

Grants Administration PI Quick Reference Terms



Term:	Definition:
Allowable Costs	Project costs that are eligible, reasonable, necessary, and allocable to the proposed project. For federal projects, these are defined by law.
Approved but not Funded	An official response to a project/program proposal indicating that the project was approved by the review panel but for which funds were not available, often due to the prioritization of projects and funding targets.
Assurances	Official statements made on behalf of the institution guaranteeing the ability to comply with certain federal regulations, often related to equal employment, persons with disabilities, and ethical treatment of human and animal subjects. Individual investigators have specific responsibilities regarding these assurances.
Authorized Institutional Official	The person designated by the institution who has the authority to legally obligate the institution to a proposed project.
Board Agency Announcement (BAA)	A general announcement by a federal agency of research interests, including selection criteria, that solicits the participation of all offerors capable of satisfying the agency's needs. BAAs are most commonly used by agencies within the Department of Defense.
Catalog of Federal Domestic Assistance (CFDA)	An online database of all federal programs available to state and local governments, federally recognized Indian tribal governments, U.S. territories, domestic public, quasi-public, private profit and nonprofit organizations and institutions, specialized groups, and individuals.
Cayuse	Cayuse is a comprehensive research administration platform designed to streamline the management of sponsored projects. It offers tools for proposal development, compliance tracking, and award management, enhancing efficiency and accuracy in research administration processes.
Cayuse S2S	Cayuse S2S (System-to-System) is a specific module within the Cayuse platform that facilitates the preparation and electronic submission of grant proposals directly to federal agencies via Grants.gov. This integration allows for seamless data transfer, real-time validation of proposal components, and tracking of submission statuses, thereby reducing administrative burden and minimizing errors in the grant application process.
Cayuse SP	Cayuse SP (Sponsored Projects) is an electronic research administration system that facilitates the internal routing, review, and approval of research proposals within an institution. It streamlines the proposal submission process by enabling electronic routing for necessary approvals, tracking proposal statuses, and managing award information. By integrating with other research administration tools, Cayuse SP enhances efficiency and transparency in managing sponsored projects.
Challenge Grant	A type of grant that provides funds only in conjunction with funds from other sources, usually according to a formula. For example, a challenge grant may offer two dollars for every one dollar obtained from a fund drive.
Conflict of Financial Interest	A clash between the sponsor's interest and the private interest of the individual(s) concerned. An example would be if the principal investigator is applying for funding from a corporate sponsor in whom

	the PI has substantial stock interest or a formal professional relationship.
Community of Science (COS)	A web-based database for finding funding opportunities and academic expertise.
Cost Reimbursement	A type of contract/grant arrangement that provides for payment of costs and expenses to the contractor/grantee after the expenses have been incurred.
Cost Sharing	An explicit arrangement under which the contractor/grantee bears some of the burden of the allowed project costs. These costs may not require cash outlays but may include efforts of faculty or allocation of institutional resources or services that have some value or cost to the institution.
Data Universal Numbering System (DUNS)	A unique nine-character number assigned to all types of business organizations, including nonprofits and government entities.
Direct Costs	Costs that can be specifically identified with a particular project or activity.
Effort Reporting	A method of certifying to granting agencies that the effort required as a condition of the award has actually been completed.
Facilities and Administrative (F&A) Costs	Also known as indirect costs, these are expenses incurred for common or joint objectives that cannot be identified readily and specifically with a particular sponsored project.
Federal Acquisition Regulations (FAR)	The primary regulation for use by all federal executive agencies in their acquisition of supplies and services.
Fringe Benefits	Employee benefits paid by the employer, including FICA, workers' compensation, retirement, and insurance programs.
Grant	A type of financial assistance awarded to an organization for the conduct of research or other program as specified in an approved proposal.
Grants.gov	A centralized platform used to find and apply for federal funding opportunities. Grants.gov serves as the single access point for all federal grant programs, providing resources for proposal submission and updates on funding opportunities.
Indirect Costs	Costs related to institutional infrastructure and operations that are necessary for the conduct of sponsored activities but cannot be readily and specifically identified with a particular project.
Institutional Review Board (IRB)	A committee that reviews and approves research involving human subjects to ensure that their rights and welfare are protected.
Letter of Intent (LOI)	A preliminary, non-binding indication of a prospective applicant's plan to submit a proposal.
Matching Funds	A type of cost sharing where the institution pledges to supplement the sponsor's grant with a specific amount of funds.
Memorandum of Understanding (MOU)	A document that describes the general principles of an agreement between parties but does not amount to a substantive contract.
No-Cost Extension	An extension of the period of performance beyond the original expiration date without additional funding.
Notice of Award (NOA)	The official document that notifies the recipient of the award of a grant or cooperative agreement.
Principal Investigator (PI)	The individual responsible for the conduct of research or other activity described in a proposal for an award.
Program Announcement (PA)	A formal statement about a new or ongoing activity or program.
Proposal	An application for funding that contains all the information necessary to describe project plans, staff capabilities, and funds requested.
Request for Applications (RFA)	An announcement indicates the availability of funds for a research area of specific interest to the sponsor.

Request for Proposals (RFP)	An announcement that specifies a topic of research, methods to be used, product to be delivered, and appropriate applicants sought.
SAM.gov	The System for Award Management (SAM) is the official U.S. government website for registering organizations to apply for federal funding opportunities. It is also used to track compliance and manage federal contracts and grants. Registration is free and mandatory for entities seeking federal awards.
Scope of Work (SOW)	The description of the work to be performed and completed on a project.
Sponsored Programs	Projects and activities conducted with support from external funding sources.
Subaward	An award made by a recipient to a qualified organization to perform a substantive portion of the programmatic effort under a sponsored project.
Uniform Guidance	A set of federal regulations that consolidate and supersede previous OMB circulars, providing a government-wide framework for grants management.