

GLOSSARY OF GRANT TERMS

990-AR --	Form of the annual reports that foundations submit the Internal Revenue Service and to the state attorney general's office.
Abstract --	A brief overview of a project, usually 1 page or less immediately following the face page or cover sheet.
Allowable Cost --	A cost for which an institution or agency may be reimbursed under a grant or contract with a governmental agency.
Application --	A request for funds; may imply the use of a special form supplied by the funding source (see proposal).
Appropriation --	A federal, state or local legislative enactment which allows government agencies to incur obligations to spend or lend money during specific time periods, usually a fiscal year. Congress may appropriate funds only on the basis of an existing authorization.
Assurances --	Statement concerning the institution's or organization's compliance with Civil Rights, Title IX, Section 504 guidelines, lobbying, etc. Assurances are required with many proposal applications.
Audit --	Review of financial transactions, documentation, accounting procedures and systems by external or internal auditors. The most common external audit is the Single Audit that is required by law and by OMB Circular A-133, which is conducted annually by the State Auditor General's Office.
Authorization --	Basic substantive legislation that sets up a program or agency. Such legislation sometimes sets limits on the amount that can subsequently be appropriated but does not actually provide money or guarantee that monies will be appropriated in any given fiscal year.
Authorized Signature --	Signature of person legally responsible for making agreements on behalf of an organization; must appear on an application before it can be considered an official

GLOSSARY OF GRANT TERMS

	request; implies that if an award is accepted, the responsibility for its proper administration is assured.
Award --	The document, which may be a letter, a special form, or a contract, prescribing the amount of funds and restrictions imposed; an agreement between two parties.
Award Letter --	Written notification from the funding agency indicating that a project has been funded, for how long, and in what amount.
Block Grants --	The grouping of many categorical grant programs into an overall functional area.
Boilerplate --	Sections of a proposal applicable to a variety of requests, e.g., organizational descriptions, professional resumes, etc.; often maintained by organizations submitting numerous proposals in order to reduce preparation time.
Budget --	Financial plan for conducting a project submitted and/or approved by the funding source; should include whole dollar amounts only. It is the estimated cost of performance of the project as set forth in a proposal or in the notification of grant award or contract. After the award, the approved budget becomes a spending guide for the project.
Budget Detail --	An itemized list of expenditures and income that accompanies a narrative proposal.
Budget Justification --	A detailed clarification of the budget; explains how dollar amounts were determined.
Capital Equipment --	An article of property that is not permanently attached to buildings or grounds and that has an acquisition cost of \$5,000 or more (including sales and/or use tax, freight, and installation) and a life expectancy of one year or more.
Carry Forward or Carryover --	The unspent balance from a prior award period, which may be added to the subsequent award budget if approved by funding agency.

GLOSSARY OF GRANT TERMS

Catalog of Federal Domestic Assistance (CFDA) --	Publication and database produced by the General Services Administration that lists the domestic assistance programs of all federal agencies and gives information about a program's authorization, fiscal details, accomplishments, regulations, guidelines, eligibility requirements, information contacts, and application and award process.
Categorical Aid --	Federal or state funds specified for a specialized area.
Certification --	A statement, signed by an applicant or grantee as a prerequisite for receiving federal funds, that it 1) meets or will adhere to certain conditions and/or 2) will undertake or not undertake certain actions.
CFDA Number --	Identifying number for a federal assistance program, composed of a unique two-digit prefix to identify the federal agency, followed by a period and a unique three-digit code for each authorized program.
Cohort --	Population such as Upward Bound student that participate together in a program. Usually programs with cohorts involve tracking and reporting of individual member progress.
Collaboration --	The lead institution issues subcontracts or subgrants to the other collaborating institutions.
Conflict of Interest --	Using a vendor that is a member of your family or a personal friend. Transaction must be "arm's length".
Consortium --	Partnerships in which key personnel from different institutions have substantial involvement in the development and performance of the finances, administration, and/or activities of a single grant and the funding source makes only one award.
Consultant --	A person with expertise who is brought in to lend insight, advise, do workshops, etc.
Continuation Grant --	Additional funding awarded for budget periods following the initial budget period of a multi-year discretionary grant or cooperative agreement.

GLOSSARY OF GRANT TERMS

Cooperative Agreement --	A type of federal assistance; essentially, a variation of a discretionary grant, awarded by the Department when it anticipates having substantial involvement with the grantee during the performance of a funded project.
Copyright --	A statement of legal control over a document (usually by its author) such that anyone seeking to reproduce said document must first obtain permission of the copyright holder.
Cost Reimbursement Contract --	Issued on the basis of estimated costs of performing specified tasks; arrived at by negotiation between government and the contractor. Involves payment to the contractor for actual costs incurred up to a ceiling amount.
Cost Sharing --	Financial contribution by the grantee; typically less than one third of the total cost; more common to research grants; a form of matching (see matching contributions).
Cover Letter --	Letter of transmittal accompanying a proposal submission.
Deadline --	Date after which a proposal will not be accepted for review; often stated as a receipt date or a post mark date (see post mark date).
Demonstration Grant --	Generally of limited duration which seeks to test the feasibility of an idea, approach or program.
Direct Costs --	Expenses which can be itemized and for which vouchers or payroll records can be presented for payment. They include salaries and wages, fringe benefits, supplies, travel, equipment, printing, duplication, etc.
Discretionary Grant --	An award of financial assistance in the form of money, or property in lieu of money, by the federal government to an eligible grantee, usually made on the basis of a competitive review process.
DUNS Number --	Identification number used for Department of Education proposals.

GLOSSARY OF GRANT TERMS

EDGAR --	(Education Department General Administrative Regulations) administrative regulations governing the Department's discretionary grant and cooperative agreement programs found in parts 74, 75, 76 , 77, 79, 80, 81, 82, 85, and 86 of Title 34 of the Code of Federal Regulations; a document issued by the Department that contains a reprint of these regulations.
Effective Date --	Date award is made, allowable project costs may not be charged to the project until this date.
Time & Effort --	The amount of time, usually expressed as a percentage of the total that a faculty member or other employee spends on a project. Does not include work done for supplemental pay.
Time & Effort Certification --	Certification required by Federal regulations for all employees working on federally sponsored projects/grants. The percentage of effort reported for the period is used to verify the salaries and wages charged to federal grants.
Equipment Grant --	Award to be used exclusively for the purchase of equipment; typically for educational or research purposes; usually requires a 50% match by the grantee.
External Evaluator --	Professional evaluator external to the project with the background and qualifications to conduct a quality evaluation based on the project requirements. Most external evaluators are external to MSJC; however, some programs consider the evaluator to be external if they are external to the project in which case, the external evaluator could be an MSJC employee or former employee.
Evaluation --	A quantitative assessment of what was, or was not, accomplished by a project; a comparison of project objectives and actual project outcomes; an increasingly important part of proposal writing and project management.
Face Page --	First page of a proposal; identifies project title, agency to which proposal is submitted, project director's name, title, address, project duration, total dollar request,

GLOSSARY OF GRANT TERMS

	submitting organization's name and address and the name, title and signature of the person authorized to sign for submitting organization.
Federal ID # (FEN) --	The district's number is #####. Each college has a suffix.
Fiscal Year --	Usually a 12-month period for which funds are appropriated during which expenditures must be made. The federal fiscal year runs from October 1 to September 30 and is designated by the calendar year in which it ends.
Formative Evaluation --	Type of project evaluation that is conducted throughout the implementation of the project activities. Results are used to assess progress, identify potential or actual problems, and formulate and implement corrective action.
Formula Grant --	Funds made available on the basis of a specific formula used by the granting agency and prescribed in legislation, regulation, or policies of that agency. The funds are awarded on the basis of demographic and economic data.
Foundation --	Organization established to disburse funds for philanthropic purposes; usually privately endowed.
Fringe Benefits --	Benefits such as life and health insurance, retirement, unemployment compensation and workers compensation that are paid in addition to salary.
Full Time Equivalent --	The amount of time spent or required in a less than full time activity divided by the amount of time normally spent or required in a corresponding full time activity during the regular school term. (Also referred to as a regular budgeted position).
Goals --	General statement of anticipated project outcomes; usually more global in scope than objectives and not expected to be measurable; if used, goals should be supported by well stated objectives.

GLOSSARY OF GRANT TERMS

Grant --	Funding award made on the basis of a submitted proposal, usually in response to application guidelines.
Grant Application --	The proposal instructions developed by a funding source that must be followed by applicants developing a proposal for consideration for funding.
Grant Period --	Begins on the effective date and ends on the expiration date; the period of time agreed upon by the grantor and grantee during which a funded project is in operation; allowable project costs may be charged to the project only during this time.
Grant Proposal --	The written plan detailing the objectives of a program or project. Typically, grant proposals are written in response to and in accordance with a grant application or set of instructions and must be submitted by a specific deadline. Most grants are very competitive.
Grantee --	Any legal entity that assumes financial responsibility, accountability for managing awarded funds, supervision of grant supported activities and submission of final reports.
Grantor --	Funding source which has agreed to provide financial support in the form of a grant.
Guidelines --	Directions to follow in preparation and submission of a proposal; usually but not always provided by the funding source; more commonly from government sources or larger foundations.
Human Subjects Research --	Research and grants projects involving human participants whose rights must be protected. The protection of Human Subjects is overseen by an Institutional Review Board.
Indirect Cost Rate --	A percentage established by a federal department or agency for a grantee organization, which the grantee uses in computing the dollar amount it charges to the grant to reimburse itself for indirect costs incurred in doing the work of the grant project.

GLOSSARY OF GRANT TERMS

Indirect Costs --	(Overhead) the expenses indirectly associated with the sponsored project. Included are administrative expenses, utilities, maintenance, library facilities. They are usually expressed as a percentage of total direct costs.
In-Kind --	A service or item donated in lieu of dollars to the operation of a funded project; usually given by a third party; e.g., donated equipment, percentage of an administrator's time, or guest speaker's time.
Institutionalize --	The process of incorporating a grant-funded program, activity and/or staff into the regular operation of the institution, and it becomes part of the ongoing College costs.
LEA (Local Educational Agency) --	Generally refers to an educational institution that houses or sponsors the grant project locally.
Letter of Commitment --	Written assurance of participation/support from an organization, individual, department concerning a project to be undertaken by the organization, if the proposal would be funded. Letters of commitment from organizations and/or individuals from outside are often required to be submitted with the grant application and should be obtained from organizations and/or individuals who are considered credible in the eyes of the funder.
Letter of Intent --	A brief letter containing a description of a proposed project, an estimated budget, and information on the applicant. Sometimes it is required to allow the funding source to screen out ineligible applicants or projects not consistent with the program's priorities. This screening saves considerable time for both the source and the applicant.
Matching Funds --	Cash or "in-kind" support contributed by the college to fulfill objectives of a project. Amount of needed matching funds varies with the program.
Measurable Objectives --	Goals stated in such a way that the achievement or non-achievement of this goal may be determined with a relative degree of precision by objective observation and measurement (also called criterion base objectives).

GLOSSARY OF GRANT TERMS

Needs Assessment --	A continuous, formal process for identifying in what areas and by how much the present system is short of an ideal state.
Needs Statement --	An essential component of the grant proposal describing the problem area or need that the proposed project will address. A strong needs statement includes statistical, testimonial, or other evidence that shows that the project is essential.
NOA (Notice of Award) --	The formal document used by the federal government to inform the grantee that the proposal has been funded.
Objectives --	Specific statements of anticipated project outcomes; should identify clearly what will be different as a result of the project having been funded as opposed to what the project is going to do (activities); usually measurable and directly related to project evaluation.
Office of Management and Budget --	(OMB) a branch of the Executive Office of the President. OMB helps the President formulate his spending plans, evaluates the effectiveness of agency programs, policies and procedures, assesses competing funding demands among agencies, and sets funding priorities. OMB ensures that agency reports, rules, testimony, and proposed legislation are consistent with the President's budget and Administration policies.
Official Function --	Expense such as food that needs justification as to the public purpose it produced to the funding agency or campus.
OMB Circulars --	<p>Administrative policy documents issued by the Office of Management and Budget (OMB) that give instruction to federal agencies on a variety of topics, including the administration of federal grants and cooperative agreements (see Office of Management and Budget).</p> <ul style="list-style-type: none"> • <i>Cost Principles for Educational Institutions (OMB Circular A-21)</i> • <i>Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (OMB Circular A-110)</i> • <i>Audits of States, Local Governments, and Non-Profit</i>

GLOSSARY OF GRANT TERMS

	<i>Organizations (OMB Circular A-133)</i>
Pass Through Agency --	State or local agency that receives federal funds and conducts its own application and award process.
Performance Report --	A report of the specific activities the recipient of a discretionary grant or cooperative agreement has performed during the budget or project period.
Planning Grant --	An award made in support of the planning stages of a future project.
Post Mark Date --	The last date which may be affixed by the Post Office in order for a proposal to be considered for funding; set by the funding source.
Pre-Application --	A prospectus following a prescribed format developed by an agency and utilized to screen proposals.
Preliminary Proposal --	Occasionally required by a funding source as a first step in the submission process; a proposal containing only the essentials necessary to convey the idea to be proposed formally at a later date.
Priorities --	Funding sources develop annual program plans that include objectives and areas of emphasis. The areas of emphasis are called priorities, and the source awards grants for projects which most closely relate to those priorities. Priorities for federal grant programs are published in the Federal Register.
Project Director/Principal Investigator --	The person responsible for directing and managing the project for the college.
Project Program Officer --	The federal or state agency representative who has the task of monitoring the project, providing technical assistance to the project and insuring that the objectives are carried out within the framework of regulations.
Proposal --	A written document submitted to a funding source requesting financial support to undertake a project.
RFP (Request for Proposal) --	Announcement distributed by a funding source to potential grantees defining in a general way the type of

GLOSSARY OF GRANT TERMS

	project proposals desired, same as a Request for an Application (RFA) or Request for Qualifications (RFQ).
Seed Money --	A small grant for the purpose of getting a project started; it is assumed that the project will be able to attract additional external funds following the "seed grant" period.
Site Visit --	A final step in the review of some proposals; involves a team of evaluators from the funding source who examine the project facilities on location; includes a review of project plan and objectives with key personnel; an encouraging sign to the project director, occasionally conducted during the life of a project.
Summative Evaluation --	The final evaluation, occurring at the end of the entire grant period, that includes both quantitative and qualitative data. The summative evaluation focuses specifically on whether project goals and objectives were achieved and project success indicators.
Supplanting --	Use of grant funds to pay for ongoing activities already budgeted or for the usual activities assigned to a position.
Title --	A major section of a piece of legislation, e.g., Title I Higher Education Act, 1965.