

## Sponsored Programs Key Terms

### Abbreviations (Definitions start on page 2)

<b>AB20:</b> Assembly Bill 20	<b>IDC:</b> Indirect Costs, also referred to as F&A and ICR
<b>AHRQ:</b> Agency for Healthcare Research and Quality	<b>IP:</b> Intellectual Property
<b>AMRC:</b> Anatomical Materials Review Committee	<b>IPA:</b> Intergovernmental Personnel Act Assignment Agreements
<b>AO:</b> Administrative Official	<b>IPF:</b> Internal Processing Form in Cayuse SP, aka the "proposal"
<b>AOR:</b> Authorized Organizational Representative	<b>IRB:</b> Institutional Review Board (i.e., human subjects research)
<b>AY:</b> Academic Year	<b>JIT:</b> Just-In-Time (NIH application)
<b>BAA:</b> Broad Agency Announcement, also referred to as FOA, RFA or RFP	<b>LOI:</b> Letter of Intent
<b>BUA:</b> Biological Use Approval	<b>MCA:</b> Multi-Campus Agreement between UC campuses
<b>CAS:</b> Cost Accounting Standards	<b>MOU:</b> Memorandum of Understanding
<b>CDA:</b> Confidentiality Agreement	<b>MTA:</b> Material Transfer Agreement
<b>CDC:</b> Centers for Disease Control	<b>MTDC:</b> Modified Total Direct Costs, commonly used F&A base at UC Davis
<b>CDFA:</b> California Department of Food and Agriculture	<b>NASA:</b> National Aeronautics and Space Administration
<b>CFDA:</b> Catalog of Federal Domestic Assistance, also known as Assistance Listings	<b>NCE:</b> No-Cost-Extension
<b>CFR:</b> Code of Federal Regulations	<b>NCURA:</b> National Council of University Research Administrators
<b>CGA:</b> Contracts and Grants Accounting	<b>NDA:</b> Non-Disclosure Agreement
<b>COI:</b> Conflict of Interest	<b>NICRA:</b> Negotiated Indirect Cost Rate Agreement
<b>CY:</b> Calendar Year	<b>NIH:</b> National Institutes of Health
<b>DARPA:</b> Defense Advanced Research Projects Agency	<b>NOA:</b> Notice of Award
<b>DHHS:</b> Department of Health and Human Services	<b>NSF:</b> National Science Foundation
<b>DoD:</b> Department of Defense	<b>NSPIRES:</b> NASA Solicitation and Proposal Integrated Review and Evaluation System
<b>eRA:</b> Electronic Research Administration	<b>OMB:</b> Office of Management and Budget (US)
<b>F&amp;A:</b> Facilities & Administrative rates; also referred to as indirect cost rate (IDC or ICR) or "overhead"	<b>OR:</b> Office of Research
<b>FAR:</b> Federal Acquisition Regulations	<b>PDS:</b> Proposal Development Services unit in the Office of Research
<b>FDP:</b> Federal Demonstration Partnership	<b>PHS:</b> Public Health Service
<b>FOA:</b> Funding Opportunity Announcement, also referred to as BAA, RFA or RFP	<b>PI:</b> Principal Investigator
<b>FOIA:</b> Freedom of Information Act	<b>PRAM:</b> Progress Report Additional Materials (NIH)
<b>FWA:</b> Federal-Wide Assurance	<b>PY:</b> Project Year
<b>FY:</b> Fiscal Year	<b>RCR:</b> Responsible Conduct of Research
<b>GMS:</b> Grant Management System	<b>RECO:</b> Research Ethics and Compliance Office in Office of Research
<b>HASTOC:</b> Human Anatomic Specimens and Tissue Oversight Committee	<b>RFA:</b> Request for Applications, also referred to as BAA, FOA or RFP
<b>HRSA:</b> Health Resources and Services Administration	<b>RFP:</b> Request for Proposals, also referred to as BAA, FOA or RFA
<b>IACUC:</b> Institutional Animal Care and Use Committee	<b>RPPR:</b> Research Performance Progress Reports
<b>ICR:</b> Indirect Cost Rate, also referred to as F&A and IDC	<b>SBIR:</b> Small Business Innovation Research

## Sponsored Programs Key Terms

**SNAP:** Streamlined Non-Competing Award Process (NIH)

**TC:** Total Cost, less commonly used F&A base than MTDC

**SPO:** Sponsored Programs Office in the Office of Research

**TDC:** Total Direct Cost, less commonly used F&A base than MTDC

**SO:** Signing Official

**UCOP:** University of California, Office of the President

**SOW:** Scope of Work

**USDA:** United States Department of Agriculture

**STTR:** Small Business Technology Transfer

Term	Definition
Allocable Cost	Allocable costs are clearly associated with the particular project. For example, chemicals purchased for use on a specific project should only benefit that project. Restocking general chemical supplies used for a variety of purposes would benefit many projects and may not be easily allocated to individual projects.
Allowable Cost	Allowable expenses are permitted by institutional and sponsor regulations and are consistent with UC Davis charging practices.
Annualized Salary	Annualized salary is a person's salary over 12 months and is different than someone's 9- or 11-month appointment.
<a href="#">Anatomical Materials Review Committee (AMRC)</a>	Any UC Davis researchers who wish to use human anatomical specimens for education or research MUST submit an application to the AMRC and receive approval from the AMRC before commencing the research or education efforts.
<a href="#">Biological Use Approval (BUA)</a>	UC Davis institutional approval for activities or use of materials involving biological materials, including: (1) Research involving recombinant DNA technology, except projects that are exempt under the NIH Guidelines for Research Involving Recombinant DNA Molecules. (2) Work with materials that are infectious (or potentially infectious) to plants, animals, or humans (including replication-defective viral vectors). (3) Working with any material that falls under the Cal OSHA Bloodborne Pathogen Standard. This includes any work with human cell lines, human blood or blood products, and human body fluids. At UC Davis, work with non-human primate (NHP) cells, established NHP cell lines, and NHP blood or blood products also requires a BUA. (4) Storage of biohazardous materials that are not being used.
Broad Agency Announcement (BAA)	Solicitation for proposals or applications.
Budget	A financial proposal that reflects the work proposed.
Budget Categories	Categories of budget line items, such as materials/supplies, travel and personnel.
Budget Justification	A written description of the estimated project costs, including explanation and justification for the individual costs that make up each larger budget category.

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Budget Line Items	Individual items included in the budget, such as the Lead Principal Investigator's salary.
co-Investigator (co-I)	Senior/key personnel not in the official Co-PI or Principal Investigator (PI) role. This role is not scientifically diminutive; it just denotes a lesser administrative or management role for the project.
co-Principal Investigator (co-PI)	An investigator with equal administrative authority with the Principal Investigator. It is important note that sponsoring agencies have very distinct definitions of Principal Investigators.
Collaborator	Paid or unpaid personnel that are integral to the project and are listed as senior personnel. Senior personnel in this role may have committed effort or may simply offer as needed advice such as NIH "Other Significant Contributors." If a non-paid collaborator will have committed effort and is employed outside of UC Davis, it is important to get a letter from his or her university or institution approving the collaboration. This allows the collaborator's institution to record committed effort and approve use of facilities for the project.
<a href="#">Composite Benefit Rates</a>	Composite benefit rates are developed in order to cover the costs of fringe benefits offered by the University. The rate is determined by creating a pool of benefit costs and dividing by the salary base per the requirements in OMB Uniform Guidance. The federal rates are negotiated with the government in advance for a fiscal year and any over- or under-recovery is included as an adjustment in a subsequent rate proposal.
Consistent Cost	Consistent treatment of costs is a basic cost accounting principle and is specifically required by Uniform Guidance to assure that the same types of costs are not charged to federally sponsored agreements both as direct costs and as facilities and administrative (F&A) or indirect costs. These cost elements cannot, under routine circumstances, be both. So, consistency in this context means that costs incurred for the same purpose, in like circumstances, must be treated uniformly as either direct costs or as F&A costs.
Consultant	An individual that provides consultation and/or advice to a project ("brains and briefcase") but is not responsible for completing the scope of work. UC employees should not be listed as consultants on proposals submitted from UC Davis.

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<a href="#">Contracts and Grants Accounting (CGA)</a>	Contracts & Grants Accounting (Extramural Funds Accounting) assists UC Davis faculty and staff in meeting their teaching, research, and operational needs by providing quality financial services for externally funded projects.
Cost Sharing	Cost sharing occurs when a sponsor does not pay the full cost of a sponsored project, and the applicant institution (UC Davis) therefore bears some of the costs. Cost sharing may be in-kind such as a valued donation of goods, or cash for project purchases. The allowability of types and amounts of cost sharing varies by sponsor and program.
Direct Costs	Direct costs are expenses that are clearly associated with and necessary to complete a sponsored project or program.
Effort	The amount of time, either as a percentage of overall effort or in person-months, that an individual will work on a sponsored project.
Escalation	An amount, usually a percentage, that a cost is expected to increase over time.
Facilities and Administrative (F&A) Costs	See "Indirect Costs"
Facilities and Administrative (F&A) Rate	See "Indirect Cost Rate"
<a href="#">Federal Demonstration Partnership (FDP)</a>	An association of federal agencies, academic research institutions with administrative, faculty and technical representation and research policy organizations working to streamline the administration of federally sponsored research.
Federal Flow-through	Funds that originate from a federal sponsor but are paid to the university through another entity, such as the State of California or another academic institution.
Financial Conflict of Interest (COI)	Financial interests that may pose a conflict of interest with a sponsored program or project. Researchers are required to disclose financial interests in the electronic COI system in accordance with federal and state regulations and university policies and procedures.
Fringe Benefits	See "Composite Benefit Rates".
Funding Opportunity Announcement (FOA)	Solicitation for proposals or applications.
Indirect Cost	Indirect costs are associated with the general operation of UC Davis and cannot be readily assigned to individual projects. These costs include facilities and maintenance, general and departmental administration, clerical and administrative salaries and fringe benefits, general office supplies, general purpose equipment, routine postage, building maintenance and utilities and library expenses.

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Indirect Cost Base	Amount (of direct costs) to which the F&A rate should be applied
<a href="#">Indirect Cost Rate (IDC or ICR)</a>	An indirect cost rate is a device for determining what proportion of indirect costs each program should bear using sound administrative principles. The indirect cost rate is designed to provide a method for full cost recovery, and it is an equitable, logical and consistent process for allocating costs not directly associated with a single grant/contract, project or cost objective. The university has federally negotiated rates based on these principals; however, rates may vary based on sponsor policy and program guidelines.
<a href="#">Institutional Animal Care and Use Committee (IACUC)</a>	IACUC is an Institutional Animal Care and Use Committee mandated by the <i>Animal Welfare Act</i> and the <i>Health Research Extension Act</i> . Research involving animal subjects must obtain IACUC authorization.
<a href="#">Institutional Review Board (IRB) Administration</a>	The Institutional Review Board (IRB) Administration unit in the Office of Research is committed to following the federal regulations to protect the rights and welfare of human subjects involved in research conducted under the auspices of UC Davis. Research involving human subjects must obtain IRB Administration authorization.
Internal Processing Form (IPF)	The online routing and approval form that must be completed in Cayuse SP for all proposals submitted to the Sponsored Programs and some other offices.
Key Personnel	See "Senior Personnel"
Lead Principal Investigator (PI)	See "Principal Investigator (PI)"
<a href="#">Material Transfer Agreement (MTA)</a>	Material/Data Transfer Agreement (MTA/DTA) is an agreement between UC Davis and one or more outside entities, (e.g., another university, a company, or a non-profit organization), that covers the transfer of proprietary tangible research materials, and/or the transfer of any data and information. These agreements are important to preserve rights and set expectations between the parties involved.
Modified Total Direct Cost (MTDC)	Indirect cost base where indirect costs are charged to 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). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, student 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.

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Term	Definition
<a href="#">Negotiated Indirect Cost Rate Agreement (NICRA)</a>	The Negotiated Indirect Cost Agreement. See "Indirect Cost Rate".
Participant Support Costs	Direct costs for items such as stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects.
Principal Investigator (PI)	The Principal Investigator has primary responsibility for achieving the technical success of the project, while also complying with the financial and administrative policies and regulations associated with the award.
Reasonable Cost	Reasonable costs would generally be accepted as necessary per a "prudent" person's review.
Request for Applications (RFA)	Solicitation for proposals or applications.
Request for Proposals (RFP)	Solicitation for proposals or applications.
Research Ethics and Compliance Office (RECO)	The unit in the Office of Research at UC Davis that provides administrative support and oversight to the following compliance areas: (1) Boating and Diving Safety (2) Export Control in Research (3) Financial Conflicts of Interest (4) Human Anatomic Specimen and Tissue Oversight (5) Research Ethics (6) Research Misconduct (7) Stem Cell Research Oversight.
Responsible Conduct of Research (RCR)	Program providing graduate students, postdoctoral scholars, faculty, staff and NSF funded undergraduate students with information, training, and tools to address the increasingly complex issues that they will confront during their careers.
Scope of Work	Narrative description of the work to be conducted.
Senior Personnel	"Non-replaceable" expertise on the project. These are usually all the faculty level investigators, but may also include others at the discretion of the Principal Investigator.
<a href="#">Small Business Innovation Research (SBIR)</a>	SBIR is a highly competitive government-funded public/private partnership opportunity program that encourages small business to explore their technological potential and provides the incentive to profit from its commercialization.
<a href="#">Small Business Technology Transfer (STTR)</a>	STTR is an important small business program that expands funding opportunities in the federal innovation research and development arena. Central to the program is expansion of the public/private sector partnership to include the joint venture opportunities for small business and the nation's premier nonprofit research institutions.
<a href="#">Subaward</a>	An agreement with a third-party organization performing a portion of the project or program scope of work.

### Sponsored Programs Key Terms

Term	Definition
Total Costs (TC)	Indirect cost base where indirect costs are applied to all project costs.
Total Direct Costs (TDC)	Indirect cost base where indirect costs are applied to all direct costs.
Uniform Guidance	An Office of Management and Budget (OMB) circular that provides federal regulations regarding administrative requirements, cost principals and audit requirements for federal awards.