



## NACUBO Functions - Activity Lookup Table

The table provided in this document is meant to serve as a supplement to the in-depth information stored within the [Overview of Banner Program Codes & NACUBO Functions](#) document. For full details and for more complete information, please reference that document. However, if you need to quickly look up a certain type of activity to see what the best NACUBO function fit might be, this activity lookup table provides a good place to start.

In order to use this table, simply scan the list of different activities within the first column, and see the recommended NACUBO function in the second column. You can also use the “*control – f*” functionality on your keyboard to bring up the search box, which would allow you to search on key words or terms.

As mentioned earlier, this table is simply a quick guide and does **not** include every scenario that you may encounter. For further details and examples, refer to the [Overview of Banner Program Codes & NACUBO Functions](#) document, or contact UAFR via the [NACUBO Functions](#) section of UAFR's [Who to Ask](#) list.

Thank you for your efforts in making sure your expenditures are classified to the proper NACUBO function! Good luck with your search, and let UAFR know if you have any further questions.

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Activity	NACUBO Function
<b>Instruction</b> <a href="#">Back to top</a>	<b>Instruction – 1000</b>
Activities that are part of the University's instructional program	Instruction (1000)
For-credit courses	Instruction (1000)
Not-for-credit courses	Instruction (1000)
Academic instruction	Instruction (1000)
Vocational & technical instruction	Instruction (1000)
Open University courses or short courses	Instruction (1000)
Home study activities offered for credit	Instruction (1000)
Executive education or continuing education programs	Instruction (1000)
Remedial and tutorial instruction	Instruction (1000)
Basic adult education below the higher education level	Instruction (1000)
Pre-college bridge programs for incoming students	Instruction (1000)
Master Gardener certification program	Instruction (1000)
Teaching assistants & instructional portion of faculty costs	Instruction (1000)
Faculty start-up funding that will be used primarily for instructional activities	Instruction (1000)
Faculty chairs that will be used primarily for instructional activities	Instruction (1000)
Faculty professorships that will be used primarily for instructional activities	Instruction (1000)
Faculty fellowships that will be used primarily for instructional activities	Instruction (1000)
Conferences, seminars, or workshops which have an academic focus	Instruction (1000)
Conferences, seminars, or workshops which offer certifications or continuing education	Instruction (1000)
Lectureships and lecture series focused on a particular academic topic	Instruction (1000)
Co-curricular student activities which complement a course or academic program	Instruction (1000)
Science fair connected with an academic course	Instruction (1000)
Art fair connected with an academic course	Instruction (1000)
Student internships which are required as part of a course to earn degree credit	Instruction (1000)

Student marching band activities which are treated as a for-credit academic course	Instruction (1000)
<b>Informal</b> academic counseling services provided to students by faculty	Instruction (1000)
Information technology for instructional activities which <b>are</b> separately budgeted for	Instruction (1000)
Research and public service activities that are <b>not</b> separately budgeted for	Instruction (1000)
<b>Note:</b> The "Instruction" NACUBO function is <b>not</b> allowed to be used with the ICR fund (200250)	N/A
<b>Research</b> <a href="#">Back to top</a>	<b>Research – 1100</b>
University activities specifically organized to produce research	Research (1100)
Individual research, project research, and scholarly research activities	Research (1100)
Research institutes and research centers	Research (1100)
Research equipment and research supplies	Research (1100)
Research assistants and postdoctoral research associates	Research (1100)
Research portion of faculty costs	Research (1100)
Faculty start-up funding that will be used primarily for research activities	Research (1100)
Faculty chairs that will be used primarily for research activities	Research (1100)
Faculty professorships that will be used primarily for research activities	Research (1100)
Faculty fellowships that will be used primarily for research activities	Research (1100)
Conferences, seminars, or workshops held by a research center to discuss research findings	Research (1100)
Lectureships or lecture series held by a research center to disseminate research findings	Research (1100)
Travel to conferences to learn more about a particular research topic or area of research	Research (1100)
Travel to collaborate & network with researchers from other institutions	Research (1100)
Information technology for research activities	Research (1100)
<b>Research Board</b> <a href="#">Back to top</a>	<b>Research Board – 1180</b>
University of Illinois System Research Board activities	Research Board (1180)
<b>Public Service</b> <a href="#">Back to top</a>	<b>Public Service – 1200</b>
Non-instructional services provided for the benefit of the general public & community	Public Service (1200)

Non-academic conferences, seminars, or workshops which have a community focus	Public Service (1200)
Community service activities carried out by a local Extension office	Public Service (1200)
General advisory services and reference bureaus	Public Service (1200)
Public broadcasting services operating outside the context of academic programs	Public Service (1200)
Public radio and public television activities	Public Service (1200)
Performing arts centers which have a primary focus of benefitting the general public	Public Service (1200)
Parks which have a primary mission of benefitting the local community	Public Service (1200)
Consulting services which benefit the general public	Public Service (1200)
Testing services meant to benefit the general public at large (such as soil or plant testing)	Public Service (1200)
Agricultural and urban extension services	Public Service (1200)
Summer camps offered to the community from a county Extension office	Public Service (1200)
Information technology for public service activities	Public Service (1200)
<b>Academic Support</b> <a href="#">Back to top</a>	<b>Academic Support – 1300</b>
Activities that provide <b>support services</b> to instruction, research, & public service	Academic Support (1300)
Retention, preservation, and display of educational materials	Academic Support (1300)
Libraries, museums, & galleries	Academic Support (1300)
Demonstration schools or laboratory schools	Academic Support (1300)
Living laboratories, such as gardens utilized by students/faculty for instruction & research	Academic Support (1300)
Academic administration, such as academic deans & administrative support staff	Academic Support (1300)
Accounting and business staff	Academic Support (1300)
Human resources staff	Academic Support (1300)
Academic personnel development	Academic Support (1300)
Faculty personnel development	Academic Support (1300)
Faculty start-up funding that will be used primarily for academic support activities	Academic Support (1300)
Faculty chairs that will be used primarily for academic support activities	Academic Support (1300)
Faculty professorships that will be used primarily for academic support activities	Academic Support (1300)

Faculty fellowships that will be used primarily for academic support activities	Academic Support (1300)
Educational media and audio-visual services	Academic Support (1300)
Technology services (such as academic computing support)	Academic Support (1300)
<b>Formal</b> academic counseling activities	Academic Support (1300)
Course and curriculum development	Academic Support (1300)
Ancillary support services which provide students experience in a live setting	Academic Support (1300)
Veterinary medicine clinics	Academic Support (1300)
Dental clinics	Academic Support (1300)
Information technology for academic support activities	Academic Support (1300)
<b>Student Services</b> <a href="#">Back to top</a>	<b>Student Services – 1400</b>
Activities contributing to students' emotional and physical well-being	Student Services (1400)
Activities contributing to students' intellectual, cultural, & social development	Student Services (1400)
Student cultural events operating under the control of the institution	Student Services (1400)
Student programming operating under the control of the institution	Student Services (1400)
Student group organizations operating under the control of the institution	Student Services (1400)
Performing arts centers which have a primary focus of enriching the student population	Student Services (1400)
Student newspapers	Student Services (1400)
Extracurricular student activities which contribute to the students' well-being	Student Services (1400)
Intramural sports activities	Student Services (1400)
Personal counseling service activities from a student counseling center	Student Services (1400)
Career guidance activities from a career planning or career counseling office	Student Services (1400)
Non-credit bearing student internships focused on preparing students for careers	Student Services (1400)
Financial aid administration	Student Services (1400)
Reviewing and processing student admissions	Student Services (1400)
Maintaining student records	Student Services (1400)
Student recruiting activities	Student Services (1400)
Student health service (if not operated as an auxiliary enterprise)	Student Services (1400)

Operating expenses for intercollegiate athletic programs	Student Services (1400)
Intercollegiate athletic summer camps	Student Services (1400)
Intercollegiate athletic Hall of Fame	Student Services (1400)
Supplemental funding (such as from a gift fund) for student loans	Student Services (1400)
Supplemental funding (such as from a gift fund) for study abroad programs	Student Services (1400)
Student services administration	Student Services (1400)
Social and cultural development of students	Student Services (1400)
Student placement, career guidance, and personal counseling services for students	Student Services (1400)
Activities related to services provided to students from a financial aid office	Student Services (1400)
Information technology for student service activities	Student Services (1400)
<b><i>Institutional Support</i></b> <a href="#">Back to top</a>	<b><i>Institutional Support – 1500</i></b>
Executive-level management concerned with long-range planning for the entire institution	Institutional Support (1500)
Legal service activities for the institution (such as from Legal Counsel)	Institutional Support (1500)
Fiscal operations for the entire institution	Institutional Support (1500)
Central investment office	Institutional Support (1500)
Central accounting office	Institutional Support (1500)
Bursar’s office	Institutional Support (1500)
Public relations office	Institutional Support (1500)
Information technology & computing support for institutional-wide offices	Institutional Support (1500)
Space management for the entire institution	Institutional Support (1500)
Employee personnel and records maintained by a central institutional office	Institutional Support (1500)
Procurement, storerooms, printing, and transportation services for entire institution	Institutional Support (1500)
<b><i>Operation &amp; Maintenance of Plant</i></b> <a href="#">Back to top</a>	<b><i>Operation &amp; Maintenance of Plant – 1600</i></b>
Operation, maintenance, preservation, and protection of the institution’s physical plant	Operation and Maintenance of Plant (1600)
Janitorial and other custodial services	Operation and Maintenance of Plant (1600)
Repairs and ordinary or normal alterations of buildings, furniture, and equipment	Operation and Maintenance of Plant (1600)
Care of grounds and grounds keeping	Operation and Maintenance of Plant (1600)
Maintenance and operation of buildings and other plant facilities	Operation and Maintenance of Plant (1600)
Security and safety (such as campus police)	Operation and Maintenance of Plant (1600)

Earthquake, tornado, and other similar disaster-related preparedness	Operation and Maintenance of Plant (1600)
Hazardous waste disposal	Operation and Maintenance of Plant (1600)
Property, liability, and all other insurance relating to property	Operation and Maintenance of Plant (1600)
Space and capital leasing	Operation and Maintenance of Plant (1600)
Facility planning and management	Operation and Maintenance of Plant (1600)
Routine repair and maintenance of buildings and other structures	Operation and Maintenance of Plant (1600)
Normally recurring repairs and preventive maintenance to buildings	Operation and Maintenance of Plant (1600)
Physical plant operations, including development of plans for plant expansion or modification	Operation and Maintenance of Plant (1600)
New construction	Operation and Maintenance of Plant (1600)
Property, liability, and all other property insurance	Operation and Maintenance of Plant (1600)
Utilities such as heating, cooling, light, power, gas, water, etc.	Operation and Maintenance of Plant (1600)
Landscape, landscaping, and grounds maintenance	Operation and Maintenance of Plant (1600)
Major repairs, maintenance, and renovations which are not capitalized	Operation and Maintenance of Plant (1600)
Logistical services such as central receiving and space/capital leasing	Operation and Maintenance of Plant (1600)
<b>Scholarships</b> <a href="#">Back to top</a>	<b>Scholarships – 1787</b>
Scholarships for undergraduate, graduate, and/or professional students	Scholarships (1787)
Scholarships to aid an individual in the pursuit of study or research	Scholarships (1787)
Travel scholarships where the student is the primary beneficiary	Scholarships (1787)
Research scholarships where the student is the primary beneficiary	Scholarships (1787)
Qualified scholarships covering tuition, mandatory fees, required books/supplies	Scholarships (1787)
Unqualified scholarships covering room, board, travel, research, non-mandatory fees	Scholarships (1787)
Need-based scholarships	Scholarships (1787)
Merit-based scholarships	Scholarships (1787)
<b>Fellowships</b> <a href="#">Back to top</a>	<b>Fellowships – 1785 &amp; 1788</b>
Postdoctoral fellowships	Fellowships – Postdoctoral Fellows (1785)
Fellowships to aid a postdoctoral fellow in the pursuit of study or research	Fellowships – Postdoctoral Fellows (1785)
Graduate student fellowships	Fellowships – Graduate Student (1788)
Fellowships to aid a graduate student in the pursuit of study or research	Fellowships – Graduate Student (1788)

<b>Student Prizes &amp; Awards</b> <a href="#">Back to top</a>	<b>Student Prizes &amp; Awards – 1789</b>
Student prizes & awards awarded through a contest or competition	Student Prizes & Awards (1789)
Student prizes & awards in recognition of educational, artistic, literary, or civic achievement	Student Prizes & Awards (1789)
<b>Auxiliary Enterprises</b> <a href="#">Back to top</a>	<b>Auxiliary Enterprises – 2000</b>
Activities which charge a fee to furnish goods or services to students, faculty, or staff	Auxiliary Enterprises (2000)
Student housing services	Auxiliary Enterprises (2000)
Student unions	Auxiliary Enterprises (2000)
Faculty-staff parking services	Auxiliary Enterprises (2000)
Student study abroad programs sold to students	Auxiliary Enterprises (2000)
Campus recreational activities	Auxiliary Enterprises (2000)
<b>Hospitals</b> <a href="#">Back to top</a>	<b>Hospital – 3000</b>
Patient care operations of a University hospital	Hospital (3000)
Direct patient care such as prevention, diagnosis, treatment, and rehabilitation of Hospital patients	Hospital (3000)
Health care supportive services such as pharmacy, blood bank, and X-ray services	Hospital (3000)
Administrative hospital expenses for both day-to-day operations & long-range planning of hospital	Hospital (3000)
Maintaining grounds & facilities of a hospital	Hospital (3000)
Utility services for a hospital	Hospital (3000)
Information technology activities for a hospital	Hospital (3000)
<b>Independent Operations</b> <a href="#">Back to top</a>	<b>Independent Operations – 4000</b>
Operations that are unrelated to the overall University mission but which may enhance it	Independent Operations (4000)
Commercial enterprises owned and controlled by a University, such as an airport	Independent Operations (4000)
Federally funded research and development centers (FFRDCs)	Independent Operations (4000)
<b>Stores &amp; Services</b> <a href="#">Back to top</a>	<b>Stores and Services – 5000</b>
Activities which charge a fee for goods and services sold to other University units	Stores and Services (5000)
Stores and services unit that sells supplies to other University units	Stores and Services (5000)
Facilities and services units that sell facility services to other University units	Stores and Services (5000)
Sale of telecommunication services to other University units	Stores and Services (5000)