

# Sponsored Programs Glossary

## **Academic Year Salary**

The individual faculty member's regular compensation for the nine-month academic year period. For more information see Base Salaries and Summer Salaries.

## **Allowable Costs**

Most sponsors have restrictions on what can be purchased with grant funds. These restrictions vary and there are significant differences between federal and non-federal sponsors.

## **Audit**

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

## **Award**

Funds that have been obligated by a sponsoring agency or organization for a specific project either as a grant, contract or cooperative agreement.

## **Base Salary**

The initial salary paid to an employee, not including any benefits, bonuses or raises whether that individual's time is spent on research, teaching, or other activities. Base salary does not include supplemental pay from grants or other sources or any income an individual may be permitted to earn outside of their duties to the university.

## **Budget**

A listing of anticipated project expenses representing the Principal Investigator's best estimate of the funds needed to support the proposed project activities.

## **Budget Justification/Narrative**

A written description of the methods used to prepare a project budget, including an explanation of the individual expenses of larger budget categories.

## **Consultant**

An individual who provides professional advice or services for a fee, but not as an employee of the university.

## **Contract**

A formal and legally binding agreement that outlines the terms and conditions of an award to the university for products, goods or services.

## **Cooperative Agreement**

A contract for research or services where there will be substantial involvement from the sponsor in the project.

**Cost-Sharing**

A portion of the total project or program expenses provided, either in-kind or cash, by a person or entity other than the primary sponsor.

**Cost Transfers**

A mechanism to correct errors in charging or to allocate charges supporting more than one project or using more than one university account for purchase.

**Direct Cost**

Costs that can be tied directly to a specific sponsored project, instructional activity or other scholarly activity.

**Effort Reporting**

A method of documenting the work time devoted to a federally sponsored grant or contract and is expressed as a percentage of professional activity devoted to a project.

**Equipment**

Tangible nonexpendable personal property, including exempt property, charged directly to the grant having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

**Facilities and Administrative (F&A)/Indirect Costs/Overhead**

Charges that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project, instructional activity or other scholarly activity. The rate is expressed as a percentage of a base amount, established by negotiation with the institution's cognizant federal agency on the basis of the institution's projected costs for the year and distributed as prescribed in OMB Circular A-21.

**Fringe Benefits**

Direct costs charged on all salaries for faculty, staff or student employees of the university. The rates are established each fiscal year and are based on the costs to the university for employees' insurance costs, federal and state taxes, retirement contributions and unemployment insurance.

**Grant**

A sum of money given by a government or other organization for a particular purpose after receiving a proposal outlining the research or activities to be completed. There is no substantial involvement between sponsor and recipient during the performance of activities.

**Matching Funds/In-Kind Contribution**

Contributions of equipment, supplies or other tangible resource, as distinguished from a monetary grant. It can be in the form of infrastructure support, office supplies support, equipment support etc.

**No-Cost Extensions**

Requests to allow for additional time to complete the work or prepare technical and/or financial reports for the project. No-cost extensions are NOT appropriate to provide time to spend down balances left at the end of the grant.

**Participant Support**

Costs for items such as stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (never employees) in connection with meetings, conferences symposia or training projects. Funds provided for participant support may not be used by grantees for other categories of expense without the specific prior written approval of the sponsor. Participant support allowances may not be paid to trainees who are receiving compensation, either directly or indirectly, from other Federal government sources while participating in the project.

**Postdoctoral Associate**

An individual who received a Ph.D., M.D., D.Sc. or equivalent degree less than five years ago, who is not a member of the university's faculty, and who is not reported as Senior Personnel.

**Principal Investigator (PI)/Program or Project Director (PD)**

The individual(s) designated by the applicant organization to have the appropriate level of authority and responsibility to direct the project or program to be supported by the award.

**Publication Costs**

Costs of documenting, preparing, publishing, disseminating and sharing research findings and supporting material.

**Senior Personnel**

Individuals who contribute to the scientific development or execution of the project in a substantive, measurable way whether or not salaries are requested, but are not Principal Investigators.

**Sponsor**

The funding agency or organization; federal, state agency or foundation.

**Subaward/Subcontract**

Any agreement, other than one involving an employer-employee relationship, entered into by a prime awardee or contractor calling for supplies or services required solely for the performance of the prime contract or another subcontract.

**Summer Salary**

The three months outside the academic year where faculty on a nine-month appointment can generate earnings in addition to their base by receiving grants or contracts at a rate not to exceed university standards.