

SPONSORED ACTIVITY PURPOSE CODES – DEFINITIONS

ADX Departmental Administration (Academic Department Support) (CUNY Miscellaneous and COLFND only)

These costs are incurred for administrative and supporting services in departments, interdepartmental laboratories, or centers, and provide a benefit to the research projects in these units. This category includes the salaries and wages of Department Heads and Professors, Academic Deans and Laboratory Directors and Deans. Office expenses and other costs related to the administration of the entire department.

Note: Departmental administrative and clerical staff salary expenses are typically treated as F&A costs. However, they may be directly charged to sponsored programs if they meet the criteria outlined in 2 CFR Part 200, Section 413. Additionally, expenses such as office supplies, postage, local telephone costs, and memberships must generally be charged as indirect (F&A) costs unless specifically justified as direct costs under the Uniform Guidance.

CT1 Clinical Trials on campus

Clinical Trials are research studies conducted with human participants to evaluate the effects and safety of medical, surgical, or behavioral interventions. These trials are used to assess new drugs, medical devices, treatment strategies, or preventive measures. Clinical trials follow a structured protocol to ensure that the data collected is reliable, and they are typically conducted in phases to test safety, dosage, side effects, and effectiveness.

CT2 Clinical Trials Off-Campus

Clinical Trials refer to research studies that involve human participants and are conducted outside of the institution's own or rented buildings, typically at external sites such as hospitals, clinics, or other healthcare facilities.

[NIH's Definition of a Clinical Trial | Grants & Funding](#)

Fellowships

Fellowships are typically awards granted directly to an individual to support specific educational pursuits and the fellow's professional growth. These awards are generally modest in terms of amount and are often funded in response to submitted proposals.

FEA Academic Fellowships

- Often aimed at graduate or postgraduate students.
- Support advanced study, thesis completion.
- Examples: Rhodes Scholarship, Fulbright Fellowship.

FEP Professional Fellowships

- Target individuals in specific industries to foster skill-building or leadership.
- Example: Leadership fellowships in public policy

FER Research Fellowships

- Offered to individuals conducting specific research in their field of expertise.
- Typically, it is available to postdoctoral researchers or professionals.
- Examples: Awarded to individuals who have completed their doctoral studies and wish to engage in specialized research projects to deepen their expertise in a particular field.

EQ1 Equipment on Campus

Stand-alone awards for the acquisition of equipment.

EQ2 Equipment off Campus

If more than 50% of the work is performed outside of CUNY-owned or rented buildings, the project is considered off-campus.

GNX General and Administrative (CUNY Miscellaneous and COLFND only)

Projects set up for the general and administrative offices of the college, which include expenses of a general nature that do not relate solely to any major function of the institution (i.e. - instruction, organized research, other sponsored activities, or other institutional activities). Examples include the Offices of the President, Executive Vice President, and Vice Presidents; the Office of the Provost; Chief Counsel, the Business Office; and Human Resources, as well as central management information systems. General and administrative expenses shall not include expenses incurred within non-university-wide deans' offices (refer to ADX) or property management (refer to PPX).

INS Instruction (Academic Program Support) (CUNY Miscellaneous and COLFND only)

An internal program designed to develop or maintain fields of study offered by the institution or support other scholarly activities. The funds may be used at the institution's discretion, provided they support educational purposes or departmental (non-sponsored) research.

IPA Intergovernmental Personnel Act (IPA) (Federal only)

An IPA assignment agreement involves the temporary assignment of an educational institution's employee to work at a federal agency (such as a Veterans Administration) for a specified period, because of their expertise in a particular area. The federal agency agrees to pay the assignee's salary, fringe benefits, and sometimes travel expenses. The agreement provides for the assignee to return to their position (or similar position) at the educational institution. The IPA rate is the same for on and off-campus.

LIB Library (CUNY Miscellaneous and COLFND only)

Awards used in support of operating and improving college libraries, including books and library materials as well as the personnel cost associated with library administration. Where an external sponsor provides grant support for library collections, acquisitions, and bibliographies, use OS1.

OIA Other Institutional Activity (CUNY Miscellaneous and COLFND only)

When activities are undertaken by the institution without outside support, they may be classified as other institutional activities. OIA typically includes auxiliary enterprises in support of activities which include Student Unions, Dining Halls, Athletics, Residence Halls, Theatres.

The National Association of College and University Business Officers (NACUBO) define auxiliary enterprise as an entity that exists to furnish services to students, faculty or staff acting in a personal capacity, and that charges a fee for the use of goods and services. The general public may also be served incidentally by the enterprise. If Child Care meets the specified criteria, it may also be classified as an auxiliary operation.

OS1 Other Sponsored Activity on Campus

Programs and projects funded by federal and non-federal agencies and organizations that involve the performance of work or activities that are not considered instruction and organized research.

Examples include:

- Performing a service (e.g., production of goods or materials) for an outside entity, unless the CUNY College is a sub awardee on the entity's prime award that is primarily for research or instruction.
- Support for library collections, acquisitions, and bibliographies
- Programs to enhance institutional resources, including computer enrichments, data center expansion.
- Academic Pathways or Pipelines – Programs designed to increase retention and prevent dropout among underrepresented and/or economically disadvantaged students.
- Public service awards are established primarily to provide non-instructional services beneficial to individuals and groups external to CUNY. Examples include:
 - Community service/center/development programs
 - Health service projects
 - Public outreach activities
 - Legal services
 - Economic Incubator program – entrepreneur support
 - Child Care block grants
 - Gallery and museum exhibits
 - Conferences, seminars, and workshops
 - Special events are open to the public.
- Programs for the employment of CUNY students (e.g., 311, work study)

When distinguishing between OSA and Research, consider if the Principal Investigator would conduct the project or work without an evaluation of outcomes or any academic recognition for the project such as publication of results and/or presentation of results at an academic meeting, then the project would be categorized as OSA.

OS2 Other Sponsored Activity off Campus

If more than 50% of the work was not performed at one of CUNY's owned or rented buildings, then the project is considered off campus.

PPX Physical Plant(CUNY Miscellaneous and COLFND only)

Projects for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant. They include expenses normally incurred for such items as janitorial and utility services; repairs and ordinary or normal alterations of building furniture and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; environmental safety; hazardous waste disposal; property, liability and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving.

Organized Research - On Campus:

RA1 Applied Research on Campus

Applied Research is an original investigation conducted to gain new knowledge. It is directed primarily towards a specific, practical aim or objective.

Examples include:

- A researcher is investigating the properties of particular substances under various heat and cold conditions with the objectives of finding longer-lasting components for highway pavement.
- A researcher is studying the implementation of specific math curriculum to determine what teachers needed to know to implement the curriculum successfully.

RD1 Experimental Development Research on Campus

Experimental Development Research is a systematic work drawing on knowledge gained from research and practical experience directed toward the production of useful materials, devices, systems, or methods, including the design and development of prototypes and processes. Examples include:

- A researcher is working with state transportation officials to conduct tests of a newly developed highway pavement under various types of heat and cold conditions.
- A researcher is developing and testing software and support tools, based on fieldwork, to improve mathematics cognition for student special education.

RS1 Research on Campus

Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view.

- A researcher is studying the properties of molecules under various heat and cold conditions.

- A researcher is investigating the effect of different types of manipulatives on the way first graders learn mathematical strategy by changing manipulatives and then measuring what students have learned through standardized instruments.

Research terms:

Consider, Explore, Observe, Study, Develop, Investigate, Probe, Discover, Look into, Search, Examine, Make Inquiries, Seek

Sponsors include:

Department of Defense (DOD) More likely to engage in classified research related to matters of national security. DOD includes *Army, Air Force, Navy, and Defense Advanced Research Projects Agency (DARPA)*.

Department of Energy (DOE)

Most likely to engage in classified research related matters of national security (nuclear programs)

RT1 Research Training on Campus

Organized Research which also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development. For example:

- External awards to train/prepare individuals for “careers” in science and math.

Sponsors include:

NSF Research Training Activity codes:

NSF –IGERT and RTG are Research Training awards from NSF.

RA2 Applied Research off Campus

If more than 50% of the work was not performed at one of CUNY’s owned or rented buildings, then the project is considered off campus.

RD2 Experimental Development Research off Campus

If more than 50% of the work was performed off of the college’s campus, then the project is considered off campus.

R&D does not include:

Public service grants

Curriculum development (unless part of a research grant)

RS2 Research off Campus

If more than 50% of the work was not performed at one of CUNY’s owned or rented buildings, then the project is considered off campus.

RT2 Research Training off Campus

If more than 50% of the work was not performed at one of CUNY’s owned or rented buildings, then the project is considered off campus.

SPA Sponsored Project Administration (CUNY Miscellaneous and COLFD only)

Projects that include expenses to administer sponsored projects are classified under this heading. At CUNY, the Office of Sponsored Programs at the college and the Research Foundation (RF) are included in this category.

STX Student Support (CUNY Miscellaneous and COLFD only)

Student Support includes programs incurred for the administration of student affairs and for services to **CUNY students**, including expenses of such activities as dean of students, admissions, registrar, financial aid administration, counseling and placement services, student advisers, student health and infirmary services, catalogs, and commencement and convocations.

TG1 Training Grant on Campus

Sponsored training means specific instructional, or training activity established by a grant, contract, or cooperative agreement. Sponsored training (**excludes research training**) includes:

- Any sponsored project for which the purpose is to instruct CUNY students, faculty, or staff at any location.
- Instructing elementary or secondary school teachers or students
- Instructing the general public (e.g., vocational and English as a Second Language programs)
- NYS STEM programs
- Paid internship, work experience programs (e.g., CUNY Service Corps)
- Projects providing academic, personal and career planning support.
- Vocational Pathways or Pipelines (e.g., Teaching Fellows, SBS Healthcare Sector Training)
- Projects involving CUNY students in community service activities where they receive academic credit.
- Career development awards, not including federal Research Training awards (refer to RT), for CUNY undergraduate, graduate, and post- doctoral levels.
- Curriculum development projects include projects which involve the evaluation of curriculum or teaching methods: such evaluation may be considered research only when the preponderance of activity is data collection, evaluation, and reporting.
- General support for the writing of textbooks or reference books, videos, or software to be used as instructional materials.

To determine if an award should be coded to *Research Training* refer to **RT** for examples. If the parent award is coded under any Research category, the sub-award should also be coded accordingly.

TG2 Training Grant off Campus

If more than 50% of the work was performed off of the college's campus, then the project is considered off campus.

XX1 Undefined

Items to be defined. Also used for the LLC account codes.

Sponsored Purpose Codes for Annual & Financial Reporting

SPONSORED ACTIVITY PURPOSE CODES – SNAPSHOT

Federal, State, City and Private sponsored grants and contracts (excluding CUNY Misc. and COLFND) should be coded to one of the following purpose codes:

- Equipment (**EQ1, EQ2**)
- Fellowship (**FEA, FEP**)
- Intergovernmental Personnel Act (**IPA**) – [Federal only](#)
- Organized Research (**CT1, FER, RA1, RD1, RS1, RT1, CT2, RA2, RD2, RS2, RT2**)
- Other Sponsored Activity (**OS1, OS2**)
- Training (**TG1, TG2**)

If the project is for IRB, then use one of the Organized Research codes.

CUNY Miscellaneous or **COLFD** awards should be coded as one of the following:

- Departmental Administration (**ADX**)
- General and Administrative (**GNX**)
- Instruction (**INS**)
- Library (**LIB**)
- Other Institutional Activity (**OIA**)
- Physical Plant (**PPX**)
- Sponsored Project Administration (**SPA**)
- Student Support (**STX**)

All of the above codes relate to on-campus activities.

PSC CUNY awards should generally be coded under the following purpose code:

- **INS** – *except* when the PI has a sponsored award and is using PSC funds to support the sponsored project. In such cases, use the purpose code assigned to the Federal, State, City, or Private award.