

<b>Grant Process Terminology</b>	
<b>Term</b>	<b>Definition</b>
Allocable	To "allocate" something is to "apportion" or "distribute" it. In grants management, allocation occurs when costs are apportioned or distributed across accounts
Allowable	The "allowability" of a cost is determined by whether there are limitations or exclusions that prevent it from being charged to a federal grant
AO	Administrative Official
AOR	Authorized Organization Representative
ATF	After the fact proposal/award - ATF proposals are proposals routed after submission to the sponsor because either the proposal was (1) not required by the sponsor, or (2) was not reviewed by SPO prior to submission
Award Number	A BlueSky 4-digit number associated with all opportunities. Once award is funded, the award number becomes the contract number.
Biosketch	Documents an individual's qualifications and experience for a specific role in a project
Bridge Funding	A short-term financing option used to cover costs or fund a project before income or financing is expected
Budget	Calculated expenses for project/program implementation
Budget period	The intervals of time into which a period of assistance (project period) is divided for budgetary and funding purposes
Clearance Form	Online form to alert CFR of faculty/staff interest in philanthropic funding opportunity
Concept Paper	Early stage communication with a potential funder, does not generally include budget numbers
Continuation	An extension or renewal of existing program funding for one or more additional budget period(s) that would otherwise expire
Contract	Any document or agreement that legally binds DePaul or the party with whom DePaul is dealing with
Co-PI	Co-lead for grant/proposal
Corporate Foundation	Foundation giving arm of a corporate entity
Cost Center	Units established to manage funds within the university - they can hold budgets and incur transactions
Cost Share	Resources allocated to grant-funded project covered/provided by DePaul
Cost-Reimbursable	Agreements that are paid as costs are incurred and invoiced, typically monthly or quarterly
Instructional Course Release	Permits a faculty member to have a reduced teaching load under their normal academic year appointment
Direct Costs	Costs directly incurred by implementing a project
Effort/PM	Faculty/Staff time allocated to grant project measured in person/months
Expenditure Type	The account or budget category
F&A Costs	Finance and administration costs, similar to indirect costs
FA	Office of Financial Accounting
Family Foundation	Foundation held, directed and administered by an individual, couple or family (individual giving decisions)
FDP	Federal Demonstration Partnership
Financial Report	Summary of fund revenues and expenditures prepared for agency or funder
Fixed Price	A contractual agreement with a predetermined value for the goods or services provided
<a href="#">Fund</a>	Fund identifies the net asset class (unrestricted, temporarily restricted, or permanently restricted) and function or type of activity associated with the group of transactions (e.g. auxiliary operations, capital projects or agency accounts)
Funding Source	Budgetary resources for programs and projects including grants, bonds, federal or state awards and private donations
Gift	Philanthropic funding that does come with grant requirements (i.e., line-item financial report or the return of funds)
Grant	A sum of money given by a government or other organization for a particular purpose
Grant Agreement	Agreement provided by agency or funder laying out the terms of an award
Grant Report	Report required by agency or funder, generally specific to each grant
Grant Term	Term of dates for award usage, end date represents end of access to funds in DePaul systems/BlueSky
Honorariums	Payment for services for which custom or propriety forbids a price to be set. This method of payment is usually made to a guest speaker or lecturer as a "thank you" and gesture of good will and appreciation.

IACUC	The Institutional Animal Care and Use Committee (IACUC) is a federally-mandated research oversight committee charged with ensuring the proper care and humane treatment of live vertebrate animals used for research, research training, teaching, experimentation, biological testing, exhibition and related activities at DePaul
IBC	The Institutional Biosafety Committee (IBC) is a federally-mandated research oversight committee charged with ensuring the safe acquisition, use and disposal of all bio hazardous agents (including recombinant and synthetic nucleic acid molecules, infectious materials and select agents) at DePaul
Indirect Costs Waiver	ORS Pre-Award Staff complete waiver form for proposal submissions on which faculty/staff seek a full or partial waiver of indirect costs
Indirect Costs	Cost amounts allocated to project implementation for finance/administration and other costs assumed by the university
IRB	The Institutional Review Board (IRB) is a university-wide committee formally appointed by DePaul's President to review all research activities involving human subjects conducted by DePaul faculty, staff or students
IRS Letter/Tax Status	Document verifying DePaul's federal tax ID number and status as nonprofit corporation
Letter of Support	A letter of support is a document used to validate the credibility of your research through a third-party testimonial. This testimony should back up your claims of success as well as the promises to deliver results. The letter implies that other organizations or funders think your proposal has merit.
Line Item	Categories of grant fund use (i.e. supplies, domestic travel, student payments)
LOI	Letter of Intent or Letter of Inquiry is generally an early stage proposal to a potential funder
MOU	A memorandum of understanding, or MOU, is a nonbinding agreement that states each party's intentions to take action, conduct a business transaction, or form a new partnership
MTDC	Modified Total Direct Costs
Narrative	Written application or report
No Cost Extension	A no-cost extension means that the project end date is extended (changed to a later date) but no additional funds are added by the sponsor to cover the extension period.
NOA	Notice of Award
NOGA	Notice of Grant Award
NRSA	National Research Service Award
NSF	National Science Foundation
Organization	Equivalent to the cost center that the grant "reports to"
Other Support	Information on other active and pending support may be requested to ensure there is no scientific, budgetary or commitment overlap. "Other Support" is sometimes referred to as "current and pending support" or "active and pending support"
Over Payment	Payment for project work over standard DePaul salary amount
Per Diem	An allowance for lodging, meals and incidental expenses
Personal Effort	Faculty/staff time allocated to grant project, under personnel costs
PI	Primary Investigator, grant/proposal lead
PO	Program Officer, a position with the funder
Pre-Spending	Allowed expenses to be incurred before the award's start date
Prior Approval	The written permission by an authorized official in advance of an act that would result in the obligation or expenditure of grant funds for certain purposes not included in the approved budget as shown on the award document
Private Foundation	Foundation with professional staff, board of directors and/or managed by a third party like a bank or law office
Professional Services	Professional services are nonphysical products or services that individuals or companies provide to customers to help them manage or improve a specific area of their businesses
Program Officer	Staff person at funding agency or philanthropic funder who leads work in a particular area
Project Number	A unique six digit identification number of a grant/project. You use this number to find and identify the project throughout BlueSky.
Project/Performance period	The period of time during which the grantee is expected to complete the grant activities and to incur and expend approved funds
Proposal	Formal submission of request for funding to government or philanthropic sources
R&D	Research and Development
RCR	Responsible conduct of research

Reasonable	To be "reasonable" by federal standards, a cost must conform to the "prudent person rule." By definition, a "prudent person" displays qualities such as frugality, judiciousness and astuteness when managing financial resources
Routing	Internal process at DePaul for approval of proposal materials (including budget) at the college and university level
RPPR	Research Performance Progress Report
RSF	Research Support Facility
RTC	Research Terms and Conditions
Salary Cap	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. The salary limitation rate applies to any individual whose salary is charged directly to awards from these agencies.
Scope of Work	The Scope of Work (SOW) is the area in an agreement where the work to be performed is described. The SOW should contain any milestones, reports, deliverables and end products that are expected to be provided by the performing party.
Service Agreement	Contract that outlines the terms and conditions between a service provider and DePaul, covering various aspects such as quality, availability and responsibility of services
Signatory	Individuals allowed to sign grant agreements on behalf of the university (President, Provost, SVP Advancement, ORS team)
SO	Signing Official
SOW	Scope of Work
Subaward	Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of an award received by the pass-through entity
Subcontract	A third party contracted to conduct a significant portion of the scope of work or research plan included in the research proposal
Summer Salary	For faculty with academic contracts of 10 months of salary, grant funds may be used to pay for up to 2 months of summer salary
Task	In expense report: 1 if labor, 2 if non-labor, 3 for cost share labor, 4 for cost share non-labor
TDC	Total Direct Costs
UEI	Unique Entity Identifier
Unobligated Balance	The amount of funds under an award or subaward that the recipient or subrecipient has not obligated. The amount is computed by subtracting the cumulative amount of the recipient's or subrecipient's unliquidated obligations and expenditures of funds from the cumulative amount of funds that it was authorized to obligate under the award or subaward.
URC	University Research Council
Vendor	Third party providing goods or services to DePaul
Supplement	When the sponsor provides additional funding for an existing grant/project

<b>DePaul Units</b>	
AA	Academic Affairs
AP	Office of Accounts Payable
ATHL	Athletics
C.M.	Congregation of the Mission - Vincentian Priests and Brothers
CDM	Jarvis College of Computing and Digital Media
CFR	Office of Corporate and Foundation Relations in Advancement partners with faculty and staff on philanthropic grants
CMN	College of Communication
COE	College of Education
CSH	College of Science and Health
DCOB or COB, or DrieHaus	The Richard H. DrieHaus College of Business
Egan Center	The Egan Office of Urban Education and Community Partnerships
IRMA	Institutional Research and Market Analytics
IS	Information Services
Kellstadt or KGS	The Charles H. Kellstadt Graduate School of Management
LAS	College of Liberal Arts and Social Sciences

LAW	College of Law
OMSS	Office of Multicultural Student Success
ORS	Office of Research Services works on Pre- and Post-Award processes, including grant budget planning and modifications
RA	Office of Restricted Accounting, manages grant accounting and financial reports
SA	Student Affairs
SCPS	School of Continuing and Professional Studies
SOM	School of Music
Steans	Steans Center for Community-based Service Learning
TTS	The Theatre School