

## Guide for Using Activity and Location Codes on PAFs for Department Supported Research Expenditures

Eastern Michigan University makes expenditures in support of its mission, including research. Banner Program Codes for instruction (10), research (20), service (30), and others are defined at the fund level, and therefore, cannot be altered at the expense level. In order for the University to better capture its internal spending on research, scholarly, and creative activity and accurately reflect these expenditures in its NSF Higher Education Research and Development Survey (HERD), Academic Affairs is being asked to use Activity Codes and Location Codes to categorize these expenses. These codes help track expenses on internal research awards, including the Research Support Awards (RSAs), Faculty Research Fellowships (FRFs), and research focused Sabbatical Leaves. Program Code and Cayuse data are used for sponsored activity, including R- and C-funds.

### PAFs for Department-Supported Research

1. Segregate the appointment for faculty research supported by the department from normal teaching by splitting out the research portion on a separate line, still using the department org and general fund. The default program code for academic departments of 10 is still used.
2. Include a note on the PAF (see below) with an Activity Code and a Location Code. Add an Activity Code to define the type of research (basic, applied, or development), and then add a location code that best describes the discipline. For internal awards, Activity and Location Codes are included in the award letter.
3. Please contact Graduate Studies and Research with any questions.

### Example PAF

HOME PHONE: xxx-xxx-xxxx

CAMPUS PHONE:  
734-487-xxxx

POSITION CONTROL NUMBER:  
(Primary PCN for the employee)

\* New Faculty Research RESAPP

Activity Code = RESAPP  
Location Code = DHNATR

Employee's base salary: \$80,000

(See guide to Activity and Location codes for internal research expenditures to choose the appropriate Activity and Location codes)

FUND	ORGN	ACCT	PRG	LOCN (EXTENDED PROGRAMS)	DEPT	% APPT	EQUIVALENCY	COMPENSATION	ACTION CODE	CRNCOURSE # (NON INSTRUCTIONAL)
G00005	106550	1010	10		BIO	50%		\$20,000	SPL	
(employee's normal Dept FOAP)										
R70714	106550	1010	20		BIO	25%		\$10,000	SPL	Non-Instructional
(Contact ORDA for all GRANT RELATED effort information)										
*G00005	106550	1010	10		BIO	25%		\$10,000	SPL	New Faculty Research Release
(employee's normal Dept FOAP)										