**Frequently Used Terms**

Allocable- Those allowable costs that actually benefit the grant or contract to which they are being charged.

Allowable- Those categories of costs that can be charged to a grant, such as salaries and equipment. Certain types of costs, such as the cost of alcoholic beverages are not allowable and may not be charged to a contract or grant.

Authorized Official- The individual authorized by the applicant organization to act for the applicant and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or grant awards.

Budget Justification/Budget Narrative- a categorical description of the proposed costs. Generally it explains staffing and supply/service consumption patterns, the methods used to estimate/calculate (including escalation or inflation factors) and other details such as lists of items that make up the total costs for a category. The budget justification should address each of major cost categories (salaries, fringe benefits, equipment, travel, supplies, other direct costs and indirect costs), as well as any additional categories required by the sponsor.

Carryover- Typically outlined on the Notice of Award (NoA), carryover authority provides grantees permission to carry over funds unobligated at the end of a budget period to the next budget period.

Changed/Corrected Application- An application that had errors and did not make it through the NIH’s eRA Commons application checking process (i.e. validations) that in turn must be corrected and submitted as a “changed/corrected application”.

Cognizant Federal Agency- The Federal agency that, on behalf of all Federal agencies, is responsible for establishing final indirect cost rates and forwarding pricing rates, if applicable, and administering cost accounting standards for an organization’s federal awards. The cognizant Federal agency is generally determined based on the preponderance of Federal dollars received by the recipient.

Competing Proposal- Proposals that are submitted for the first time or unfunded proposals that are resubmitted; either must compete for research funds. Ongoing projects must compete again if the term of the original award has expired.

Conflict of Interest - Regulations to ensure Government employees, scientific review group members, Council members, or others having the ability to influence funding decisions have no personal interest in the outcome.

Consortium/Subcontract Agreement- A document written under the authority of, and consistent with the terms and conditions of an award (a grant, contract or cooperative agreement), that transfers a portion of the research or substantive effort of the prime award to another institution or organization.

Consultant - An individual providing professional advice or services on the basis of a written agreement for a fee. These individuals are not normally employees of the organization receiving the services.

Contract- A mechanism for procurement of a product or service with specific obligations for both sponsor and recipient. Typically, a research topic and the methods for conducting the research are specified in detail by the sponsor, although some sponsors award contracts in response to unsolicited proposals.

Cooperative Agreement- An award similar to a grant, but in which the sponsor’s staff may be actively involved in proposal preparation, and anticipates having substantial involvement in research activities once the award has been made.

Cost Accounting Standards- Federally mandated accounting standards intended to ensure uniformity in budgeting and spending funds.

Cost Reimbursable Contract- A contract/grant for which the sponsor pays for the full costs incurred in the conduct of the work up to an agreed-upon amount.

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Cost-Shares: A general term, used as a noun or adjective, that can describe virtually any type of arrangement in which more than one party supports research, equipment acquisition, demonstration projects, programs, institutions. Example: A university receives a grant for a project estimated to have a total cost of $100,000. The sponsor agrees to pay 75% ($75,000) and the university agrees to pay 25% ($25,000). The $25,000 is the cost-sharing component.

Debarment: Action taken by a government official to exclude a contractor from Government contracting and Government-approved subcontracting for a reasonable, specified period. A contractor that is excluded is “debarred”.

Direct Costs: Clearly identifiable costs related to a specific project. General categories of direct costs include but are not limited to salaries and wages, fringe benefits, supplies, contractual services, travel and communication, equipment, and computer use.

Effort Certification: The principal means of verifying that salaries and wages charged to or contributed to a sponsored project are fulfilled in a manner consistent with the award documentation and compliant with the federal regulations for which the University is held accountable.

Expanded Authorities: Operating authorities provided to grantees that waive the requirement for prior approval for specified actions.

Export Control: U.S. federal government laws and regulations that require federal agency approval before the export of controlled items, commodities, technology, software or information to restricted foreign countries, persons and entities (including universities). The federal definition of an export is any item that is sent from the U.S. to a foreign destination; to anyone outside the U.S., including U.S. citizens or to foreign entities, individuals, embassies or affiliates at any location, including the U.S. “Items” include, but are not limited to, commodities, software or technology, retail software packages and technical information. In a university situation, these items include, but are not limited to: unpublished research findings, funds that are transferred to restricted countries, entities or persons, biological specimens, microorganisms, toxins, electronics, computers, telecommunications, lasers, sensors

Fixed Price Contract: A contract/grant for which one party pays the other party a predetermined price, regardless of actual costs, for services rendered. Quite often this is a fee-for-service agreement.

Fly America Act: Requires that all travelers and others performing U.S. Government-financed air travel use U.S. flag carriers to the extent such carriers are available, even if their use would cost more. Even when the entire trip cannot be made on U.S. flag carriers to the extent possible they should be used to the farthest interchange point on a usually traveled route.

Grant: A type of financial assistance awarded to an organization for the conduct of research or other program as specified in an approved proposal. A grant, as opposed to a cooperative agreement, is used whenever the awarding office anticipates no substantial programmatic involvement with the recipient during the performance of the activities.

Indirect Costs: 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 synonymous with F&A costs.

Indirect Cost Rate: The rate, expressed as a percentage of a base amount (MTDC), established by negotiation with the cognizant federal agency on the basis of the institution’s projected costs for the year and distributed as prescribed in OMB Circular A-21. The indirect cost rate is charged on a set of direct costs known as an indirect cost base.

Key Personnel: The personnel considered to be of primary importance to the successful conduct of a research project. The term usually applies to the senior members of the project staff.

Limited Submission: Those funding opportunities for which the funding agency restricts the number of nominations or proposals a university may submit for consideration for an award.
Material Transfer Agreement (MTA)- A contract that governs the transfer of tangible research materials between two organizations, when the recipient intends to use it for his or her own research purposes.

Modified Total Direct Costs (MTDC)- The basic indirect costs are calculated on a subset of direct costs, normally excluding among other costs, equipment, patient care, space rental, alterations and renovations, and subcontract costs in excess of the first $25,000.

No cost Extension- An additional period of time given by the sponsor to an organization for the completion of work on an approved grant or contract. A no cost extension allows previously allocated funds to be spent after the original expiration date.

Non-competing Proposal- An ongoing grant whose award is contingent on the completion of a progress report as the condition for the release of money for the following year.

OMB Circulars – Regulatory circulars issued by the Office of Management & Budget (OMB). The university follows A21 (Cost Principles for Educational Institutions), A110 (Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations), and A133 (Audits of States, Local Governments, and Non-Profit Organizations).

Participant Incentive- Are not considered participant support, but in fact are normally considered other direct costs necessary for the research. Many situations call for incentive to be provided to the study participant in cash or via a store gift card (e.g. $50 paid to someone to run on a treadmill).

Participant Support- Participant support costs are direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia, or training projects. These costs are allowable with the prior approval of the awarding agency.

Pre-proposal- A brief description, usually 2-10 pages, of research plans and estimated budget that is sometimes submitted to determine the interest of a particular sponsor prior to submission of a formal proposal. Also termed Preliminary Proposal.

Prior approval- The requirement for written documentation of permission to use project funds for purposes not in the approved budget or to change aspects of the program from those originally planned and approved. Prior approval must be obtained before the performance of the act that requires such approval under the terms of the agreement.

Proposal- An application for funding that contains all information necessary to describe project plans, staff capabilities, and funds requested. Formal proposals are officially approved and submitted by an organization in the name of a principal investigator.

Renewal Application- Applicable to grants and cooperative agreements only. A competitively reviewed proposal requesting additional funds extending the scope of work beyond the current project period.

Resubmission Application- Grants.gov term for a grant application resubmitted after a PD/PI applicant who did not succeed in getting funded revises it based on feedback from the initial peer review. (Previous NIH term was "revision." )

Revised Application- A modified and resubmitted request for funding for a project that was previously not funded either because it was denied by the sponsor or withdrawn by the principal investigator.

Salary Cap- A legislatively-mandated provision limiting the direct salary (also known as salary or institutional base salary, but excluding any fringe benefits and F&A costs) for individuals working on NIH grants, cooperative agreement awards, and extramural research and development contracts.

Solicitation- Any request to submit offers or quotations to the Government.

Solicited Proposal- Proposals submitted to a sponsor that are in response to an RFP, RFA, or program announcement.

Sponsor- The organization that funds a research project.

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**Statement of work/Abstract**- The description of the work to be performed and completed on a research project.

**Supplemental Proposal**- A request to the sponsor for additional funds for an ongoing project during the previously approved performance period. A supplemental proposal may result from increased costs, modifications in design, or a desire to add a closely related component to the ongoing project.

**Teaming Agreement**- An agreement between two or more parties to participate in a research project or teaching activity.

**Unsolicited Proposal**- Proposals submitted to a sponsor that are not in response to an RFP, RFA, or program announcement. Also referred to as Investigator-Initiated Proposal.