SMITHSONIAN ASTROPHYSICAL OBSERVATORY

Program Crosswalk from SAO to PeopleSoft

SAO Program Codes	PeopleSoft Program Codes	Descriptions
R29	4210	Astronomy - Includes laboratory astrophysics; optical astronomy; radio astronomy; theoretical astrophysics; X-ray, Gamma-ray, and neutrino astronomy.
G99	4008	Administrative Activities in Support of Research - An appropriate portion of salary and related costs for departmental-level administrative and/or clerical staff in support of research activities that cannot be applied against a specific research program.
E01	1125	Grades PreK – 12 Education Community - Outreach Activities in Support of Public Programs - All national outreach efforts to share the Smithsonian experience with audiences throughout the country that directly support any subprogram under the category of Public Programs
E14	1145	General Public - Outreach Activities in Support of Public Programs - All national outreach efforts to share the Smithsonian experience with audiences throughout the country that directly support any subprogram under the category of Public Programs.
E15	1205	Reference Services - Outreach Activities in Support of Public Programs - All national outreach efforts to share the Smithsonian experience with audiences throughout the country that directly support any subprogram under the category of Public Programs.
A01	8700	General Administration and Management - Includes costs (personnel and other) of administrative directors, administrative officers, and staff who fulfill multiple functions (e.g. financial management, procurement, human resources management) in providing administrative services to the entire unit.
F03	5100	Facilities Operations - Operations includes those activities that are required to keep facilities systems and processes running, or to provide related staff services. Examples include custodial work and labor force, snow removal and grounds care, refuse collection and disposal, environmental operations, pest control, rent of space supporting multiple programs, utilities and postage, central utility plant operations, and transportation and mail service.
F51	5360	Alterations & Modifications - Capital program projects in the Alterations and Modifications (A&M) category such as changes, improvements and minor additions (under $1 million) to existing space to meet new or changing programmatic requirements. (SAO C funds or PeopleSoft fund 042 or 044)
F61	5310	General Repair and Other Revitalization - Capital program projects in the General Repair category and other capital revitalization projects that do not fit into another discrete program category. (SAO C funds or PeopleSoft fund 042 or 044)

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Program Crosswalk from SAO to PeopleSoft

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T02	6210	Safety & Environmental Management Programs - Activities related to the recognition, evaluation, and control of occupational health hazards at the central or unit level. Examples include fire protection programs and activities, occupational medical services, emergency medical services, hazardous waste disposal, and safety inspections and training.
U02	0140	Unit Business Activities Related to Research - These business activity transactions are related to Smithsonian Research (see Research definition for more information). This code should be used for those costs charged to fund 420 and not costs coded to federal appropriations, gifts, grants, or discretionary funds.
D91	9100	Development - All salary and expenses intending to cultivation and solicit gifts and pledges of $100,000 or more. Examples of costs to be coded here include: salary and benefits (either full or fractional staff expense); funding proposals; and travel expenses
D92	9200	Development - All staff and expenses related to cultivation and solicitation of all gifts and pledges from corporations or foundations. Examples of costs to be coded here include: salary and benefits (either full or fractional staff expense); funding proposals; corporate membership program expense; and travel expenses. This would include gifts of any amount.
D93	9300	Development - All staff and expenses related to cultivation and solicitation of deferred gifts including but not limited to bequests by will or living trust, charitable trusts, charitable gift annuities, pooled income fund gifts, and gifts of life insurance and retirement plan assets. This includes the costs of soliciting, closing, and maintaining the planned gifts. Examples of costs to be coded here include: salary and benefits (either full or fractional staff expense); cost of planned giving advertising; cost of annual planned giving event; cost of planned giving brochures; and travel expenses.
D94	9400	Development - All staff and expenses related to generation, research, and tracking of prospects. Examples of costs to be coded here include: salary and benefits (either full or fractional staff expense); cost of scoring and modeling prospects; and cost of information services.
D95	9500	Development - All staff and expenses related to production, cultivation, and solicitation of gifts by membership. Examples of costs to be coded here include: salary and benefits (either full or fractional staff expense); cost of membership benefits; cost of solicitations such as direct mail, telemarketing, and cost of annual awards dinner. This category applies to memberships of any dollar amount.
D96	9600	Development - All staff and expenses related to the production, cultivation, and solicitation of all gifts and pledges other than major donors, corporation/foundation, and gifts related to memberships. This program code includes all expenses related to annual giving programs, all special appeals, and the costs of fundraising programs designed to generate gifts of less than $100K. Examples of costs to be coded here are: salary/benefits (either full or fractional

		staff expense); appeal production expense; donor recognition exp.; and misc. cultivation exp.
D07	9007	Development - All Information Technology activities undertaken that directly support the delivery of any subprogram under the category of Development, including all development and application system activities and application system security. Do NOT include activities related to the upgrade and maintenance of the Smithsonian's Information Technology infrastructure, which should be listed under the appropriate direct IT program code.
D01	9008	Development - An appropriate portion of salary and related costs for departmental-level administrative and/or clerical staff in support of development activities that cannot be applied against a specific development program.