terminology & acronyms

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Grant Vs. Contract

• Grant
  – An award from a funding source which provides financial assistance to support research
  – Sponsored project, sponsored program, sponsored activity

• Contract
  – Mechanism for procurement of a service/goods
  – Expected deliverables under legally binding document
Acronyms & Definitions

• Pre-Award – from idea to submission (PreAward Services)
• Post-Award – from award to closeout (Sponsored Programs Accounting)
• AOR – Authorized Organizational Representative
  – the person at your institution who MUST sign off on proposals
Acronyms & Definitions

• RFP/RFA
  • Request for Proposal/Request for Application
    an agency solicitation and guidelines on the available opportunity

• BAA
  – Broad Agency Announcement - Agency’s general research interests; broadly defined area of interest
Acronyms & Definitions

• OMB – Office of Management & Budget
  – where federal grant management policies & regulations come from

• Guidelines
  – Proposal requirements; criteria for which proposal should be written
Acronyms & Definitions

• Applicant
  – Organization that is requesting the grant

• PI
  – Principal Investigator, the person responsible for the progress of the grant, project director (PD), project manager
  – NEVER spelt Principle!
Other Definitions

• LOI- Letter of Intent
  – Letter outlining activities
  – Usually no budget

• Pre-Proposal
  – Helps sponsor help you
  – Initial statement of project; may or may not contain a budget

• Proposal
  – The full version with all documentation
Parts to the Proposal

• Cover/Title Page
  – Title
  – Place of Performance
  – PI Information
  – Project Period
  – AOR Signature

• Summary/Abstract- description of proposed project

• Narrative

• Bibliography & References Cited
Parts to the Proposal

• Personnel Documents
  – Biographical Sketch
  – Current and Pending Report- listing of the PI’s current awards and pending proposals
  – COI: Conflict of Interest

• Requirements vary with each sponsor
Parts to the Proposal

• Supplemental Documentation
  – Facilities & Other Resources – description of core facilities, materials or other assets that can be utilized to help support the research project
  – Equipment - description of available equipment necessary to complete the project
  – Letters of Support/Letters of Commitment
  – If included: Subaward Documentation- personnel docs, budget & justification, LOC
Parts to the Proposal

- Budget
- Budget Justification
Budget Related Definitions

• Budget Period
  – the time frame you will spend money (spending outside this time frame is *normally* not allowed)

• Direct Costs
  – clearly identifiable costs related to a specific project

• Indirect Costs/Facilities & Administrative (F&A)/Overhead
  – Organization’s operating expenses that cannot be clearly identified as relating to a specific project
Budget Related Definitions

• Indirect Cost Rate
  – Percentage used to compute the dollar amount for Indirect Costs

• Total Project Costs
  – generally direct costs plus indirect costs

• Unallowable Costs
  – regulated items of cost that you cannot charge to your sponsored project
Budget Related Definitions

• Cost Share
  – Financial contribution by the Institution

• Match Funds
  – Portion of project costs in the form of cash or In-Kind contribution

• In-Kind Funds
  – Tangible resources: equipment use, lab space rental etc
Budget Related Definitions

• Budget Justification
  – Written description of the purpose and source of each expense
  – Should clearly state what costs will be paid for by the sponsor and how totals were calculated
Questions?

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