

## CEHD Glossary of Grant Related Terms

### **501(c) (3)**

The section of the Internal Revenue tax code that defines the nonprofit, charitable (as broadly defined), tax-exempt organizations. Contributions made to these organizations are tax-exempt for the donors. To convey that status, they often represent themselves as 501(c) (3) organizations, rather than merely nonprofit organizations.

### **Abstract**

A brief overview of your proposal. The abstract is the first thing that reviewer's read, and it causes them to formulate an opinion of your proposal (good or bad, justified or not).

### **Allowable Costs**

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.

### **Basic Components of a Proposal**

- Summary/Abstract is a clear and concise summary of the proposed project.
- Introduction describes the agency's qualifications or "credibility."
- Problem Statement/Needs Assessment document the project needs to be met or problems to be solved by the proposed funding.
- Objectives establish the benefits of the funding in measurable terms.
- Methods/Approach/Design describes the activities to be employed to achieve the desired results.
- Evaluation presents a plan for determining the degree to which objectives are met and methods are followed.
- Continuation/Future Funding/Sustainability describe a plan for continuation beyond the grant period and/or the availability of other resources necessary to implement the grant.
- Budget clearly delineates costs to be met by the funding source and those to be provided by the applicant or other parties.

### **Budget Justification**

A budget justification is a narrative explanation of each of the components of the budget, which "justifies" the cost in terms of the proposed work. The explanations should focus on how each budget item is required to achieve the aims of the project and how the estimated costs in the budget were calculated. When a detailed budget is submitted, all items in the budget should be justified.

### **Budget Period**

The interval of time, usually twelve months, into which the project period is divided for budgetary and funding purposes.

### **CFDA Number**

Catalog of Federal Domestic Assistance number is the encyclopedia of all funding programs – the way all grants are catalogued.

**Closeout**

Process by 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-PI**

The co-principal investigator.

**Continuation Project**

A project approved for multiple-year funding, although funds are typically committed only one year at a time and are divided into budget periods. At the end of each year a progress report is submitted and reviewed. If satisfactory progress has been made, funds are still available, and the sponsor is still interested in the project, an award is made for the next budget period. Continuation projects generally are not in competition with other projects and are not subjected to peer review beyond the initial project approval.

**Contract**

A mechanism for the procurement of a product or service with specific obligations for both sponsor and recipient. Typically, the sponsor specifies a research topic and the methods for conducting the research in detail, although some sponsors award contracts in response to unsolicited proposals. If the contract has no dollar amount (i.e., student internship) or is a "pay out" from TAMU then you would route through Contract Administration, any contract related to money coming into TAMU must be routed through the Office of Sponsored Research Services.

**Cost-Reimbursement Type**

A contract or grant for which the sponsor pays the full costs incurred in the conduct of the work, up to an agreed amount.

**Cost-Sharing**

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, or institutions. Cost sharing can be in the form of "hard dollars," or in-kind contributions such as time committed to a project. 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 is the cost-sharing component.)

**Course Buy-Out/Course Replacement Costs**

A course buy-out can be requested from the PI to the department head as a release from teaching one or more courses. The amount of money necessary to buy-out of a course varies by department and PIs are encouraged to discuss this matter with their department head.

**Data Universal Numbering System (DUNS)**

A unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). TAMU's DUNS number is 02-027-1826

**Deliverables**

Those products that are produced by a grant project. They may be quantified achievement, i.e., enrollments, or singular outcomes, i.e., a curriculum.

**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.

**Discretionary Grant**

A grant (or cooperative agreement) for which the federal awarding agency generally may select the recipient from among all eligible recipients, may decide to make or not make an award based on the programmatic, technical, or scientific content of an application, and can decide the amount of funding to be awarded.

**EDGAR (Education Department General Administration Regulations)**

Provides criteria and instructions on grant applications

**Encumbrance**

Funds that have been set aside or "claimed" for projected expenses pending actual expenditure of the funds.

**Evaluation**

The systematic collection of information about a program/project to answer important questions about activities, barriers, characteristics, and outcomes of a program/project.

**Extension**

An additional period of time given by the sponsor to an organization for the completion of work on an approved grant or contract. An extension allows previously allocated funds to be spent after the original expiration date.

**FTE**

Full-time equivalent. For example, two half-time employees represent one FTE.

**Facilities and Administrative (F&A) 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. F&A costs are synonymous with Indirect Costs.

**Fellowship**

An award made directly to an individual in support of specific educational pursuits. The individual cannot be an employee of the grant organization.

**Final Report**

The final technical or financial report required by the sponsor to complete a research project.

**Fiscal Year (FY)**

Any twelve-month period for which annual accounts are kept (at TAMU, September 1 through August 31).

**Fringe Benefits**

Health insurance, retired benefits, life insurance, disability and social security. Actual costs could be more or less, depending on the actual benefits selected by the employee and their salary.

**Grants.gov Tracking Number**

A number set used by Grants.gov which is used to identify each application it receives.

**IRB (Institutional Review Board)**

The IRB is an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the institution with which it is affiliated. The IRB has the authority to approve, require modifications in, or disapprove all research activities that fall within its jurisdiction. (human subjects research at TAMU is under the Office of Research Compliance and Biosafety).

**In-Kind**

Contributions or assistance in a form other than money. Equipment, materials, or services of recognized value that are offered in lieu of cash.

**Indirect Costs**

Costs related to expenses incurred in conducting or supporting research or other externally-funded activities but not directly attributable to a specific project. General categories of indirect costs include general administration (accounting, payroll, purchasing, etc.) sponsored project administration, plant operation and maintenance, library expenses, departmental administration expenses, depreciation or use allowance for buildings and equipment, and student administration and services. (See also Facilities and Administrative Costs.)

**Indirect Cost Returns**

PI's with indirect cost bearing projects receive a portion of the indirect costs generated. The CEHD guidelines set indirect cost returns at 33% to PI, 34% to the PI's department, and 33% to the college. Returns are distributed twice a year (in late spring and late fall). [For more information](#)

**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.

**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.

**Letter of Inquiry / Letter of Intent**

Expresses the grantor's willingness to commit funds to a project if other conditions are met. It is a brief letter outlining an organization's activities and its request for funding that is sent to a prospective donor

in order to determine whether it would be appropriate to submit a full grant proposal. Many grantmakers prefer to be contacted in this way before receiving a full proposal.

### **Letters-of-Support**

Written endorsements of an application for funding. They are provided by organizations or individuals who are familiar with the applicant's ability.

### **Modification**

An award document that modifies any aspect of an existing award. Example: Carryover approvals, adding or deleting special terms and conditions, changes in funding levels, administrative changes initiated by the agency, extensions that include changes in terms, change of principal investigator, etc.

### **Modified Total Direct Costs (MTDC)**

The amount of funds to which an indirect cost rate will be applied. In many cases costs such as equipment, graduate student fees, the amount of a subcontract in excess of \$25,000, rent, alterations and renovations, and patient care costs are subtracted from the total direct costs before applying an indirect cost rate.

### **Needs Assessments**

Tools (surveys, questionnaires, etc.) used to involve individuals in discussions about their lives and the communities in which they live. Community participants become involved in programming as they provide information about their social, economic, and environmental concerns.

### **No Cost Time Extension**

An extension of the period of performance beyond the expiration date to allow the principal investigator to finish a project. Usually, no additional costs are provided.

### **Non-disclosure Agreement (NDA)**

NDA is a legal contract between at least two parties that outlines confidential material, knowledge, or information that the parties wish to share with one another for certain purposes, but wish to restrict access to or by third parties.

### **Notice of Grant Award**

The legally binding document that serves as a notification to the recipient and others that a grant or cooperative agreement has been made; contains or references all terms of the award; and documents the obligation of funds.

### **OMB Circular A-21**

A Government circular that sets forth the rules governing the eligibility and calculation of costs in support of sponsored research, development, training and other works produced in agreement, with the United States Federal Government, but does not attempt to identify or dictate agency or institutional participation in those works. The last revision is dated May 10, 2004.

[http://www.whitehouse.gov/omb/circulars\\_a021\\_2004](http://www.whitehouse.gov/omb/circulars_a021_2004)

### **Office of Sponsored Research Services (OSRS)**

A consortium of Texas A&M University System members bringing together expertise and consistent and efficient procedures to enhance research administration. OSRS manages pre and post award research activities for faculty in CEHD. <http://osrs.tamus.edu/>

### **Other Sponsored Activities**

Per A-21, means programs and projects financed by Federal and non-Federal agencies and organizations that involve the performance of work other than instruction and organized research. Examples of such programs and projects are health service projects, and community service programs. However, when any of these activities are undertaken by the institution without outside support, they may be classified as other institutional activities.

### **PI**

Also known as Principal Investigator or Project Director and, is typically, a faculty member who submitted a proposal that was accepted and funded by an external sponsor. The PI has primary responsibility for technical compliance, completion of programmatic work, and fiscal stewardship of sponsor funds.

### **Peer Review**

A system using reviewers who are the professional equals of the principal investigator or program director responsible for directing or conducting the proposed project. It is a form of objective review. Peer review is legislatively mandated in some programs and in other programs is administratively required.

### **Period of Performance**

In a sponsored award, the period during which the proposed work will be completed and the funds awarded are available for expenditure by the recipient.

### **Preproposal**

Internal notification tool used by CEHD when a decision is made to write a proposal. After submission of the online preproposal form, an email is generated to the department head, research dean, and preaward contact. [Link to Form](#)

### **Program/Project Officer/Technical Representative**

An individual designated by a sponsor as responsible for the technical, scientific, and/or programmatic aspects of a particular award. A program/project officer serves as the sponsor's counterpart to the principal investigator or project director of the grantee and contractor organization. He or she deals with the grantee or contractor organization staff to assure programmatic progress. He or she is not authorized to change the terms of the award—these actions require an award modification executed by the Grant or Contract Officer.

### **Progress Report**

Periodic, scheduled reports required by the sponsor summarizing research progress to date. Technical, fiscal, and invention reports may be required.

**Qualitative**

Data that is difficult to measure, count, or express in numerical terms. For example, a participant's impression about the fairness of a program rule/requirement is qualitative data.

Quantitative data can be expressed in numerical terms, counted or compared on a scale. For example, improvement in a child's reading level as measured by a reading test.

**Quantitative**

In the social sciences, quantitative research refers to the systematic empirical investigation of social phenomena via statistical, mathematical or computational techniques.

**Request for Applications (RFA)**

Announcements that indicate the availability of funds for a topic of specific interest to a sponsor. Proposals submitted in response to RFAs generally result in the award of a grant. Specific grant announcements may be published in the Federal Register and/or specific sponsor publications.

**Request for Proposal (RFP)**

Announcements from a funding agency or foundation to solicit proposals for new grant opportunities. The RFP lists a topic of research, methods to be used, product to be delivered, appropriate applicants sought, deadline, and eligibility requirements. Notices of federal RFPs are published in the Commerce Business Daily.

**Salary Savings**

Salary savings occur in a fiscal year when 9 or 12 month faculty are funded by external grants for a portion of their salary that exceeds their base. Salary on the grant must replace state dollars in order to generate salary savings. The CEHD policy for salary savings return is 20% of the savings stays in the Dean's Office and the remaining 80% will be sent to the PI's department to be distributed as follows: 1) if any expenditure by the department is required to hire faculty to teach course(s) that grant-funded faculty wish to buy out (course replacement costs), this amount will be subtracted from the 80% salary savings returned to the department; and 2) from the funds remaining after the Dean's 20% and any course replacement costs are subtracted, 33% will be awarded to the PI as compensation and 67% to the PI's department. [For more information](#)

**Scope of Work**

The description of the work to be performed and completed on a research project.

**Senior Personnel**

Professional personnel who are responsible for the scientific or technical direction of project.

**Sponsor**

The organization that funds a research project.

**Stipend**

A payment made to an individual under a fellowship or training grant in accordance with pre-established levels. A stipend provides for the individual's living expense during the period of training.

**Subcontract, Subgrant, or Subagreement**

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.