- Registrars Office
- Financial Aid Administration
- Student advisors, counseling and career guidance
- Student Health Services
- Student Organizations

Activity excluded from this mission include:

- Scholarships (61)
- Student Loans (61)
- Financial Aid Grants (61)

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ACADEMIC SUPPORT

71 Service Centers / Recharge Centers - An operation that provides a specific service or product, or group of services and products, to users principally within the institution (i.e. other departments).

Examples of activity included in this mission are:

- Telecommunications
- Comparative Medicine (Animal Care)
- Research/Office Stores
- Facilities Reimbursable Work

Activity excluded from this mission include:

- Auxiliaries (41)

72 Organized Library Services - Activities related to the operation of an institutions libraries. Departmental libraries which primarily support the activities of a single department should be treated as Departmental Administration (79).

Examples of activity included in this mission are:

- Main Library and OGI Library

Activity excluded from this mission include:

- Departmental Libraries controlled by the Department (79)

79 Departmental Administration - The academic administrative and supporting services that provide benefit to common or joint departmental activities or objectives. Administrative support can be provided by academic deans' offices, academic departments and divisions, organized research centers and institutes.

Examples of activity included in this mission are:

- Administration activities within academic departments
- Departmental Libraries controlled by the department
- Department Chairmen
- Dean's Offices

Activity excluded from this mission include:

- Administration of Faculty Practice Plan (39)
- Central Services & Administration (88)
- Non-administrative activities

INSTITUTIONAL SUPPORT

81 Fundraising (FDN) - *For Foundation internal use only.* Includes all costs incurred by the foundation relating to attaining new contributions from existing or new donors.

Examples of activity included in this mission are:

- Costs incurred by development staff that are related to new gifts
- Costs related to prospect and donor research
- Printing and communication costs related to new gifts, such as brochures and video productions
- Costs of events related to raising new contributions for a new or existing objective
- Planned giving advertisements for the purpose of attracting new gifts
- All costs related to appeals including direct mail, annual fund, and other focused direct appeals

Activity excluded from this mission include:

- Administration and stewardship of funds received (87)

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87 Foundation Administration (FDN) - *Foundation internal use only.* The administrative and stewardship activities which support the operations of the Foundation.

Examples of activity included in this mission are:

- Costs incurred to record, acknowledge, administer, monitor, collect, and track funds received
- Cost of providing reporting and accounting of the use of funds and performance of existing funds to donors, foundation staff, university personnel, and account holders
- Cost of working with donors, development staff, university personnel, and account holders to insure proper use of existing funds
- Donor recognition – includes receptions, events honoring past contributions, donor walls, and annual reports
- Communication costs related to administration and stewardship of funds
- Printing costs related to administrative items
- All IT costs related to the financial accounting system

Activity excluded from this mission include:

- Fundraising (81)

88 Central Services & Administration - The general executive and administrative offices that serve the entire institution. This mission should not include activity within the Operations & Maintenance mission (99) nor administrative activities associated solely with dean's offices, academic departments or organized research units. (*Formerly called General Administration*)

Examples of activity included in this mission are:

- OHSU Board of Directors
- OHSU Presidents Office
- Central Financial Services (Finance & Accounting, Treasury, Fixed Assets, Purchasing, Payroll, A/P, Financial System Education)
- Legal Department
- Logistics (only Administration, Mailroom General Fund, etc. See list of exclusions)
- Information Technology
- Human Resources
- Office of Diversity & Multicultural Affairs

Activity excluded from this mission include:

- Operations & Maintenance activity (99)
- Logistics: Transportation Delivery and Receiving (99)
- Investment Management (52)
- Student Administration & Services (69)
- Service Centers (71)
- Dean/Director Office (79)
- Research Development & Administration (89)

89 Research Development & Administration - This includes the administration of externally sponsored grants and contracts, both Federal and non-Federal, covering both pre-award and post-award related functional activities. (*Formerly called Sponsored Project Administration*)

Examples of activity included in this mission are:

- Research Development & Administration
- Research Grants & Contracts (Pre-Award)
- Sponsored Projects Administration (Post-Award)
- Technology & Research Collaborations: admin associated with filling patents, excluding marketing related activity (see exclusion list)

Activity excluded from this mission include:

- Comparative Medicine (71)
- Technology & Research Collaborations: activity related to marketing (52)
- Department administrative activities related to proposal preparation (79)

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OPERATIONS & MAINTENANCE

99 Operations & Maintenance - Includes administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant.

Examples of activity included in this mission are:

- Maintaining buildings and other plant facilities
- Facilities Administration
- Public Safety
- Custodial services (including Facilities and SOD custodians)
- Space planning
- Grounds maintenance
- Utilities / Energy plant
- Property Insurance

Exclude:

- Central Services & Administration (88)