



## Importance of Accurate Expense Classification for Research Activities

Campus Partners,

We would like to remind departments of the importance of accurately classifying expenditures using the Expense Classification segment within the GL account string. This segment identifies the functional purpose of the expense; for example:

- 100 = Instruction
- 200 = Research
- 225 = Agricultural Experiment Station (Research)
- 305 = Public Service
- 400 = Academic Support
- 500 = Student Services

The University relies on these expense classifications for a variety of institutional reporting purposes, including the HERD Survey and calculations of Institutional Research Support and total research expenditures. Specifically, research support is identified through expenditures coded to the research expense classifications (200 and 225).

These figures are also used externally in recruitment materials, rankings, benchmarking, and communications related to the University's research enterprise

for both prospective students and faculty. Inaccurate coding can understate the University's actual investment in and support of research activities.

Departments can help ensure research-related expenditures are captured accurately by utilizing the appropriate research expense classifications (200 or 225) for costs supporting research activities or research infrastructure. This applies to GL transactions across Unrestricted, Designated, and Foundation accounts, with the exception of interdepartmental transfers (IDTs) that are required to utilize Expense Classification 001. Additionally, departments are not expected to split full-time faculty salary expenditures by activity solely for expense classification purposes. To reduce administrative burden, the Office of Sponsored Programs has developed a separate methodology based on faculty job descriptions and effort assumptions to capture institutionally funded faculty research effort.

Thank you for your attention to this and for your continued support of the University's research mission.

---

### **Contact Information**

Office of Sponsored Programs

Hill Hall, Room 534

Phone (307)-766-3131

[OSPCostingReporting@uwyo.edu](mailto:OSPCostingReporting@uwyo.edu)

<https://www.uwyo.edu/osp-postaward/index.html>

University of Wyoming