GLOSSARY OF TERMS AND DEFINITIONS

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

ABSTRACT: Summarizes the purpose, importance, and scope of the proposed project.

ACCRUAL: The method of recording revenues in the period in which they are earned, regardless of when cash is received, and reporting expenses in the period when the changes are incurred, regardless of when payment is made.

ACTIVITY: The functional elements of a program.

ALLOCATION: The process of assigning a cost, or a group of costs, to one or more cost objective, in reasonable and realistic proportion to the benefit provided or other equitable relationship.

ALLOWABLE COSTS: Expenditures under a grant project that are specifically permitted (or not specifically prohibited), by law, regulation, or guidance from the Office of Management and Budget, federal accounting standards, or other authoritative sources.

AMENDMENT: Modification of existing legislation. Also modification of existing application, contract, sub-grant, budget, etc.

APPLICANT: A party requesting a grant.

APPLICATION: A request for financial support of a project or activity submitted to a funder.

APPLICATION PACKAGE: A package that contains the application notice for one or more discretionary grant or cooperative agreement programs and all the information and forms needed to apply for those programs.

APPROPRIATIONS LEGISLATION: A law passed by Congress to provide a certain level of funding for a grant program in a given year.

AUDIT: Review of financial transactions, documentation, accounting procedures and systems for accuracy and compliance by external or internal auditors.

AUTHORIZED OFFICIAL: The individual, named by the applicant organization, who is authorized to act for the applicant and to assume the obligations imposed by the laws, regulations, requirements, and conditions that apply to grant applications or grant awards.

AWARD: Funds provided by an external funding source for support of a project. This term applies to both the original award and supplements.

AWARD NOTIFICATION OR AWARD LETTER: Written notification from the funding agency indicating that a project has been funded, the start and end dates, the amount funded, and the terms and conditions of the award.
**AWARD NUMBER:** The identifying number for a discretionary grant or cooperative agreement award issued by the funder.

**AWARDING AGENCY:** The federal agency providing the grant funding.

**BUDGET:** The spending plan for a proposal or award submitted to and/or approved by the funding source. After the award, the approved budget becomes a spending guide for the project.

**BUDGET JUSTIFICATION:** Narrative providing details on the use of and need for costs presented in an itemized budget.

**BUDGET PERIOD:** An interval of time into which a project period is divided for budgetary purposes, usually twelve months.

**CAPITAL EQUIPMENT:** Equipment having a useful life of more than one year with a unit cost of $1500 or more that must not be affixed to a building or structure.

**CARRY-FORWARD OR CARRYOVER:** An un-obligated balance from a prior funding or budget period, which the funding source approves to be added to the next funding or budget period.

**CASH BASIS:** The method of reporting revenues and expenses when the cash is actually received or paid out.

**CERTIFICATION:** A statement, signed by an applicant or grantee as a prerequisite for receiving federal funds, that it 1) meets or will adhere to certain conditions and 2) will undertake or not undertake certain actions.

**CLOSEOUT:** The process in which the awarding agency determines that all applicable administrative actions and all required work of the award have been completed by the recipient and the awarding agency.

**CO-MINGLING OF FUNDS:** Unallowable mixing of funds from more than one source in the same grant budget account.

**CODE OF FEDERAL REGULATIONS (CFR):** A compilation of all final regulations issued by federal agencies, published annually and divided by numbered “Titles.”

**COGNIZANT AGENCY:** The federal agency which, on behalf of all federal agencies, is responsible for implementing the requirements of the Single Audit Act which include: reviewing, negotiating, and approving cost allocation plans, indirect cost rate and similar rates; receiving and approving non-federal audit reports; conducting federal audits as necessary; and resolving cross-cutting audit findings.

**CONSULTANT:** An individual who provides professional advice and/or services and whose expertise is required for the project. May be a paid or unpaid contributor.

**CONTINUATION GRANT:** A continuation grant provides additional funding for budget periods subsequent to the initial budget period.

**CONTRACT:** A mechanism for procurement of a product or service that benefit the project with specific obligations for both sponsor and recipient. With the exception of a justified sole-source situation, contracts are awarded via competitive processes to procure goods or services.
**COOPERATIVE AGREEMENT:** An agreement over which the funding source has control and oversight of the work that is contracted. Involves substantial involvement between the agency and the recipient.

**COST REIMBURSEMENT:** Agreement in which payments are based on actual allowable costs incurred in performance of the work.

**COST SHARE:** Portion of project or program costs not borne by the funding source. Acceptable cost sharing contributions 1) are not paid by the federal government directly or indirectly under any other award unless authorized by federal statute to be used for cost sharing or matching; 2) are not included as contributions for any other project or program; are necessary and reasonable for proper and efficient accomplishment of specific project or program objectives; 3) are directly identifiable with the sponsored project as outlined in the proposal budget and/or budget justification, and thus incorporated in the award notice; 4) are verifiable by University records.

**DEADLINES:** Date and time by which applications for grants or contracts must be submitted. Pay close attention to whether the deadline is "to be received at the agency" by the deadline or "postmarked" by the deadline and whether deadline is local time or time at the funding source’s location.

**DEBARMENT:** The ineligibility of a recipient to receive any assistance or benefits from the federal government, either indefinitely or for a specified period of time, based on legal proceedings taken pursuant to regulations contained at 2 CFR Parts 180 and 3369.

**DIRECT COSTS:** Those costs that can be identified clearly and specifically with a particular sponsored project. General categories of direct costs include but are not limited to: salaries and wages, fringe benefits, supplies, contractual services, travel, and equipment.

**DISALLOWED COST:** Charges to an award that the awarding agency determines to be unallowable, in accordance with the applicable federal cost principles or other terms and conditions contained in the award.

**DISSEMINATION OF PROJECT RESULTS:** Strategies to let colleagues or organizations know about the results of a grant project. Examples include websites, publications, published articles, conference presentation, workshops etc.

**DUNS NUMBER:** A Data Universal Numbering System (DUNS) number is a unique identifier required for some proposals and available to organizations by registering with Dun and Bradstreet.

**EFFORT:** The amount of time, usually expressed as a percentage of the total, that an employee spends on a project.

**EFFORT CERTIFICATION:** Certification required by federal regulations for all employees working on federally sponsored projects/grants. The percentage of effort reported for the period serves to substantiate the salaries and wages charged to federal grants.

**EQUIPMENT:** Tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of $5000 or more per unit.

**EXPENDITURES:** Charges made to the project or program. They may be reported on a cash or accrual basis.
EXPIRATION DATE: The date specified in the grant award notification after which expenditures may not be charged against the grant unless to satisfy obligations committed before that date.

EXTERNAL EVALUATOR: Professional external to the project with the background and qualifications to conduct a high quality evaluation based on the project requirements.

FACILITIES AND ADMINISTRATIVE COSTS (F&A): Those costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity. Indirect costs are the facilities infrastructure and administrative costs of the University that are needed to support the programs of the institution. Also known as “indirect costs.”

FEDERAL REGISTER: Contains proposed and final guidelines, and other administrative regulations of programs as announced by federal agencies in precise wording of the law.

FISCAL YEAR (FY): The 12-month accounting period at the end of which the books are closed. Designated by the calendar year in which it ends, e.g. FY 12 covers the period July 1, 2011 to June 30, 2012. The Federal Fiscal Year is October 1 through September 30.

FORMATIVE EVALUATION: Type of project evaluation that is conducted throughout the implementation of the project activities. Results are used to assess progress, identify potential or actual problems, and formulate and implement corrective action.

FRINGE BENEFITS: Employee benefits paid by the employer. (e.g., FICA, Worker's Compensation, life and health insurance, retirement, etc.)

FUNDER: The governmental unit, foundation, or other entity that awards grants.

FUNDING CYCLE: The schedule of events starting with the announcement of the availability of funds, followed by the deadline for submission of applications, review of applications, award of grants and release of funds.

FUNDING PERIOD: The period of time when federal funding is available for obligation by the recipient.

GRANT: A financial assistance mechanism providing money, property, or both to an eligible entity to carry out an approved project or activity and made on the basis of a submitted proposal, usually in response to application guidelines.

GRANTEE: An organization that has been awarded financial assistance for a project. The grantee is the entire legal entity even if a particular component (e.g., department, office, or agency) carries out the grant funded activities. The grantee is legally responsible and accountable to the funder for the performance and financial aspects of the grant-supported project or activity.

GRANT AGREEMENT: A legal instrument for the transfer of funds from the funder to the grantee and which sets forth the terms and conditions of the award.

GRANT AWARD NOTIFICATION (GAN): An official document signed by a program official who is authorized to obligate the department in financial matters. THE GAN states the amount and the terms and conditions of an award for a discretionary grant or cooperative agreement.

GRANT PERIOD: The period that extends from the effective date through the expiration date.
**GRANT PROPOSAL**: Plan written about a project or program to secure funding to accomplish its objectives. Typically, grant proposals are written in response to and in accordance with a grant application or set of instructions and must be submitted by a specific deadline. Most grant competitions are very competitive.

**GRANT WRITER**: Principal author of a grant proposal.

**GRANTOR**: A governmental unit, foundation, or other entity that provides grant funds to carry out projects.

**INDIRECT COST RATE PROPOSAL**: The documentation prepared by an organization to substantiate its claim for the reimbursement of indirect costs. This proposal provides the basis for the review and negotiation leading to the establishment of an organization’s indirect cost rate.

**IN-KIND CONTRIBUTIONS**: Non-cash contributions provided by non-federal third parties. Third party in-kind contributions may be in the form of real property, equipment, supplies and other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project or program.

**INDIRECT COSTS**: See “Facilities and Administrative Costs”

**INTERNAL CONTROLS**: The University’s financial management system that ensures that no one person has complete control over all aspects of a financial transaction.

**KEY PERSONNEL**: The individuals who contribute to the development or execution of a project in a substantive, measureable way, whether or not they receive salaries or compensation under the grant.

**KICKBACKS**: Any money, fee, commission, credit, gift, gratuity, favor, thing of value, or compensation of any kind which is provided directly or indirectly, for the purpose of or the appearance of improperly obtaining or rewarding favorable treatment.

**MATCHING FUNDS**: Funds, other than federal, required by a grant program to pay the percentage of project costs not covered by the grant. It is the portion of program costs contributed by a grant applicant. Match is also called cost-share and is either a statutorily specified percentage of program costs that must be contributed by a grant applicant in order to be eligible or where an applicant voluntarily shares in the costs of the program.

**NEEDS ASSESSMENT**: A continuous, formal process for identifying and quantifying problems and critical areas.

**NO COST EXTENSION**: A request to extend the grant period beyond the previously approved end of the grant and for which no additional funds are granted beyond what was previously approved for award.

**NOTICE OF FUNDING AVAILABILITY (NOFA)**: A term used for the announcement of a funding competition or RFP.

**OFFICE OF MANAGEMENT AND BUDGET (OMB)**: Executive Branch office assisting the U.S. president in preparing the Federal budget, evaluating agency programs and policies, and setting funding priorities. In setting policy, OMB issues Government-wide policy directives, called circulars that apply to grants.

**PASS-THROUGH AGENCY**: State or local agency that receives federal funds and conducts its own application and award process.

**PERFORMANCE PERIOD**: The total amount of time during which the funder authorizes a grantee to complete the approved work of the project described in the application.
**PERFORMANCE REPORT**: A report of the specific activities a grantee has performed during the performance period.

**PRIME GRANTEE OR PRIME CONTRACTOR**: A single agency which has the overall responsibility for conducting a program usually involving subcontractors.

**PRIOR APPROVAL**: Written approval by an authorized official evidencing prior consent.

**PROGRAM**: A coherent assembly of plans, project activities, and supporting resources contained within an administrative framework, the purpose of which is to implement an organization’s mission or some specific program-related aspect of that mission.

**PROGRAM OFFICER**: The funding source representative who has the task of monitoring the project, providing technical assistance to the project, approving major changes, and insuring that the objectives are carried out within the framework of regulations.

**PROJECT DIRECTOR**: The individual responsible for leading and carrying out the terms of the award.

**PROJECT FUNDS**: Federal and nonfederal funds that are used to cover the cost of budgeted project activities.

**PROJECT PERIOD**: The period established in the award document during which federal sponsorship begins and ends.

**REAL PROPERTY**: Land, including land improvements, structures and appurtenances thereto, but excludes movable machinery and equipment.

**RECIPIENT**: The organizational entity or individual receiving a grant or cooperative agreement.

**RENOVATION**: Work that changes the interior arrangements or other physical characteristics of an existing facility or of installed equipment so that it can be used more effectively for its currently designed purpose or adapted to an alternative use to meet a programmatic requirement.

**REQUEST FOR PROPOSAL (RFP)**: A solicitation by a grantor seeking applications from potential grantees. Also an assembly of related documents furnished to prospective bidders or proposers for the purpose of competitive bidding, or when a contract is to be competitively negotiated, based on clear and accurate description of technical requirements for the material, product, or service to be procured.

**SELECTION CRITERIA**: Standards by which different components of a proposal are rated and scored to qualify for funding.

**SINGLE AUDIT (OMB A-133 AUDIT)**: An organization-wide audit of a non-federal entity that expends $500,000 or more of federal awards in a year.

**STEWARDSHIP**: The obligation to be responsible caretaker of public and private funding resources awarded to the University.

**SUB-CONTRACT**: Arrangement whereby part of a sponsored project is carried out by a different organization/legal entity.
**SUB-GRANT:** A contract between institutions or partners for project participation in the prime grant. The lead institution that received the award initiates the sub-grant which is reviewed and signed by legal representatives of both institutions.

**SUB-RECIPIENT:** The legal entity to which a sub-grant is awarded and which is accountable to the recipient for the use of the funds provided.

**SUMMATIVE EVALUATION:** Final evaluation, including both quantitative and qualitative data, which is completed at the conclusion of the entire grant period. It particularly focuses on whether project goals and objectives were accomplished and project success indicators.

**SUPPLANTING:** Illegal use of grant funds to pay for ongoing activities already budgeted or for the usual activities assigned to a position.

**SUSPENSION:** An action by a federal awarding agency that temporarily withdraws federal sponsorship under an award, pending corrective action by the recipient or pending a decision to terminate the award by the federal awarding agency.

**TERMINATION:** The cancellation of federal sponsorship, in whole or in part, under an agreement at any time prior to the date of completion.

**TERMS AND CONDITIONS:** All legal requirements imposed on a grant by the funder, whether based on statute, regulation, policy, or other document referenced in the grant award, or specified by the grant award document itself.

**TITLE:** A major section of a piece of legislation, e.g. Title I Higher Education Act, 1965.

**UNALLOWABLE COST:** A cost determined to be unallowable in accordance with the applicable cost principles or other terms and conditions contained in the grant award.

**UNEXPENDED FUNDS:** The funding (money) not spent during the award process.

**UNOBLIGATED BALANCE:** The portion of the funds authorized by the Federal agency for expenditure by the recipient that has not been obligated by the recipient.

**VENDOR:** A dealer, distributor, merchant or other seller providing goods or services that are required for the conduct of a federal program.

**ZERO BALANCE:** At the closing of a grant, when cash, expenditures, budget, and revenue are equal, the budget is said to have a zero balance.