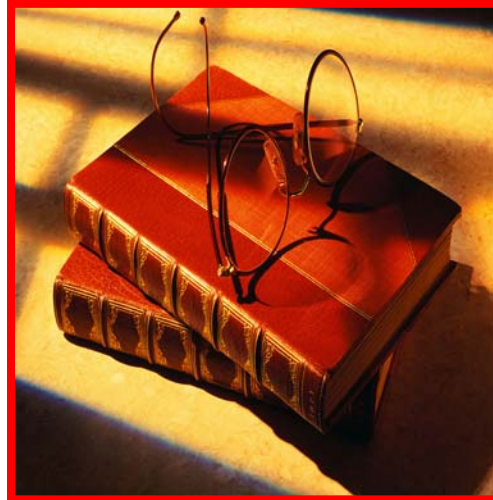




Medical College of Georgia

GEORGIA'S HEALTH SCIENCES UNIVERSITY

Division of **SPONSORED PROGRAM ADMINISTRATION** **Glossary for Research Administrators**



A-21

“Cost Principles for Educational Institutions,” a circular published by the federal *Office of Management and Budget (OMB)* that establishes the principles for determining the costs applicable to grants, contracts, and other government agreements with educational institutions (also known as Sponsored Projects). Circular A-21 determines the terms of direct and indirect costs, allowable and unallowable expenditures, and Cost Accounting Standards.

A-110

“Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations,” a circular published by the federal Office of Management and Budget (OMB). This circular sets forth standards for obtaining consistency and uniformity among Federal agencies in grant administration with institutions of higher education, hospitals, and other non-profit organizations.

A-133

Audits of States, Local Governments, and Non-Profit Organizations, a circular published by the federal Office of Management and Budget (OMB).

Account Code

Used for detail of revenues, expenditures or balance sheet accounts (In SPA, the account codes used for expenditures are 950000- Indirect Cost, 500000- Personnel, 600000- Travel, 700000- Supplies, and 800000- Equipment).

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Actual Cost

These costs are incurred and paid expenses that have posted against the project/grant and are reflected in the Peoplesoft ledgers.

Allocable Costs

Those allowable costs that have a direct benefit to the sponsored project to which they are being charged.

Allowable Costs

Those categories of costs that can be charged to a grant, such as salaries and scientific supplies. Certain types of costs, such as the cost of alcoholic beverages, are not allowable and may not be charged to a sponsored project.

AR Billing System (ARB)

Accounts receivable and billing system used by SPA to invoice sponsors for incurred expenditures on a project. This system also allows for tracking of outstanding invoices yet to be paid by sponsors and deposits that have been received from sponsors.

Audit

A formal examination of an organization's or individual's accounts or financial records. An audit may also include examination for compliance with applicable terms, laws, and regulations.

Authorization to Budget (ATB)

A tool that allows a budget to be setup when a project is expecting payment, but has yet to receive any funds from the awarding sponsor. This form may also be used when we have yet to receive a fully executed agreement, due to unforeseen delays, but the agreement is forthcoming. It is important to note that until payment is received, expenses charged against the ATB are the responsibility of the department. The form and instructions may be found at: <http://www.mcg.edu/SPA/forms/AuthToBudget.pdf>

Authorizing Official on Record (AOR)

The institutional representative who has the authority to commit the university to the conduct of a proposed project and who thereafter represents the university in dealing with the supporting agency on all administrative matters concerning the project.

Bridge Funding

Provides one year of funding so investigators can continue research while reapplying for an R01 grant, or enable new investigators to gather preliminary data to improve their applications. A bridge award is made as an R21 with one year of funding, which the PI can choose to spend over a two-year period. This enables the PI to submit an amended R01 application for the next receipt date while receiving interim (bridge) funding under the R21 mechanism.

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Budget

The detailed statement outlining estimated project costs to support work under a sponsored project.

Budget Amendment

The act of amending the budget by transferring amounts from one budget category or line item to another. The form may be found at: <http://www.mcg.edu/SPA/Sponsforms/ba.pdf>

Also see the budget amendment guidelines at

<http://www.mcg.edu/SPA/PostAwardProcedures/Rebudgeting%20Guidelines.pdf>

Budget Period

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

Carryover / Carryforward

The unobligated balance remaining at the end of a budget period that may be or is carried over into a subsequent budget period.

Catalog of Federal Domestic Assistance (CFDA)

A 6-digit number that is formatted as: XXX.XXX. A CFDA number is assigned to all forms of federal assistance, everything from grants to social security retirement funds. This number can usually be found on the award document. It is important to record this number for audit purposes.

ChartField Combination (CFC)

PeopleSoft term used in General Ledger. A chartfield is a long string of numbers coding fund, account, project, activity, etc. There is one chartfield for each transaction. This is sometimes referred to as the “account string.” For more information click on the link below:

<http://www.mcg.edu/SPA/CFC%20for%20SPA%20website%20Sp%20Mgmt%20Tools%20-%20Adobe.pdf>

Class Code

Classification Code or Funding Source, designated by a 5 digit numeric code. This classification is used to denote the specific source of funding for both Revenues and Expenditures. (e.g. federal, state, etc.)

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Clinical Trial

A clinical trial is a controlled study involving human subjects, designed to evaluate prospectively the safety and effectiveness of new drugs or devices or of behavioral interventions. Clinical trials are frequently multi-centered, i.e., investigators from a number of institutions follow the same study protocol and results from all investigators are pooled for analysis. Typically non-federal, industry awards.

Close Out

The act of completing all internal procedures and sponsor requirements to terminate or complete a research project. Some sponsoring agencies specify close out procedures or require specific documents.

Co-Investigator

An individual involved with the PI in the scientific development or execution of a project. Also referred to as a Co-PI.

Collaborator

An individual involved with the principal investigator in the scientific development or execution of the project. These individuals would typically devote a specific percent of effort to the project and would be identified as key personnel. The collaborator may be employed by, or affiliated with, either the grantee organization/institution, or an organization participating in the project under a consortium or contractual agreement.

Committed Cost Sharing

Mandatory or voluntary cost sharing that is pledged in the proposal's budget or stated in the award documents.

Competing Proposals (New or Renewals)

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.

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Conflict of Interest Form

Federal law requires that universities receiving federal funding maintain and enforce policies about potential conflicts of interest. As a result, all persons responsible for the design, conduct, or reporting of research or other activities on all sponsored programs are required to disclose any potential conflicts of interest, financial or otherwise, that might arise. For example, if a faculty or his/her family member owned a business that stood to profit as the result of a sponsored activity, that must be disclosed. Conflict of interest forms must be filed annually. It is the individual's responsibility to report any changes to the information provided on the form.

Consortium Agreement

A collaborative arrangement in support of a research project in which a portion of the programmatic activity is carried out through a formalized agreement between the grantee and one or more other organizations that are separate legal entities administratively independent of the grantee.

Consultant

An individual that provides professional advice or services on the basis of a written agreement (may or may not be paid). These individuals are normally not employees of the organization receiving the services. Consultants also include firms that provide professional advice or services. MCG employees can be consultants on studies, but cannot be paid.

Continuation Project (Non-Competing)

Applicable to grants and cooperative agreements only. A project approved for multiple-year funding, although funds are typically committed only one year at a time. At the end of the initial budget period, progress on the project is assessed. If satisfactory, an award is made for the next budget period, subject to availability of funds. Continuation projects do not compete with new project proposals and are not subject to peer review beyond initial project approval.

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.

Cooperative Agreement

A support mechanism used when there will be substantial Federal scientific or programmatic involvement. Substantial involvement means that, after award, scientific or program staff will assist, guide, coordinate, or participate in project activities.

Co-Principal Investigator (Co-PI)

An investigator sharing equal responsibility for the direction of a research program.

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Cost Accounting Standards (CAS)

Federally mandated accounting standards intended to ensure uniformity in budgeting and spending funds.

Cost Overrun

Direct costs incurred and charged to a sponsored project in excess of the awarded amount.

Cost Reimbursement Contract / Grant

An agreement for which the sponsor pays for the actual costs incurred in the conduct of the work up to an agreed-upon amount. Any unspent funds revert to the sponsor.

Cost-Sharing

It is the portion of the project expenses that is not reimbursed by the sponsor. Example: an institution receives a grant for a research project to have a total cost of \$100,000. The sponsor agrees to pay 75% (\$75,000) and the institution agrees to pay 25% (\$25,000). The \$25,000 is the cost-sharing component. Cost-sharing is either mandatory, voluntary-committed, or voluntary uncommitted. Refer to the Cost-Sharing policy for more information. <http://www.mcg.edu/Policies/7005.html>

Cost Transfer

A Cost Transfer occurs when an expenditure charged to one project is moved to another project, after the fact. The Cost Transfer Policy can be found at: <http://www.mcg.edu/Policies/7001.html>

Deferred Charges

Actual paid expenses on a project in which SPA approval is delayed pending further justification of charge.

Deficit

Expenditures exceed funds available.

Department Number

An eight digit numeric code used to denote the identity of an operating or budget unit within the institution.

Direct Costs

Expenses specifically associated with a particular sponsored project. Direct cost expenses can be identified to such activities relatively easily with a high degree of accuracy. Refer to the Direct Charging policy for more information. <http://www.mcg.edu/policies/7008.html>

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DS-2

The short reference for Disclosure Statement – A requirement of Circular A-21 that educational institutions receiving funding in excess of \$25 million annually must file a statement with their federal cognizant audit agency that describes the cost accounting practices of the institution.

DUNS Number

A nine-digit number assigned to businesses and organizations by the Dun & Bradstreet Corporation as a means of identification and classification

Effort

The amount of time spent on work related activities (Instruction, Research, Patient care, Administration, etc) for which MCG compensates an individual. Total effort may not exceed 100%.

Effort Reporting

A process required by the federal government to verify that direct charges for salary to federally sponsored agreements are reasonable and reflect actual work performed. The Effort Reporting Policy can be found at: <http://www.mcg.edu/Policies/7004.html>

Electronic Research Administration (ERA)

Conducting research administration by utilizing electronic resources such as the Internet, the world wide web, form templates, databases, and other electronic tools.

Encumbrance

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

Equipment

An article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

eRA Commons

Systems that enable the electronic transmission of information between NIH and our partners in the research community. See <https://commons.era.nih.gov/commons/>

Expanded Authorities

Operating authorities provided to grantees that waive the requirement for NIH prior approval for specified actions.

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Expenditures

Costs charged to sponsored projects to pay for personnel, travel, supplies, etc.

Expense Credit

A credit for a reimbursement of an expenditure incurred and paid against a project. All expense credits must be accompanied by an Expense Credit form and if the credit is issued to a sponsored project, the form and any additional documentation must be forwarded to SPA for approval. The form can be found at:

<https://my.mcg.edu/portal/page/portal/forms/Controller/ControllerFinancialAccounting/ExpenseCreditForm.pdf>

Extramural Funding

Funding for research projects received from external sponsors.

Facilities and Administrative (F&A) Costs

Costs incurred that are 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 and/or overhead. Award bases include Total Direct Cost, Salary & Wage, Modified Direct Cost, and New Modified Direct Cost. For more information, see <http://www.mcg.edu/SPA/farates.htm>

Federal Flow-Through

State or non-federal agency awards which are actually funded, in total or in part, by federal agencies. As a sub-recipient of these funds, the University must adhere not only to the requirements of the non-federal agency issuing the award, but to the federal and agency policies of the federal agency which is the source of the award.

Fellowship Programs or “F” Awards

These provide research training to individuals to broaden their scientific background. They usually carry a stipend and a lump sum for supplies, insurance, and travel. They are typically awarded to individuals.

Fiscal Year (FY)

Any twelve-month period for which annual accounts are kept (at MCG, July 1 through June 30).

Financial Status Report (FSR)

A standard Federal form (Form 269) for reporting expenditures for a grant or cooperative agreement for a particular reporting period.

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Fixed-Price Agreement

An award for which one party pays the other party a predetermined price, regardless of actual costs, for services rendered.

Fringe Benefits

Employee benefits paid by the employer (e.g. FICA, Worker's Compensation, Withholding Tax, Insurance, etc).

Fund Code

A five digit numeric code used to denote the specific source of funding for both Revenues and Expenditures. Note: SPA only manages funds 20000 and 21021.

Funding Cycle

Range of time during which proposals are accepted, reviewed, and funds are awarded. Also referred to as Funding Period

Grant

A type of financial assistance awarded to an organization for the conduct of research or other program as specified in an approved proposal.

Grants Management Officer

An NIH official responsible for the business managements aspects of grants and cooperative agreements, including review, negotiation, award, and administration, and for the interpretation of grants administration policies and provisions. Only GMOs are authorized to obligate NIH to the expenditure of funds and permit changes to approved projects on behalf of NIH.

Grants Management Specialist

An NIH staff member who oversees the business and other non-programmatic aspects of one or more grants and/or cooperative agreements. These activities include but are not limited to, evaluating grant applications for administrative content and compliance with statues, regulations, and guidelines; negotiating grants; providing consultation and technical assistance to grantees; and administering grants after award.

Grant Officer (Pre-Award)

Serves as the institutional counterpart to management matters associated with review, negotiation, award, and administration of a grant or contract. Also, interprets the associated administration policies regulations, and provisions.

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Human Assurance Committee (HAC)

Reviews **all** research studies involving human subjects including, but not limited to, records, surveys, tissues or other human derived materials conducted at MCG, MCG Health Inc, and Augusta's Department of Veterans Affairs Medical Center.

Incremental Funding

A method of funding contracts that provides specific spending limits below the total estimated costs.

Indirect Costs

See Facilities and Administrative (F&A) Costs

Indirect Cost Rate

The rate, expressed as a percentage of a base amount (TDC, MTDC, or NMDC), 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.

In-Kind Contribution

A non-cash commitment (such as contributed effort, facilities use, or supplies) to share the costs of a sponsored project.

Institutional Base Salary

The annual compensation paid by an organization for an employee's appointment, whether that individual's time is spent on research, teaching, patient care, or other activities. Base salary **excludes** any income that an individual is permitted to earn outside of duties for the applicant/grantee organization. At MCG, excluded amounts include Research Incentives and PPG revenue distributions. Base salary may not be increased as a result of replacing organizational salary funds with NIH grant funds.

Institutional Review Board (IRB)

A board or committee organized at the institution to provide a review at the institutional level for ethical concerns in research, such as laboratory animal care and the use of human subjects in research.

Instruction

Instruction means the teaching and training activities of an institution. Instruction includes all teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions, such as a summer school division or an extension division. Instruction also includes sponsored instruction and training which means specific instructional or training activity by grant, contract, or cooperative agreement.

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Intellectual Property

This is a broad term that encompasses the various intangible products of the intellect of inventors. These include patents, trademarks, copyrights, trade secrets, know-how, and other proprietary concepts, including an invention, scientific or technological development, and even computer software and genetically engineered micro-organisms.

Intramural Grants Program (IGP)

The Intramural Grants Program (IGP) is administered through the Office of the Vice President for Research. Its purpose is to assist Medical College of Georgia faculty members in competing successfully for major research funding from external sponsors.

“K” Awards

Awards for the enhancement of one’s career by supporting opportunities for additional experience, commonly for short periods.

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.

Leave Payout

Annual leave balance remaining after an employee terminates from MCG. This balance is eligible for payout up to 45 days under the policy on Accrual and Use of Annual Leave.

Leveraged Funds

Any additional relevant cash or in-kind resource that is received as a result of a specific sponsored project award. Leveraged funds may include either funds that are awarded from external sources (e.g. an award from a sponsor to support a project) or institutional funds/resources (e.g., salaries, supplies, etc.)

Mandatory Cost Sharing

Cost sharing that is required by the sponsor, is stated in the Notice of Award, must be documented, and must be reported to the sponsor.

Matching Funds

A cash commitment to share the costs of a sponsored project. See also Cost Share.

Medical College of Georgia Research Institute (MCGRI)

Typically the applicant organization, separate legal entity from MCG.

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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)

MTDC is calculated by subtracting from total direct costs the charges for equipment (\$1,000 threshold), patient care costs, tuition, rent, and each subcontract in excess of the first \$25,000.

Modular Application

A type of grant application in which support is requested in specified increments without the need for detailed supporting information related to separate budget categories. Note: a detailed internal budget is still required.

New Award

An award not previously awarded or a renewal or continuation award treated as a new award by the sponsor and given a new agency number.

New and Competing Proposals

Proposals that are submitted for the first time or ongoing projects that must re compete for funding prior to expiration of the original award.

New Modified Total Direct Costs (NMDC)

New F&A rates for FY05-FY09 approved and effective October 2005 to all New Awards. NMDC is calculated by subtracting from total direct costs the charges for equipment (\$5,000 threshold), patient care costs, tuition, rent, and each subcontract in excess of the first \$25,000.

No-Cost Extension (NCE)

An extension of the project period beyond the expiration date to allow the principal investigator to finish a project. No additional funding is provided. Note: A NCE should not be requested solely for the purpose of expending remaining funds.

Non-Competing Continuation

Usually simple proposals which take the form of annual technical progress reports for a multiple year grant; these can be the simplest proposals submitted unless an investigator plans for significant changes in effort and scope of the project. Applications for this continued support do not undergo peer satisfactory progress by the PI. These awards provide incremental funding within a project period without the requirement for additional peer review or competition.

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Notice of Award (NOA)

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.

Office of Clinical Investigative Services (OCIS)

Provides an initial review and analysis of MCG corporate-sponsored research studies.

Office of Human Research Protection (OHRP)

Provides an internal monitoring function and educational forum for the Medical College of Georgia to assure that all clinical studies utilizing human subjects and/or human derived materials comply with federal, state and institutional regulations and policies to protect research subjects, the university and the research team.

Office of Technology Transfer and Economic Development (OTTED)

Designed to help faculty, staff and student researchers with their inventions by serving as a resource on matters related to intellectual property.

Organized Research

All research and development activities of an institution including sponsored research. Sponsored research includes all research and development activities that are sponsored by Federal and non-Federal agencies and organizations. This term includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.

Other Sponsored Activities

This means programs and projects financed by Federal and non-Federal agencies and organizations which 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.

Payment Management System (PMS)

System used to obtain funds from the federal government.

Personnel Action Request (PAR)

Proactively establishes payroll distribution for employees.

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Post-Award (within SPA)

Responsible for overseeing the fiscal activities of an award *once a project is funded by an extramural sponsor*. For more information visit SPA website at: <http://www.mcg.edu/SPA/index.htm>

Pre-Award (within SPA)

Responsible for all functions leading up to the award of a grant or execution of a contract. For more information visit SPA website at: <http://www.mcg.edu/SPA/index.htm>

Pre-Award Costs

Costs incurred prior to the effective date of an award.

Principal Investigator (PI)

The individual responsible for the conduct of research or other activity described in a proposal for an award. The PI is responsible for all programmatic and administrative aspects of a project or program.

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.

Program Code

A five digit numeric code that indicates the type of grant/contract (e.g. research, instruction, clinical, etc.)

Program Income

Gross income earned by a grantee that is directly generated by the grant-supported project or activity or earned as a result of the award.

Program Official

The NIH official responsible for the programmatic, scientific, and/or technical aspects of a grant.

Program Project Grant

A project for support of a broadly based and usually long-term program of research activity. These grants are flexible, usually directed toward a range of problems within a broad category and have a central research focus rather than a specific single purpose.

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Progress Report

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

Project I.D.

An alpha/numeric code that lends itself to the sponsoring agency and identifies a specific project/grant.

Project Period

The total time for which support of a project has been programmatically approved. A project period may consist of one or more budget periods.

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 the principal investigator.

Rebudget

Process by which funds available for spending are reallocated between budget categories to allow best use of funds to accomplish project goals.

Renewal

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

Research

Investigation or experimentation aimed at the discovery and interpretation of facts, revision of accepted theories in the light of new facts, or the application of such new or revise.

Research Incentive Program

Research Incentives are distributed each fiscal year and are funded from MCGRI's portion of the Facilities and Administrative Costs (F&A; also known as indirect cost) recovered in connection with extramural awards. MCGRI's portion is 21.7% of the total research indirect cost recovery; the remaining 78.3% is received by MCG or directed to specific institutional projects. Please refer to the Research Incentive Policy for more information. The policy can be found at: <http://www.mcg.edu/SPA/mcgri/researchIP.pdf>

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Residual

A residual balance is defined as an unobligated balance of funds remaining in a sponsored account at termination of the project and closeout of the account. An unrestricted residual balance is defined as a remaining balance that is not required to be returned to the external funding source. A residual balance account is an account established for the purpose of receiving the transfer of an unrestricted residual balance at the closeout of a sponsored account.

Revision

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.

R01 Grant

The Research Project (R01) grant is an award made to support a discrete, specified, circumscribed project to be performed by the named investigator(s) in an area representing the investigator's specific interest and competencies, based on the mission of the NIH.

Scope of Work

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

Significant Rebudgeting

A threshold that is reached when expenditures in a single direct cost budget category deviate from the categorical commitment level established for the budget period by more than 25 percent of the total costs awarded. Significant rebudgeting is one indicator of a possible change in scope.

Site Visit

An agency-initiated review of a proposed project conducted at the applicant's institution.

Sole Source Acquisition

A procurement that does not provide full and open competition, but is effected because only one source is available.

Special Purpose Equipment

Equipment which can be used only for research, scientific, or other technical activities.

Sponsor

Individual or organization that provides funds to a project.

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Sponsored Program Administration (SPA)

Serves as the principal interface between the Medical College of Georgia and external agencies providing sponsored program support, including the Medical College of Georgia Research Institute (MCGRI). It is responsible for the complete range of sponsored program management, including pre-award responsibilities for coordination of routing, review, and institutional approval of proposals and applications; award receipt and account establishment; re-budgeting and institutional prior approval; and account closeout activities.

Sponsored Programs Information Network (SPIN)

An online research system available by subscription for research opportunities developed by the InfoEd.

Sponsored Research

Research conducted by employees using MCG space, facilities, materials, equipment, or property, and which is financed by contract payments, grants, or gifts from any source other than the institution's funds.

Stipend

A payment made to an individual under a fellowship or training grant in accordance with the pre-established levels to help defray the individual's living expenses during the period of training.

Subcontract

A document written under the authority of, and consistent with the terms and conditions of an award, that transfers a portion of the research or substantive effort of the prime award to another institution or organization.

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.

Terms of Award

All legal requirements imposed on an agreement by the sponsor, whether by statute, regulation(s), or terms in the award document. The terms of an agreement may include both standard and special provisions that are considered necessary to protect the sponsor's interest.

Total Direct Costs (TDC)

The total of all direct costs of a project.

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Total Project Costs

The total allowable direct and indirect costs incurred by the institution to carry out an approved project or activity.

Training Grants or “T” Awards

Usually given for more than one individual and has stipends, tuition and fees. Funds for supplies and insurance may also be included.

Unallowable Costs

Specific categories of costs that cannot be charged, directly or indirectly, to federally sponsored agreements in accordance with Federal regulations.

Uncommitted Cost Sharing

Cost sharing that is not pledged in the proposal or stated in award documents. This type of cost sharing is above that agreed to as part of the award.

Unrestricted Funds

Monies with no requirements or restrictions as to use or disposition. Grants, contracts, and cooperative agreements are considered to be restricted funds, while gifts are usually considered unrestricted funds.

Voluntary Cost Sharing

Cost sharing that is not required by the sponsor, is stated in the Notice of Award, and although not reported to the sponsor, must be documented through established procedures.