SERVICE TYPE ATTRIBUTE MATRIX

Non-Sponsored Academic Activities (Includes School and Department Administration)				
Service Type	**Definitions/Examples**	**Notes**	**Award Type ***	**Award Purpose ***
INSTRUCTION_AND_DEPT_RSCH *(I&DR) Instruction and Departmental Research*	-Professorships -Lecturers -Visiting scholars -Academic department administration (support services that benefit common or joint departmental activities/objectives) -Department faculty support for I&DR activities -Course development -Course expense -Non-sponsored academic conferences, productions, publications -Non-sponsored instruction -Non-sponsored research (as opposed to University Research) -School/dept funded research -Community service where course credit is given/received -Departmental library	Voluntary uncommitted cost sharing on research projects should be assigned to this service type.		
IDR_DEANS_LEVEL_EXPENSES	Deans office activities (activities with a school-wide purview and impact that support a school's multiple functions and missions ,e.g. planning and management, accounting/finance, human resources, faculty affairs, computer and network infrastructure support).	1) School/dept facilities operation & maintenance shall be classified as the Facilities Operation & Maintenance service type and not as School Administration. 2) School-level research administration (e.g. RMG and ERA) shall be assigned to the Sponsored Projects Administration service type.		
IDR_FUNDRAISING	School/Dept fundraising/development activities			
IDR_LOBBYING	School/Dept lobbying activities			
IDR_OTHER_UNALLOWABLE_ACTIVITY	-External/public relations (non-fundraising activities) -Recruitment of students -Alumni relations	Can also use unallowable expenditure types such as advertising and alcohol/entertainment to capture unallowable costs.		
DESIGNATED_CLINICAL	PTAs to track School of Medicine clinical activities		DES_CLINICAL	INR_CLINICAL_%
ACADEMIC_SERVICE_CENTER	Academic school/dept "businesses" that provide essential support to the University's teaching and research functions (e.g. machine shops, lab materials/supplies stores, cell-sorter facilities, specialized computing systems).	Assigned to "AC" award range by RAPC	SER_ACADEMIC	
VETERINARY_SERVICE_CENTER	Operating costs of the Veterinary Service Center	Assigned to award AKAAF by RAPC	SER_SPECIALIZED	

* Only those award types and purposes specifically associated with a service type are listed

SERVICE TYPE ATTRIBUTE MATRIX

Sponsored Academic Activities				
Service Type	**Definitions/Examples**	**Notes**	**Award Type ***	**Award Purpose**
SPONSORED_RESEARCH	Research and development activities externally sponsored by federal and non-federal agencies and organizations, includes: -Research Training Grants -Clinical Trials -Equipment Fabrications	Research Participation Agreements shall be assigned to the appropriate service type based on the nature of the agreement's activity (e.g. sponsored research, sponsored instruction, or other sponsored activities).	SPO_%	INR_CLINICAL_TRIAL INR_POSTDOC INR_RES_RSCH_% INR_RESEARCH_EQUIP INR_TRAINING_GRANT OTH_MIXED_PURPOSE
UNIVERSITY_RESEARCH	-Committed cost sharing -Competitive, internally awarded research awards (such as Office of Technology Licensing research incentive awards)		SPO_%	INR_CS_% INR_OVERDRAFTS INR_RES_RSCH
SPONSORED_INSTRUCTION	-Teaching, training, and curriculum development activities (other than research training) that are sponsored by federal and	1) Research Training Grants shall be assigned to the Sponsored Research service type. 2) Cost sharing on Sponsored Instruction awards shall be assigned to the Sponsored Instruction service type.	SPO_%	INR_CS_% INR_INST_CURR_DEV OTH_MIXED_PURPOSE
OTHER_SPONSORED_ACTIVITY	Programs/projects externally sponsored by federal and non-federal agencies and organizations that involve the performance of work other than instruction and research, examples: -Health service projects -Community service programs -Conferences -Library activities	Cost sharing on Other Sponsored Activity awards shall be assigned to the Other Sponsored Activity service type.	SPO_%	INR_CS_% INR_OVERDRAFTS OTH_%

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Library Activities

Service Type	Definitions/Examples	Notes	Award Type *	Award Purpose
LIBRARY	-Library collections -Library administrative services -Academic research services -Library access services -Library technical services -Cataloging and processing -Special collections and exhibits -Collection maintenance & repair -Other library activities	1) This service type for use only by Stanford University Library System libraries (Green, Meyer, and branch libraries) and coordinate libraries (Lane Medical, Hoover Institution, Jackson Business, and Crown Law). Departmental libraries shall be assigned to the Instruction & Departmental Research service Type. 2) Externally sponsored library activities shall be assigned to the Other Sponsored Activities service type.		LIR_BOOKS LIR_GEN

Services and Aid to Students

Service Type	Definitions/Examples	Notes	Award Type *	Award Purpose
STUDENT_ADMIN_AND_SVCS_ALLOW *Student Administration and Services - Allowable*	-Admissions -Deans of Students -Commencement -Registrar -Orientation -Academic advising -Student health services -University/school-sponsored student programs -Career planning and placement -Career fairs -Other student services -Maintenance of student systems	1) Food, alcohol, and entertainment pertaining to commencement is unallowable. Use correct expenditure types. 2) Student organizations focused on academic subject matter are allowable.		STS_ACTIVITIES STS_STUDENT_SERVICES
STUDENT_ADMIN_AND_SVCS_UNALLOW *Student Administration and Services - Unallowable*	-Student-run activities/clubs -Financial aid administration -Memorial Church -Community service activities -MBA promotional activities	Student organizations whose members are brought together on a more social basis are unallowable.		STS_ACTIVITIES STS_STUDENT_SERVICES
STUDENT_AID	Support that enables a student to attend Stanford (includes Work Study programs).	When the support of a student is associated with an activity and there are expenses in addition to student aid, then the PTA funding that support should be assigned to the service type of that particular activity.		STA_%

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SERVICE TYPE ATTRIBUTE MATRIX

Central Administration and University-Wide Activities				
Service Type	**Definitions/Examples**	**Notes**	**Award Type ***	**Award Purpose**
GENERAL_ADMINISTRATION	-General executive and administrative offices (e.g. President, Provost) -Institution-wide financial management and business services -Human resources/personnel management -Internal Audit -Risk Management -Office of the General Counsel -Central administrative management information systems -Property Management Office -Graduate Policy -General Liability Insurance			
SPONSORED_PROJECTS_ADMIN *Sponsored Projects Administration*	-Research Finance, Compliance, and Services (ORA - all groups except the Property Management Office) -Dean of Research -Gov't mandated review boards -Research-related regulatory activities -Research Management Group (SoM) -Engineering Research Administration (SoE)	School-level research administration (e.g. RMG and ERA) shall be assigned to the Sponsored Projects Administration service type.		
GENERAL_EXPENSE_FUNDRAISING	Central University fundraising/development activities			
GENERAL_EXPENSE_LOBBYING	Central University lobbying activities			
GENERAL_EXPENSE_OTH_UNALLOW *General Expense - Other Unallowable*	-External relations -Community outreach -Alumni relations -Tuition Grant Program -Investment Management Expenses (SMC) -Write-offs -Personnel Service Agreements (PAVIR JPA, PSA and Fed IPA) -Agency funds	Office of Sponsored Research Only	SPO_PR_SVC_AGR_%	OTH_PR_SVC_AGREE
FRINGE_BENEFITS_PROGRAMS	-Insurance programs (e.g. life, health, dental) -Worker's compensation -Retirement programs -Other benefit programs (e.g. benefits counseling, Help Center, Work Life Center, Faculty-Staff Recreation, HIP, Stanford Daily)	Fund Accounting sets up PTAs at Benefits Office discretion.		
ADMINISTRATIVE_SERVICE_CENTER	University level "businesses" that provide services to the entire Stanford community (e.g. utilities, O&M shops, IT communication and data services).	Assigned to "AL" award range by RAPC	SER_ADMINISTRATIVE	
INTERCOMPANY	-SLAC -Hospitals -Stanford Sierra Camp LLC -SHR Hotel, LLC		REI_INTERCO	

* Only those award types and purposes specifically associated with a service type are listed

SERVICE TYPE ATTRIBUTE MATRIX

Facilities and Capital

Service Type	Definitions/Examples	Notes	Award Type *	Award Purpose
FACILITIES_OPERATION_MAINT *Facilities Operation & Maintenance*	-Support & maintenance of the physical plant -Facilities planning -Facilities maintenance -Grounds maintenance -Property insurance -Fire/police protection -Utilities -Health and safety -Interest -School/dept'l facilities operation & maintenance	School/dept facilities operation & maintenance shall be classified as the Facilities Operation & Maintenance service type and not as school administration.		
CAP_CONSTRUCT_AND_RENOVATIONS *Capital Construction & Renovations*	Capital construction projects	This service type for Capital Accounting use only. Assigned to "X" award range	PPE_%	PPE_CAPITAL
NON_CAPITAL_REPAIRS_AND_MAINT *Non-Capital Repairs and Maintenance*	Non-capital construction projects			
DEBT	Debt owed and the related interest.	This service type for Capital Accounting use only.	PPE_%	PPE_%

Auxiliaries, Expenditure Allocation, Receivables

Service Type	Definitions/Examples	Notes	Award Type *	Award Purpose
AUXILIARIES	Self-supporting entities that support the Stanford mission of teaching and research. -DAPER -Residential & Dining Enterprises -Bing Nursery School -Stanford Alumni Association -Residential Subdivisions -SU Press -Highwire Press		AUX_AUXILIARY	
AUXILIARIES_FUNDRAISING	Fundraising activities of an Auxiliary		AUX_AUXILIARY	
EXPENDITURE_ALLOCATION	PTAs established to accumulate specific costs whose final distribution cannot be determined at the time the cost is incurred.	Assigned by RAPC	CLR_%	
MISCELLANEOUS_RECEIVABLES	PTAs established to record the on-campus costs for programs (e.g. conferences, professional journals) sponsored by organizations outside of Stanford.	Assigned to "AS" and "AT" award ranges	REC_%	

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