While there is no single exhaustive glossary of terms, a number of definitions are essential prior to advancing into MUSC and ORSP policies and procedures. In addition, the following links are useful to learn other common grants-related terms and acronyms:


A-133 - This Circular sets forth standards for obtaining consistency and uniformity among Federal agencies for the states, local governments, and non-profit organizations expending Federal awards

A-21 [2 CFR, PART 220] - Cost principles for educational institutions (Office of Management and Budget) accordance with relative benefits received or other equitable relationships.

AGENCY OR FUNDING ENTITY - When MUSC refers to a federal agency, the federal definition is described as any executive branch, department of defense or military entity of the executive branch of government that awards grant or contract instruments.

ALLOWABLE COST - A cost incurred by a recipient that is: (1) reasonable for the performance of the award; (2) allocable; (3) in conformance with any limitations or exclusions set forth in the Federal cost principles applicable to the organization incurring the cost or in the NoA as to the type or amount of cost; (4) consistent with regulations, policies, and procedures of the recipient that are applied uniformly to both federally supported and other activities of the organization; (5) accorded consistent treatment as a direct or indirect cost; (6) determined in accordance with generally accepted accounting principles. The determination of allowability for educational institutions is governed by cost principles published as OMB Circular A-21.

APPLIED RESEARCH - research, which involves the effort to find applications for new knowledge, or to improve the human condition, rather than acquiring knowledge for knowledge’s sake.

AUTHORIZED INSTITUTIONAL OFFICIAL - an employee of MUSC who is approved by the MUSC Board of Trustees and President and has the legal and administrative authority, under a limited power of attorney, to bind the University in grant and contract administrative activities. This is also known as an Authorized Organizational Representative (AOR).

AWARD - a legal instrument for the provision of funding. A federal award is based on a congressional authorization and an appropriation. These are also called “assistance awards”.

BASIC SCIENCE RESEARCH- any research that is conducted for the purpose of investigation into the nature of something in order to obtain knowledge about the subject, as distinguished from applied research, which has more practical goals; however, knowledge gained through basic research may be put to practical uses through applied research.

BAYH-DOLE ACT – The Bayh-Dole Act of 1980 (Public Law 96-517; 35 U.S.C. 200-212), implemented by 37 CFR 401, affords grantees the right to elect title and retain ownership to inventions they develop with funding under an NIH grant award. Under the regulations, grantees are required to report all subject inventions to the awarding agency, as well as include an acknowledgement of federal support in any patents.
BUDGET - the plan for expenditure of funds required for an activity through support of designated services, materials and other allowable cost items.

BUDGET PERIOD - the intervals of time (usually 12 months) into which the grant project period is divided for budgetary and reporting purposes, not necessarily the total period of the project.

BUSINESS OFFICER/FISCAL OFFICER - the financial official of the grantee institution who has primary responsibility for accountability and reporting on grant or contract funds.

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) – is a government-wide compendium of Federal programs, projects, services, and activities that provide assistance or benefits to the American public. Each program is assigned a unique number by agency and program that follows the program throughout the assistance lifecycle enabling data and funding transparency. The complete CFDA number is a five-digit number, XX.XXX, where the first two digits represent the Funding Agency and the second three digits represent the program.

CATEGORICAL GRANTS - grant funds, which must be, expended within a certain field of interest, such as mental health, services for the handicapped, or maternity and childcare.

CENTER - an interdisciplinary unit or division within the University that reports to a Director, Department Chair, Dean, or Vice President.

CHANGE IN SCOPE - An activity whereby the objectives or specific aims identified in the approved grant application are significantly changed by the grantee after award. A change in scope typically requires prior approval from the funding agency.

CLASSIFIED RESEARCH - Research, knowledge of the procedures and results of which, is restricted to individuals with United States government security clearances.

CLINICAL RESEARCH – is patient-oriented research, including epidemiologic and behavioral studies, outcomes research, and health services research. Patient-oriented research is research conducted with human subjects (or on material of human origin such as tissues, specimens, and cognitive phenomena) in which a researcher directly interacts with human subjects. It includes research on mechanisms of human disease, therapeutic interventions, clinical trials, and development of new technologies, but does not include in vitro studies using human tissues not linked to a living individual. Studies falling under 45 CFR 46.101(b) (4) are not considered clinical research for purposes of this definition.

CLINICAL TRIAL - A prospective biomedical or behavioral research study of human subjects that is designed to answer specific questions about biomedical or behavioral interventions (drugs, treatments, devices, or new ways of using known drugs, treatments, or devices). Clinical trials are used to determine whether new biomedical or behavioral interventions are safe, efficacious, and effective.

COGNIZANT FEDERAL AGENCY – The Federal agency which, on behalf of all Federal agencies, is responsible for: reviewing, negotiating, and approving cost allocation plans, indirect cost rate and similar rates; monitoring non-Federal audit reports; conducting Federal audits as necessary; and resolving cross-cutting audit findings. The cognizant agency under the applicable cost principles and under OMB Circular A-133 may be different for a given recipient. For MUSC this is DHHS.

CO-INVESTIGATOR - An individual involved with the PD/PI in the scientific development or execution of a project. The co-investigator (collaborator) may be employed by, or be affiliated with, the applicant/grantee organization or another organization participating in the project under a consortium agreement. A co-investigator typically devotes a specified percentage of time to the project and is considered senior/key personnel.
COMPETING RENEWAL – a grant application requesting the renewal of funding beyond the previously recommended project period and requiring competitive peer review and agency action to continue beyond the current competitive segment.

CONFERENCE GRANT - A grant whose purpose is to support activities related to the conduct of a conference[s] or defined set of conference-related activities.

CONFLICT OF INTEREST (COI) - A conflict of interest occurs when an employee or immediate family member receives personal benefit or an economic interest from the employee’s position in a manner that may inappropriately influence the employee’s judgment, compromise the employee’s ability to carry out MUSC/MUHA responsibilities or, be a detriment to MUSC/MUHA integrity.

CONSORTIUM AGREEMENT - A formalized agreement whereby a research project is carried out by the grantee and one or more other organizations that are separate legal entities. Under the agreement, the grantee must perform a substantive role in the conduct of the planned research and not merely serve as a conduit of funds to another party or parties. These agreements typically involve a specific level of effort from the consortium organization’s PD/PI and a categorical breakdown of costs, such as personnel, supplies, and other allowable expenses, including F&A costs. The funding agency may also opt to fund each consortium institution directly (e.g. NSF).

CONSTRUCTION GRANT – A grant made for the construction of new buildings or the modernization of, or completion of shell space in, existing buildings (including the installation of fixed equipment, but excluding the cost of land acquisition and off-site improvements). The construction of shell space is not allowable as a construction activity since shell space does not provide usable space for research activities. Expansion, new construction, or activities that would change the “footprint” of an existing facility (e.g., relocation of existing exterior walls, roofs, or floors, attachment of fire escapes) is considered construction.

CONSULTANT - An individual who provides professional advice or services for a fee, but normally not as an employee of the engaging party. Consultants also include firms providing professional advice or services.

CONTACT PD/PI - When multiple PD/PIs are designated, NIH requires that the applicant organization identify one of the PD/PIs as the Contact PD/PI to serve as a primary point of contact. Serving as Contact PD/PI confers no special authorities or responsibilities within the project team. The Contact PD/PI must meet all eligibility requirements for PD/PI status.

CONTINUATION GRANT (Non-Competing Continuation) - 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 the availability of funds. Continuation projects do not compete with new project proposals and are not subjected to peer review after beyond the initial project approval.

CONTINUATION OF INCREMENTALLY FUNDED CONTRACT - a supplemental agreement which allots funds for the next increment of work to be performed under a multiple year award, and stipulates additional time period covered by such allotment.

CONTRACT - An award instrument used to acquire from a non-federal party, by purchase, lease, or barter, property or services for the direct benefit or use of the Federal government. The same term may be used to describe a vendor relationship between a recipient and another party under a grant (to acquire routine goods and services); however, the recipient may use “SUBAWARD” to describe the contract under a GRANT relationship.

CONTRACT ADMINISTRATION OFFICE - the institutional office assigned to perform functions relating to contract administration and assigned pre-award functions. The Office of Research and Sponsored Programs performs these functions at MUSC.
CONTRACTING OFFICER - an agency employee who is authorized to develop, enter into and administer contracts, and to make determinations and findings with respect thereto.

CONTRACTING OFFICER’S REPRESENTATIVE (COR) - an agency employee designated in writing by a contracting officer pursuant to agency regulation to act as the contracting officer’s authorized representative in administering a special contract. The contractor is typically furnished a copy of the appointment which will delineate the scope of the COR’s authority.

COORDERATIVE 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.

COPYRIGHT - gives protection to the form of expression of an artistic or literary work. It does not protect the underlying idea, nor does it imply any quality connotation, but protection may extend to “derivative works”. The exclusive right bestowed, by federal law, to an author (or University, as author/owner, if developed with University funds, facilities or personnel) for the publication, production or sale of the rights to a scholarly, literary, dramatic, musical, visual or artistic work or computer program. A copyright term is 75 years from the date of publication or 100 years from the time the work was created. Copyrightable work developed with University support shall be reported to the Intellectual Property Committee.

COPYRIGHTABLE WORK - is any work subject to copyright under the laws of the United States (or any foreign country) including any written works, musical or dramatic compositions, photographs, films, transparencies or other visual aids, video or audio tapes and cassettes, sound recordings, computer software, algorithms, drawings, blueprints or other graphic works and sculptural works that result from university activities. Included within university, copyrightable works are those written works or visual aids prepared as a part of a faculty member’s obligation to produce scholarly works such as books, journal articles, abstracts, films, sound recordings, and photographs that in academic institutions have traditionally been the property of the individual faculty member, unless such written works or visual aids are the express subject of a written work assignment or agreement between the staff member and the university or sponsor. However, computer software and algorithms are regarded as university property.

COST REIMBURSEMENT CONTRACT - a contract issued on the basis of an estimate of the costs of performing the work as determined by negotiation between the government and a contractor. The contract provides for payment to the Contractor for costs actually incurred up to a ceiling amount equal to the total estimated cost stated in the contract. The Contractor is excused from further performance after his costs reach the ceiling, unless the Government increases the ceiling.

COST SHARING – (aka: Matching) the value of third party in-kind contributions and the portion of the costs of a federally assisted project or program not had borne by the Federal Government. Law, regulation, or administrative decision of a federal funding agency may require matching or cost sharing. Costs used to satisfy matching or cost sharing requirements are subject to the same policies governing allowability as other costs under the approved budget.

DISCRETIONARY PROJECT - a grant made in support of an individual project in accordance with legislation, which permits the grantor agency to exercise judgment in selecting the project, the grantee, and the amount of the award.

DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER - A nine-digit number established and assigned by Dun and Bradstreet to uniquely identify a business entity.

EQUIPMENT - Tangible nonexpendable personal property including exempt property charged directly to the award having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.
EXPANDED AUTHORITY - Operating authorities provided in Federal Administrative Regulations (e.g., A-110) to grantees that waive the requirement for prior approval for specified actions (e.g., Pre-Award Cost, No-Cost Extensions, Carryover, certain Budget Revisions, etc.).

FACILITIES & ADMINISTRATIVE COSTS (F&A) – these are costs that have been incurred for common or joint objectives and therefore cannot be readily identified specifically with a particular sponsored project or activity. They are indirect costs involving operational support for more than one purpose (e.g., library system) or which benefit a variety of activities (e.g., building maintenance, heating and cooling and research administration.). OMB Circular A-21 provides the regulations governing direct and F & A costs.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA OR TRANSPARENCY ACT) – The Federal Funding Accountability and Transparency Act of 2006, as amended, requires the Office of Management and Budget to establish a single searchable database, accessible to the public, with information on financial assistance awards made by Federal agencies. The Transparency Act also includes a requirement for recipients of Federal grants to report information about first-tier sub-awards and executive compensation under Federal assistance awards.

FELLOWSHIP - a grant made to an individual to support specific training, which will enhance that individual’s level of competence in the particular area. This is not considered employment.

FINANCIAL CONFLICT OF INTEREST (FCOI) - A financial conflict of interest exists when the grantee’s designated official(s) reasonably determines that an investigator’s significant financial interest could directly and significantly affect the design, conduct, or reporting of the research.

FIXED PRICE CONTRACT - a contract in which the Contractor guarantees to deliver or perform the contract work within the period specified at a fixed price agreed upon in advance and payable no matter what the actual costs are. These contracts may contain a provision for re-negotiating the price either during the project or after the work has been completed in the case that the actual costs will be significantly different than originally anticipated.

FLOWDOWN PROVISIONS - the term used to describe a sponsor’s requirement that a contract clause appearing in a prime contract appear in subcontracts. The requirement may apply to first tier subcontracts (Contractor-Subcontractor) or to all tiers (Subcontractor-Subcontractor as well). The requirement may be triggered by certain characteristics of the subcontract which are specified in the clause or regulations, e.g. subcontracts for a value of more than $10,000.

FLOWTHROUGH FUNDS - refers to federal funds distributed through non-federal recipients to lower tier sub-recipients. The lower tier recipient must only contact its immediate sponsor.

FRINGE BENEFITS - applicable costs related to the salaries and wages of all state university system employees. These figures are comprised of Social Security, State Retirement, Unemployment Compensation, Worker's Compensation, and Health Insurance.

FUNDING OPPORTUNITY ANNOUNCEMENT (FOA) - A publicly available document by which a Federal Agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. Funding opportunity announcements may be known as program announcements, requests for applications, notices of funding availability, solicitations, or other names depending on the Agency and type of program.

GIFT - A Gift is a voluntary and irrevocable transfer of money, services or property from an external donor for the purposes of promoting the University’s goals. Gifts may be considered either “Restricted Gifts” or “Unrestricted Gifts” depending on the donor’s wishes. The donor has no expectations of direct economic or other tangible compensation (such as goods or services) associated with the value of the gift. Indirect benefits such as tax advantages, business or personal goodwill derived from the close association with the university, and miscellaneous benefits derived from being a donor are not sufficient to negate gift intent.
GRANT – a financial assistance mechanism that provides money, property, or both to an eligible entity to carry out an approved project or activity. A grant, as opposed to a cooperative agreement, is used whenever the awarding office anticipates no substantial programmatic involvement with the recipient during the performance of the activities.

GRANTEE - The organization or individual awarded a grant or cooperative agreement by the funding agency that is responsible and accountable for the use of the funds provided and for the performance of the grant-supported project or activities. The grantee is the entire legal entity even if a particular component is designated in the award document. The grantee is legally responsible and accountable to the funding agency for the performance and financial aspects of the grant-supported project or activity. In certain cases, a grantee may be an individual in the United States.

GRANTS MANAGEMENT OFFICIAL (GMO) – A federal official responsible for the business management 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 the agency to the expenditure of funds and permit changes to approved projects on behalf of the agency.

GRANTS MANAGEMENT SPECIALIST (GMS) – A federal agency staff member (reporting to the GMO) 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 statutes, regulations, and guidelines; negotiating grants; providing consultation and technical assistance to grantees; and administering grants after award.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) PRIVACY RULE - The Privacy Rule is a Federal regulation under the Health Insurance Portability and Accountability Act (HIPAA) of 1996 that governs the protection of individually identifiable health information. It is administered and enforced by the Office for Civil Rights, HHS. Research organizations and researchers may or may not be covered by the HIPAA Privacy Rule. Decisions about applicability and implementation of the Privacy Rule reside with the researcher and the grantee organization.

Health Services Research: is a multidisciplinary field of inquiry, both basic and applied, that examines the use, costs, quality, accessibility, delivery, organization, financing, and outcomes of health care services to increase knowledge and understanding of the structure, processes, and effects of health services for individuals and populations

HUMAN SUBJECTS ASSURANCE - A document filed by an institution conducting research on human subjects with the Office for Human Research Protections--HHS which formalizes its commitment to protect the human subjects prior to receiving any HHS grant funding.

INDEMNITY CLAUSE - a clause or subsection in a contract that states that the University holds the government or grantor harmless. MUSC cannot agree to indemnity clauses per South Carolina statute and opinions rendered by the office of the State Attorney General.

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. Base salary may not be increased as a result of replacing organizational salary funds with grant funds.

INSTITUTIONAL RESPONSIBILITIES - sanctioned activities engaged in by an employee of MUSC/MUHA (i.e. faculty and staff) as documented within an individual’s Faculty Appointment Contract, contained within an employee’s job description or expectations, appropriately authorized agreements, Memoranda of Understanding, or otherwise approved by the employee’s Vice President.
Instruction: includes all the teaching and training activities of an institution except for research training, 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

INTELLECTUAL PROPERTY - Patents, trademarks, inventions, copyrightable works, know-how, tangible results of research, mask works (computer chip designs), software.

INVENTION STATEMENT - a required form submitted by the Principal Investigator to the granting agency at the end of the grant period, or at any time as needed to disclose inventions created during the sponsored project, stating whether any inventions were derived as a result of the grant. The disclosure requirement is pursuant to 37 CFR part 401 that recipients of contracts, grants or cooperative agreements fully disclose any subject inventions made during the performance of work under a funding agreement in order to protect the Federal government’s rights.

JUST-IN-TIME (JIT) - NIH policy allows the submission of certain elements of a competing application to be deferred until later in the application process, after review when the application is under consideration for funding. This process is known as “Just-in-Time”. Within the Status module of the eRA Commons, users will find a feature to submit Just-in-Time information when requested by the NIH. Through this module, institutions can electronically submit the information that is requested after the review, but before award.

KEY PERSONNEL - The PD/PI and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the grant. Typically these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level may be considered senior/key personnel if their involvement meets this definition. Consultants and those with a postdoctoral role also may be considered senior/key personnel if they meet this definition. "Zero percent" effort or "as needed" is not an acceptable level of involvement for senior/key personnel.

MAINTENANCE OF EFFORT - a requirement contained in legislation or regulations specifying that a grantee (or key person) must maintain a certain specified level of financial effort in a specific subject area in order to receive federal grant funds; and that the federal grant funds may be used only to supplement, not supplant, the level of grantee funds.

MATCHING FUNDS (aka: Cost Share) – The value of third party in-kind contributions and the portion of the costs of a federally assisted project of program not borne by the Federal Government. Matching or cost sharing may be required by statute or program regulation. Costs used to satisfy matching or cost sharing requirements are subject to the same policies governing allowability as other costs under the approved budget.

MODIFIED TOTAL DIRECT COSTS - consists of all salaries and wages, fringe benefits, materials, supplies, services, travel, and subgrants and subcontracts up to the first $25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). MTDC shall exclude equipment, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, scholarships, and fellowships, as well as the portion of each subgrant and subcontract in excess of $25,000.

MODIFICATION (aka: Amendment) - a modification is document altering or amending one or more provisions of an existing agreement.

MONTHLY RESEARCH REPORTS - Reports prepared by the Office of Research and Sponsored Programs, listing all proposals submitted and all awards accepted by the Medical University of South Carolina during a particular month.
MULTIPLE PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR - Multiple Program Director/Principal Investigator (multiple PD/PI) awards are an opportunity for multidisciplinary efforts and collaboration through a team of scientists under a single grant award. All PD/PIs share equally the authority and responsibility for leading and directing the project, intellectually and logistically. Each PD/PI is responsible and accountable to the applicant organization, or as appropriate to a collaborating organization, for the proper conduct of the project or program, including the submission of all required reports. The presence of more than one PD/PI on an application or award diminishes neither the responsibility nor the accountability of any individual PD/PI.

NO-COST EXTENSION - an extension of the grant/contract period, which does not provide additional funding.

NON-COMPETING CONTINUATION APPLICATION/AWARD- A financial assistance request (in the form of an application or progress report) or resulting award for a subsequent budget period within a previously approved project period for which a recipient does not have to compete with other applicants.

NOTICE OF AWARD (NOA) - The official, legally binding document, signed (or the electronic equivalent of signature) by a Grants Management Officer that:
- notifies the recipient of the award of a grant;
- contains or references all the terms and conditions of the grant and Federal funding limits and obligations; and,
- provides the documentary basis for recording the obligation of Federal funds in the agency’s accounting system.

OFF-CAMPUS - research or training that is not conducted in University supplied and maintained facilities. For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project.

ON-CAMPUS - all research and training that is conducted in University supplied and maintained facilities wherever located.

Other sponsored activities: 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.

PATENT – A document issued by the U.S. Patent and Trademark Office containing a description, specification, and claims that describe the subject matter in detail and giving its owner a right to exclude others from making, using, or selling it. Only the inventor can obtain a patent; however, employers often require employees to assign patent rights to the employer.

PERSON MONTHS – The metric for expressing the effort (amount of time) PD/PI(s), faculty and other senior/key personnel devote to a specific project. The effort is based on the type of appointment of the individual with the organization; e.g., calendar year, academic year, and/or summer term; and the organization’s definition of such. For example, a person with a 0.5 FTE appointment who wanted to have 25% effort on a particular project would calculate the person months as follows: 12 months x 0.5 FTE x 0.25 effort = 1.5 person months.

POSTDOCTORAL FELLOWSHIPS - to provide postdoctoral research training support to individuals having received a terminal degree. Considered advanced professional training, not employment.

PREDICTORAL FELLOWSHIPS - to provide predoctoral research training support to holders of baccalaureate or masters degrees or equivalent experience. An institutional allowance is normally provided to a sponsoring institution in the United States in lieu of tuition and all other fees.

PRIOR APPROVAL - Written approval from the designated Grants Management Officer (GMO) required for specified post award changes in the approved project or budget. Such approval must be obtained before undertaking the proposed activity or spending awarded funds.
PROGRAM DIRECTOR / PRINCIPAL INVESTIGATOR (PD/PI) - 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. The applicant organization may designate multiple individuals as program directors/principal investigators (PD/PIs) who share the authority and responsibility for leading and directing the project, intellectually and logistically. When multiple PD/PIs are named, each is responsible and accountable to the applicant organization, or as appropriate, to a collaborating organization for the proper conduct of the project or program including the submission of all required reports. The presence of more than one PD/PI on an application or award diminishes neither the responsibility nor the accountability of any individual PD/PI.

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

PROGRAM OFFICIAL (PO)/PROGRAM OFFICER/PROJECT OFFICER - A designated individual within a federal agency who is officially responsible for the technical, scientific and programmatic aspects of a particular grant (under a contract, the term would be the technical contractor's representative.)

PROPOSAL - An application for funding that contains all information necessary to describe project plans, staff capabilities, and funds requested. Proposals are approved and submitted by an institution on behalf of a principal investigator.

PROJECT PERIOD - The total time for which support of a project has been programmatically approved. The total project period comprises the initial competitive segment, any subsequent competitive segment(s) resulting from a competing continuation award(s), and non-competing extensions.

electronic PROPOSAL DATA SHEET (ePDS)- An MUSC internal electronic routing form which (1) communicates the support of research proposal by the chair; (2) authorizes ORSP to proceed with the review of the research proposal; (3) addresses agency compliance requirements not contained in the proposal, but which are required to be managed; (4) helps clarify financial issues; and (5) serves as the electronic signature for electronic proposal submissions.

REQUEST FOR APPLICATION (RFA) - An RFA is a formal statement that solicits grant or cooperative agreement applications in a well-defined scientific area to accomplish specific program objectives. An RFA indicates the estimated amount of funds set aside for the competition, the estimated number of awards to be made, whether cost sharing is required, and the application submission date(s). For cooperative agreements, the RFA will describe the responsibilities and obligations of NIH and awardees as well as joint responsibilities and obligations. A Scientific Review Group (SRG) specially convened by the awarding component that issued the RFA usually reviews applications submitted in response to an RFA.

REQUEST FOR PROPOSAL (RFP) – Announcement stating that a federal agency would like to award a contract to meet a specific need, such as the development of an animal model. RFPs usually have a single application receipt date.

RENEWAL – A request for assistance to extend for one or more additional budget periods a project period that would otherwise expire. Renewal applications compete for funds with other renewal applications, revised (supplemental) and new applications. A ‘renewal’ was previously known as a ‘competing continuation’.

RESEARCH - A systematic, intensive study intended to increase knowledge or understanding of the subject studied, a systematic study specifically directed toward applying new knowledge to meet a recognized need, or a systematic application of knowledge to the production of useful materials, devices, and systems or methods, including design, development, and improvement of prototypes and new processes to meet specific requirements. Also termed “research and development.”
RESEARCH GIFT - bequests, charitable giving, deferred charitable annuities, gifts of properties and instruments and cash that have no stipulations or expectation of direct results. Gifts are housed within the MUSC Foundation and require NO technical or financial reporting.

RESEARCH GRANT – Grants made in support of 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 revised theories. As opposed to gifts, grants have requirements related to compliance, financial and technical reporting to the sponsor.

Research Training: activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.

RESTRICTED FUNDS - funds, which have been allocated for a specific use, agreed upon usually by both the granting agency and the institution. Prior approval is required for alternative uses.

SALARY CAP/LIMITATION - A legislatively mandated provision limiting the direct salary (also known as salary or institutional base salary, but excluding any fringe benefits and F&A costs) for individuals working on NIH grants, cooperative agreement awards, and extramural research and development contracts.

SCIENTIFIC OVERLAP - Overlap of support occurs when substantially similar research is proposed in more than one concurrent PHS grant application.

SENIOR/KEY PERSONNEL - The PD/PI and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the grant. Typically these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level may be considered senior/key personnel if their involvement meets this definition. Consultants and those with a postdoctoral role also may be considered senior/key personnel if they meet this definition. "Zero percent" effort or "as needed" is not an acceptable level of involvement for senior/key personnel.

SPONSOR - An external funding agency that enters into an agreement with the University to support research, instruction, public service or other sponsored activities. Sponsors include private businesses, corporations, foundations and other not-for-profit organizations, other universities, and Federal, state and local governments.

SPONSORED PROGRAMS – (see also: Sponsored Project) those activities funded by sources outside of the basic funding provided to the university by state appropriations, student tuition and fees, and auxiliary enterprise activities (aka: extramural support/funding).

SPONSORED PROJECT – (see also: Sponsored Programs) A Sponsored Project is an externally funded activity where there is an agreement (i.e. grant, cooperative agreement, contract, letter, etc.) representing the transfer of money or property from a sponsor in exchange for specific goods or services, often including rights to, and products derived from, the services and other obligations such as, formal financial and/or technical reporting. The agreement is legally binding on both parties and performance must be completed within the stated terms with support being revocable for cause.

STAFFING GRANT - a grant made to an institution to provide support for salaries of professional and technical personnel and their in-service training.

STATE CLEARINGHOUSE REVIEW - certain federally funded assistance programs require State Clearinghouse review. Individual states have set up their review mechanism and may propose additional programs to be subject to review. States have the right to review and send comments to the federal funding agency. For specific information, refer to Executive Order 12372.
STIPEND - a payment made to an individual under a fellowship or training grant in accordance with pre-established levels to provide for the individual’s living expenses during the period of training. A stipend is not considered compensation for the services expected of an employee.

STREAMLINED NON-COMPETING AWARD PROCESS (SNAP) - are when non-competing federal applications are streamlined at submission time to eliminate duplicate reporting that was given at the initial submission of grant, currently known as ‘eSNAP’ for electronic submission requirements via NIH’s eRA Commons web site.

SUBAWARD, SUBGRANT, SUBCONTRACT, SUBRECIPIENT AGREEMENT - A legal instrument by which a recipient provides funds (or property in lieu of funds) to an eligible subrecipient (or a lower-tier transaction) to perform a substantive portion of the grant-supported program or project. The term includes such financial assistance when provided by any legal agreement (even if the agreement is called a contract) but does not include any form of assistance which is excluded from the definition of grant, including the recipient’s procurement of property or services needed to carry out the project or program. The term includes consortium agreements.

SUBRECIPIENT - A party that receives a subaward from a recipient or another subrecipient under a Federal financial assistance award and is accountable to the recipient or subrecipient for the use of the Federal funds provided by the subaward.

TRAINING GRANTS - Awards designed to support the research training of scientists for careers in the biomedical and behavioral sciences, as well as help professional schools to establish, expand, or improve programs of continuing professional education.

TRANSLATIONAL RESEARCH - Translational research includes two areas of translation. One is the process of applying discoveries generated during research in the laboratory, and in preclinical studies, to the development of trials and studies in humans. The second area of translation concerns research aimed at enhancing the adoption of best practices in the community. Cost-effectiveness of prevention and treatment strategies is also an important part of translational science.

UNDERGRADUATE TRAINING PROGRAMS - to assist qualified institutions to improve and expand the training of undergraduate students in disciplines related to the area of interest of the awarding Institute/Division (e.g. REU programs funded via NSF).

ADDITIONAL GLOSSARY RESOURCES:

- NIH: http://grants.nih.gov/grants/glossary.htm
- UCLA: http://www.research.ucla.edu/OCGA/sr2/gloss.htm
- Michigan: http://orsp.umich.edu/aids/glossary.html
- Northwestern: http://www.northwestern.edu/orsp/acronyms.html
- Office of Management and Budget (OMB) Circulars