

APPENDIX B: GLOSSARY OF TERMS

Award: a sponsored project that has been funded or awarded by the sponsor

Budget Period: Inclusive dates of the sponsored project which are specified by the agency during which project funding may be expended; may or may not be consistent with the project period. (p. 62)

Cash Contributions: Actual cash contributions directly benefiting and specifically identifiable to a project.

Cayuse 424: the electronic system used by the College to submit federal grant applications. It is used as a function of Cayuse SP.

Cayuse SP: the electronic grant administration system used by the College to develop and manage sponsored projects.

Conflict of Interest (COI): any outside activity, commitment, or interest that has the potential to adversely affect, compromise, or be incompatible with the obligations of an employee to the College or to widely-recognized professional norms

Consultant Services: Payments to individuals for professional services who are not College employees. (p. 38)

Contract: A document of agreement between a sponsor and the College by which the sponsor agrees to pay costs incurred for specific services or research goals. (p. 50)

Cost Share: The portion of project costs which are not borne by the sponsor. The term cost sharing is used when the sponsor encourages the College to fund some project activities. The term matching is used when the sponsor is required by statute to have the College fund some project activities. However, matching and cost sharing are usually used interchangeably. (p. 41)

Direct Costs: Those costs that can be identified specifically with a particular sponsored project relatively easily with a high degree of accuracy. (p. 37)

Effort: The total activity or work for which an employee is compensated by the College.

Encumbrances: Unliquidated commitments or obligations against the account; those financial commitments made against the account which have not yet been paid.

Equipment: An article of nonexpendable tangible personal property having a useful life of two (2) years or more, and an acquisition cost of \$5,000 or more per unit. Included in the net invoice price is the cost to make it usable for the purpose for which it was acquired.

End or Expiration Date: The date signifying the end of the current budget period, as indicated on the award document, after which the College does not have authority to obligate project funds.

Fabricated Equipment: Equipment fabricated from component parts, which for each unit has a useful life of two (2) years or more and the net acquisition cost is \$5,000 or more.

Facilities and Administrative (F&A) Costs: See **Indirect Costs**.

Fixed-Price Award: This is an agreement in which the College guarantees to deliver a product or perform the work within the specified period at a fixed price agreed upon in advance, and payable regardless of actual costs. (p. 97)

Fringe Benefits: Contributions made by the College on behalf of the employees including such employee benefits as worker's comp, health insurance, and retirement. (pp. 37, 69)

Grant: A type of agreement between the sponsor and the College to carry out approved activities. A grant is used whenever the sponsor anticipates no substantial programmatic involvement with the College during the performance of the activities. (p. 49)

Index Number: The financial record established by the Business Office to provide current information on obligations, revenue and disbursements of a project. This is also referred to as budget number, account number or department/project number. (p. 61)

Indirect Costs: Those costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular project.

Indirect Cost Rate: See **Negotiated Facilities and Administrative Rate**

In-kind Contributions: The value of non-cash contributions, which may be in the form of property, goods, or services directly benefiting and specifically identifiable to a project. (p. 41)

Leverage: The value of other resources the college brings directly to bear on the success of the project, such as the use of existing student services, data systems, facilities or other resources that multiply the outcome of the project without incurring direct costs to the program.

Modified Total Direct Costs (MTDC): Consists of all salaries and wages, fringe benefits, materials, supplies, services, travel and sub-grants and subcontracts up to the first \$25,000 of each sub-grant or subcontract (regardless of the period covered by the sub-grant or subcontract). It excludes equipment, capital expenditures, charges for patient care, student tuition reimbursement, rental costs of off-site facilities, scholarships and fellowships as well as the portion of each sub-grant and subcontract in excess of \$25,000. See the SLCC Indirect Cost Rate Agreement located on the OSP website. (p. 41)

Negotiated Indirect Cost Rate: The ratio, expressed as a percentage, of the total indirect cost to the direct cost base (modified total direct costs). This rate is currently 26% of total modified direct costs. (See *Modified Total Direct Costs* below.)

No-Cost Extension: Extension to a project's period of performance that does not include a request for additional money from the sponsor.

Notice of Award: The legally binding document sent by the sponsor that notifies the College that a proposal or grant application has been awarded. (p. 61)

Prime Award: the award from the sponsor

Prime Recipient: the entity receiving the award directly from the sponsor

Principal Investigator (PI): The designation of a College employee who holds responsibility for a project. (p. 9)

Program Income: Gross income earned by the College that is directly generated by a supported activity or earned as a result of the project. (p. 72)

Proposal: a sponsored project in the development stage (not submitted)

Signature Official (or Signatory): The President of the college or the Director of the Office of Sponsored Projects are the only authorized signatories in executing an agreement or proposal for a sponsored project. Once the account is established the PI is the authorized signer and may authorize other persons to spend funds on their project.

Sponsor: The organization to which an application is made for support of a sponsored project.

Subaward/subcontract: An agreement issued under an assistance mechanism by SLCC to another organization to perform the scope of work on a grant awarded to SLCC (prime contractor). Subawards are established for the period authorized in the sponsor's award notice, typically in one-year increments, with the terms and conditions passed on from the sponsor award. (p. 46-47)

Subrecipient: the entity receiving an award from the prime awardee rather than directly from the sponsor.