

## **Glossary for Grant Developers**

**AOR (Authorized Organizational Representative):** The administrative official who on behalf of the proposing organization is empowered to make certifications and assurances and can commit the organization to the conduct of a project that the funding agency is being asked to support as well as to adhere to various funding agency policies and grant requirements.

**Application:** The formal document submitted by a potential grantee seeking funds. The application is the most complete presentation of the project and is often the basis for the grant agreement. See also PRE-APPLICATION and GRANT AGREEMENT.

**Audit (Financial):** An examination of an agency's accounting documents by an outside expert. Upon review, the expert prepares an opinion as to consistency and conformity with Generally Accepted Accounting Principals. Audits are generally conducted after the end of the fiscal year. Some grant programs require an audit of grant funds at the end of the project.

**Audit (Program):** A review of the accomplishments of a grant funded program by the staff of the funding agency. A program audit may be mandatory or random. Also known as Monitoring.

**Authorization:** Authorization is the legal authority upon which a program is based. Sometimes known as Enabling Legislation.

**Basic research:** Research that adds something new to the body of knowledge in a particular field, as opposed to *applied research* that studies the relationship and/or applicability of theories or principles of a particular field to the solution of a problem. (Example: Research on the regeneration of cells is *basic*; studying how the regeneration of cells is related to tumors is *applied*.)

**Beneficiary:** A member of the target population for whom the grant was prepared. For example, a student attending adult literacy classes would be the beneficiary of a grant, while the school district would be the grantee or grant recipient.

**Boilerplate:** Those parts of contract or grant proposal which are standard and do not relate to the specific project for which the application is made.

**Case Study:** A data-collection method in which an entity, a person or situation is studied in depth over a period of time and through a variety of data. Usually includes a summary based upon both qualitative and quantitative data and may contain anecdotal information.

**Challenge Grant:** A grant that must be matched with money raised by the recipient.

**Cost sharing:** Financial contribution by an institution to a project supported primarily by a grant or project.

**Direct costs:** Those costs that can be identified specifically with a particular research project, an instructional program or any other institutional activity. Typical direct costs chargeable to a contract/grant agreement are the compensation of employees for performance or work under the contract/grant, including related staff benefit and pension plan costs, costs of materials used for the project or activity, and other items of expense incurred for the contract/grant (travel, equipment, use of computer time, etc.).

**DUNS Number:** Data Universal Numbering System (DUNS) number. The DUNS number is a nine digit number assigned by Dun and Bradstreet Information Services.

**Earmark Grants:** Earmark grants are grants that are appropriated by Congress prior to a peer review. The term "earmark" is a reference to the Congressional Record where the awards are written into the legislation specifically with the grant applicant's name, activity and dollar amounts.

**Empirical Research:** Research that seeks systematic information about something that can be observed in the real world or in a laboratory.

**Enabling Legislation:** See AUTHORIZATION.

**Extramural research:** Research that is conducted by non-agency personnel and funded by the agency.

**FastLane:** This is the online mechanism that must be used to electronically submit grant applications to the National Science Foundation. For more information, please call the Resource Development Department.

**Fiscal Year (FY):** A 12-month accounting period at the end of which the books are closed for an agency or government unit. Agency-wide financial audits are conducted after the end of the fiscal year.

**Formula or block grants:** Grants allocated by the federal government to state agencies based on a mathematical formula rather than through a competition. These funds are often re-granted within the state on a competitive basis.

**Funding Criteria:** A statement of goals or objectives which should be addressed in a proposal and which will be used to measure the quality of the proposal. May be published in the Federal Register in place of separate guidelines. Also known as selection criteria.

**Forward Funding:** Funds are appropriated in one fiscal year to be spent in the following fiscal year.

**FTE (full-time equivalent) enrollment:** The equivalent number of students enrolled on a full-time basis, determined by dividing the total number of credit hours for which all students are enrolled by the average number of credit hours in a full-time load.

**Funding Agency:** The agency, foundation or governmental unit that awards grants. Also known as Funder or Funding Agency.

**Funding Cycle:** The schedule of events starting with the announcement of the availability of funds, followed by the deadline for submission of applications, review of applications, award of grants, issuance of contract documents and release of funds. If funds are reappropriated or remain on hand after the first funding round, the cycle may start again. See APPLICATION, PRE-APPLICATION, and GRANT AGREEMENT.

**General Assurances:** Those requirements that must be met by the institution in order to receive state or federal funds (for example: compliance with drug-free workplace standards, non-discrimination and a limit on funds spent on lobbying).

**Grant Agreement:** A contract entered into by a grantee and a funding agency. Typically based on the application submitted by the grantee, the Grant Agreement commits the grantee to carry out certain activities, within a stipulated time frame, for a specific amount of money. The Grant Agreement often refers to, or incorporates, regulations that govern the use of grant funds. It is important to note that the Grant Agreement may include more restrictive conditions than were originally proposed by the funding agency or are required by law. The Grant Agreement may also be for less money than originally sought.

**Guidelines:** Format for a written application and an outline of program goals that should be addressed in the application proposal. Guidelines are published by the agency and are available from the program staff.

**Indirect or Facilities & Administrative Costs:** Those costs which are not readily identifiable with a particular project or activity but which are necessary to the general operation of the organization and the conduct of that activity it performs. Indirect costs include: cost of operating and maintaining buildings and equipment, depreciation, administrative salaries, general telephone expenses, general travel and supplies expenses. The indirect cost rate is a device for determining that proportion of an organization's general expenses each of its projects should bear. Each institution negotiates its rate with one agency of the federal government. Costs are then reimbursed to an organization based on its established rate as part of the costs of individual grant or contract with any federal agency.

**In-Kind:** A non-cash donation of labor, facilities or equipment to carry out a project. Typically, skilled and professional labor can be valued at the prevailing rate for the field. Work performed by a professional or skilled laborer outside of their field, however, is generally computed at some standard or minimum wage.

**Intramural or "in-house" research:** Research performed by the agency or staff.

**IRB (Institutional Review Board):** A specially constituted review body established or designated by an entity to protect the welfare of human subjects recruited to participate in biomedical or behavioral research.

**Letter of Intent:** A letter of intent expresses a grantor's willingness to commit funds to a project if other conditions are met. This letter allows the grantee to seek other funds without firmly committing the grantor to the project. It may also be a letter requested of the potential grantee so that the funding agency will know how many full applications to expect.

**Matching Funds:** Many funding sources will pay only a percentage of the cost of a project. The grant recipient is required to pay the difference with money or non-cash donations from other sources. The non-grant funds are known as Matching Funds or the Match.

**Monitoring:** See AUDIT (PROGRAM).

**Not-For-Profit:** An incorporated organization in which stockholders and trustees do not share in profits. Not-for-profits are usually established to accomplish some charitable, humanitarian or educational purpose. Also known as a 501(c)(3).

**Pass Through:** The act of a grantee receiving grant funds and dispersing those same funds to a sub-grantee. It is common for the grantee to perform the Program Audit of the Sub-Grantee. A portion of the grant funds are often retained by the Grantee to cover the cost of administration.

**PDF (Portable Document Format):** The National Science Foundation requires that a PDF file be submitted for the Project Description of a proposal and allows PDF file(s) for each of the proposal sections except the cover sheet and budget forms. PDF files allow users on different platforms (e.g. Windows, Mac and UNIX) to view files as originally intended by the author, if created properly.

**Performance Based Grant:** A type of grant where costs are reimbursed up to the amount earned by documenting the achievement of promised deliverables (or outcomes).

**Pipeline:** An informal term for grant applications that score well, but fall just short of being awarded. If additional money is allocated to the program, or if funded projects do not materialize, a grant application "in the pipeline" may be funded.

**Pre-Application:** A condensed version of an application. A pre-application is submitted before a full application is prepared. It is often used by Grantors to determine which applicants will be invited to submit a full application.

**Principal Investigator (PI):** The individual designated by the grant recipient and approved by the National Science Foundation (NSF) who will be responsible for the scientific or technical direction of the project.

**Pro forma:** Latin for "as a matter of form." Pro forma figures are the projected, proposed or hypothetical set of numbers for a project, typically the budget.

**Regulations:** Requirements for the operation of a program, published in the Federal Register (FR).

**Request For Proposals (RFP):** A solicitation by a grantor seeking applications from potential grantees. Also used by grantees to hire professional services.

**SRO - Sponsored Research (Projects) Office:** A term used primarily by the National Science Foundation. At MCC the Resource Development Department would serve as the SRO.

**Sub-Recipient:** A recipient of pass through grant funds from a grantee and not directly from the funding agency. A sub-recipient is held to all of the regulations of the original grant plus any conditions added by the grantee.

## **Common Federal Acronyms**

**ADA:** Americans with Disabilities Act

**BID:** Business Improvement District

**CBO:** Community Based Organization

**CDC:** Center for Disease Control

**CFDA:** Catalog of Federal Domestic Assistance

**CFR:** Code of Federal Regulations

**ED:** U.S. Department of Education

**EPA:** Environmental Protection Agency

**GAAP:** Generally Accepted Accounting Principles

**HUD:** U.S. Department of Housing and Urban Development

**IRB:** Institutional Review Board

**OSHA:** Occupational Health and Safety Administration

**OMB:** Office of Management and Budget

**NSF:** National Science Foundation

**QRT:** Quick Response Training

**VA:** Veterans Administration