

Basic Grant Terminology

Contract

A mutually binding legal relationship obligating the seller to furnish supplies or services and the buyer to pay for them. Contracts do not include grants and cooperative agreements.

Cooperative Agreement

An award mechanism used in lieu of a grant in which substantial programmatic involvement by the sponsor is anticipated.

Effort Reporting / Certification

Mechanism by which faculty/administrative effort commitments and salary charges made to sponsored projects are documented, reported on and signed by the individual working on the award, or by an individual possessing firsthand knowledge about personnel working on the award.

Electronic Research Administration (ERA)

Electronic and Web-based systems designed to support the administration, management and knowledge base of sponsored research.

Financial Conflict of Interest (COI)

The revealing of relevant significant financial interests of faculty and or staff (including those of their spouses and dependent children) which could appear to affect their research. Conflict of Interest Disclosure statements are required by the University for National Science Foundation or Health and Human Services.

Grant

An arrangement under which there is a transfer of funds, property, services or anything of value from the sponsor to the institution to assist the institution in reaching a particular institutional goal or public purpose. Typically, no programmatic involvement between the institution and the sponsor occurs under a grant.

Institutional Review Boards (IRB)

Review boards established by institutions to ensure the protection of the rights and welfare of human research subjects participating in research conducted under their auspices. IRB's make an independent determination to approve, require modification in, or disapprove research protocols based on whether human subjects are adequately protected, as required by federal regulations and local institutional policy.

Key Personnel

Individuals who contribute in a substantive way to the scientific development or execution of a project, regardless of whether or not they receive compensation from the grant supporting that project. Must include Principal Investigator and any other personnel that the PI designates.

Matching or Cost Sharing

The value of third-party in-kind contributions and the portion of the costs of a project or program not borne by the sponsor. Matching or cost sharing may be required by law, regulation, or administrative decision. Costs used to satisfy matching requirements are subject to the same policies governing allowability as other costs under the approved budget.

Misconduct in Science

Fabrication, falsification, or plagiarism in proposing, performing, or reporting research, or in reporting research results.

Notice of Grant Award (NGA)

The legally binding document that notifies the grantee institution that a grant or a cooperative agreement has been made. Contains references to the award's terms and conditions.

Peer Review

System for evaluating research applications that use reviewers who are the professional equals of the applicant.

Preapplication (pre-proposal or letter of intent)

A statement in summary form of the intent of the applicant to request funds. May be used to determine the applicant's eligibility and the competitiveness of the project with other applications and to eliminate proposals for which there is little or no chance for funding.

Principal Investigator (PI) / Co-Investigator

Faculty or staff member who directs the technical and administrative work of a sponsored project. CoPI is a faculty member who collaborates with the Principal Investigator (PI) in the execution of the research project.

Program Announcement (PA)

Process by which federal agencies publicize and implement new extramural grant programs and priorities, or update existing programs.

Progress Report / Final Report

Documentation required by sponsor at a defined time providing status of a project. May include financial, technical, or other reports. The final report is the technical or financial report required by the sponsor to complete a research project.

Proposal

Request submitted to a sponsor setting forth a project that includes at a minimum a description of the work and a budget.

Request for Applications / Requests for Proposals (RFA / RFP)

Formal announcement by sponsor of a funding initiative to support research projects within a well-defined area. Typically RFA's are published in the Federal Register, agency announcements, or in a foundation announcement. Federal RFP's are published in the Commerce Business Daily.

Sponsored Award / Restricted Funds

A sponsored award is an external funding instrument, usually in the form of a grant, contract, or cooperative agreement, from a sponsor, typically for a research or training project under an agreement that includes any one of the following:

- terms which bind the University to a line of scholarly or scientific inquiry specified to a substantial level of detail
- a line-item budget
- terms which require financial reports to be given to the sponsor
- terms which require the award to be subject to external audit
- terms which require unexpended funds be returned to the sponsor at the conclusion of the project
- terms which provide for the disposition of either tangible or intangible properties that may result from the activity (tangible property includes equipment, records, theses, inventions, etc.).