

# RESEARCH GLOSSARY

## #

---

**501(c)(3)** – IRS tax code that governs the non-profit status of organizations dedicated to “Religious, Educational, Charitable, Scientific, Literary, Testing for Public Safety, to Foster National or International Amateur Sports Competition, or Prevention of Cruelty to Children or Animals Organizations”

**650** - Awarded Funding Report in ARGIS (UCF). Establishes budget for new awards and award modifications.

## A

---

**A-21** - "Cost Principles for Educational Institutions," a circular published by the federal Office of Management and Budget (OMB) that establishes the principles for determining the costs applicable to grants, contracts, and other government agreements with educational institutions (also known as sponsored projects).

**A-110** - "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations," a circular published by the federal Office of Management and Budget (OMB).

**A-133** - Audits of States, Local Governments, and Non-Profit Organizations a circular published by the federal Office of Management and Budget (OMB).

**A&P** - Administrative and Professional, a classification of employment at UCF (See UCF Human Resources for more info).

**Allocable Costs** - Those allowable costs that actually benefit the grant or contract to which they are charged.

**Allowable Costs** - Those categories of costs that are allowable as a charge on a grant or contract as determined by the terms and conditions of the award and/or appropriate cost principles. Certain types of costs, such as the cost of alcoholic beverages are not allowable and may not be charged to a contract or grant.

**Applied Research** - The systemic, intensive study directed toward the practical application of knowledge.

**ARGIS** - Academic Research & Grants Information System, UCF's database for management of research proposals and awards.

**Audit** - A formal examination of an organization's or individual's accounts or financial situation. An audit may also include examination of compliance with applicable award terms, laws, regulations and policies.

**Authorized Signature** - Signature of the person authorized to commit funds and facilities on grants and contracts.

**Award** - Funds that have been obligated by a sponsor for a particular project.

## B

---

**Basic Research** - A systemic, intensive study, the primary aim of which is a fuller knowledge or understanding of the subject under study rather than a practical application thereof.

**Bayh-Dole Act** – An Act, enacted on December 12, 1980, which allows universities to retain title to inventions made under awards from the Federal government.

**Bequests** - A type of donation or gift. Bequests and gifts are awards given with few or no conditions specified. Gifts may be provided to establish an endowment or to provide direct support for existing programs. Frequently, gifts are used to support developing programs for which other funding is not available.

**Broad Agency Announcement (BAA)** - An announcement of a federal agency's general research interests that invites proposals and specifies the general terms and conditions under which an award may be made.

**Budget** - A list of anticipated project costs that represent the Principal Investigator's best estimate of the funds needed to support the work described in a grant or contract proposal.

**Budget Description (or Justification or Narrative)** - A written description of the cost estimation methods used in preparing a budget that also explains or describes the types of individual costs that make up a larger budget category.

**Budget Period** - The interval of time--usually twelve months--into which the project period is divided for budgetary and funding purposes.

**Budget Adjustment** - The act of amending the budget by moving funds from one category or line item to another. (See also rebudget.)

## C

---

**C&G** - Contracts & Grants, a type of funding account at UCF

**CAS** - Cost Accounting Standards. These standards were developed to achieve uniformity and consistency in costs on Government awards.

**CASB** - Cost Accounting Standards Board - the Board with the authority over the cost accounting standards.

**CDA** - Confidential Disclosure Agreement – an agreement between two parties whereby one party receiving information agrees to keep that information confidential. Both parties to the agreement could be sharing and receiving confidential information of the other party.

**Carryforward** – Unexpended funds from a previous budget period that can be used (carried forward) into a subsequent budget period of an award.

**Challenge Grant** - A grant that provides moneys in response to moneys from other sources, usually according to a formula. A challenge grant may, for example, offer two dollars for every one that is obtained from a fund drive. The grant usually has a fixed upper limit, and may have a challenge minimum below which no grant will be made. This form of grant is fairly common in the arts, humanities, and some other fields, but is less common in the sciences. A challenge grant differs from a matching grant in at least one important respect: The amount of money that the recipient organization realizes from a challenge grant may vary widely, depending upon how successful that organization is in meeting the challenge. Matching grants usually award a clearly defined amount and require that a specified sum be obtained before any award is made.

**Change Order** - A written order signed by the contracting officer, outlining specific changes to a contract. The change order directs the contractor to make changes as ordered. The changes clause of the contract authorizes the contracting officer to issue change orders without the consent of the contractor.

**Close Out** - The act of completing all internal procedures and sponsor requirements to terminate or complete a research project.

**COGR** - Council on Governmental Relations COGR is an association of research universities whose primary function is to provide advice and information to its membership and to inform and work with federal agencies to facilitate an understanding of academic operations and the impact proposed regulations will have on colleges and universities.

**Community of Science (COS)** - A web server containing information about scientific expertise, funded scientific research, and funding opportunities for research.

**Competing Renewal Proposal** - Proposals (for ongoing projects) that must compete again once the term of the original award has expired.

**Confidentiality Agreement** – An agreement which covers the disclosure of proprietary or confidential information whereby the receiving party agrees to keep the information confidential.

**Conflict of Interest (COI)** - Situations in which employees use their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business or other ties.

**Consultant** – A consultant is typically an individual who is an expert in a certain area. Consultants are engaged in research projects for their expertise and to provide a specific service for a project.

**Consortium Agreement** - Group of collaborative investigators/institutions; arrangement can be formalized with specified terms and conditions.

**Contract** - A mechanism for procurement of a product or service with specific obligations for both sponsor and recipient. Typically, a research topic and the methods for conducting the research are specified in detail by the sponsor, although some sponsors award contracts in response to unsolicited proposals.

**Contracting Officer (CO)** - A sponsor's designated individual who is officially responsible for the business management aspects of a particular contract. The contracting officer is responsible for all business management matters associated with the review, negotiation, award, and administration of a contract and interprets the associated administration policies, regulations, and provisions.

**Contracting Officer's Technical Representative (COTR)** - see Program/Project Officer.

**Copyright** - An intangible, incorporeal right granted by statute to an author or originator of certain literary or artistic productions, where he/she is invested, for a limited period, with the sole and exclusive privilege of multiplying copies of the same and publishing and selling them. Works of authorship include literary, musical or dramatic works, works of art, motion pictures or video tapes, audio recordings or computer programs.

**Cooperative Agreement** - An award similar to a grant, but in which the sponsor may be actively involved in proposal preparation and anticipates having substantial involvement in research activities once the award has been made.

**Cost Accounting Standards (CAS)** - Federally mandated accounting standards intended to ensure uniformity in budgeting, accounting and reporting project costs.

**Cost-Reimbursement Type Contract/Grant** - A contract/grant for which the sponsor pays for the full costs incurred in the conduct of the work up to an agreed-upon amount.

**Cost-Sharing** - A general term, used as a noun or adjective, that can describe virtually any type of arrangement in which more than one party supports research, equipment acquisition, demonstration projects, programs, institutions. Example: A university receives a grant for a project estimated to have a total cost of \$100,000. The sponsor agrees to pay 75% (\$75,000) and the university agrees to pay 25% (\$25,000). The \$25,000 is the cost-sharing component.

## D

---

**Defense Acquisition Regulations (DAR)** - The source regulations for research projects sponsored by the Department of Defense.

**Deficit** - The result of expenditures exceeding the project funds available.

**Deliverable** – A product or service to be provided as a result of a research or other project. A report, piece of equipment, or other tangible item may be a deliverable. Deliverables should be clearly outlined in a proposal or award document. Payment may be tied to the receipt of a deliverable(s).

**Developmental Research** - The systemic use of scientific knowledge directed toward the production of useful materials, devices, systems or methods, including design and development of prototypes and processes.

**Direct Costs** - Clearly identifiable costs related to a specific project. General categories of direct costs include but are not limited to salaries and wages, fringe benefits, supplies, contractual services, travel and communication, equipment, and computer use.

**Disallowances** – Those costs identified by the terms of an award that are not allowed as a direct cost on the project. Also those costs identified by an auditor as not allowable on an award.

**Donation** - Transfer of equipment, money, goods, services, or property with or without specifications as to its use. Sometimes donation is used to designate contributions that are made with more specific intent than is usually the case with a gift, but the two terms are often used interchangeably. (Also see Gift)

**DS2** – Disclosure Statement for Educational Institutions (of Cost Accounting Standards)

## E

---

**EDISON** - NIH Extramural Invention Information Management System

**Effort** - The total activity or work for which an individual is compensated by the University. Expressed as a percentage of the full time equivalence (FTE).

**Effort Reporting** – The means by which individuals working on funded projects certify the effort devoted to a project, required as a condition of an award, over a specified period of time as. At UCF, this is done through the ECRT process.

**Electronic Research Administration (ERA)** - Conducting research administration by utilizing electronic resources such as the internet, the worldwide web, form templates, databases, and other electronic tools. (For more information, link to NCURA or ERA Task Force)

**Encumbrance** - Funds that have been set aside or "claimed" for projected expenses pending actual expenditure of the funds.

**Endowment** - A fund usually in the form of an income-generating investment, established to provide long-term support for faculty/research positions (e.g., endowed chair).

**Expiration Date** - The date signifying the end of the performance period, as indicated on the Notice of Grant Award.

**Extension** - An additional period of time authorized by the sponsor (or awardee institution, as appropriate) to an organization for the completion of work on an approved grant or contract. An extension allows previously allocated funds to be spent after the original expiration date.

## F

---

**Facilities and Administrative (F&A) Costs** - Costs that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity. (formerly known as Overhead / Indirect Cost / IDC)

**FDP** - Federal Demonstration Partnership is a cooperative effort between a number of universities and federal agencies to increase research productivity by eliminating unnecessary administrative procedures and by streamlining and standardizing needed controls.

**FEDIX** - Online federal database serving most federal agencies for on-line searches.

**Final Report** - The final technical or financial report required by the sponsor to complete a research project.

**Fiscal Year (FY)** - Any twelve-month period for which annual accounts are kept. The federal government's fiscal year is October 1 through September 30. UCF's is July 1 through June 30.

**Fixed-Price (FP) Contract/Grant** - A contract/grant for which one party pays the other party a predetermined price, regardless of actual costs, for services rendered or the delivery of a final product/report. Quite often this is a fee-for-service agreement.

**Flow-Down** – Terms and conditions that are part of a prime award from a sponsor that must also be incorporated into a subcontract/subrecipient agreement.

**Fringe Benefits** - Employee benefits paid by the employer. (e.g., FICA, Worker's Compensation, Withholding Tax, Insurance, etc.)

**Funding Cycle** - Range of time during which proposals are accepted, reviewed, and funds are awarded. If a sponsor has standing proposal review committees (or boards) that meet at specified times during the year, application deadlines are set to correspond with those meetings. For some sponsors, if proposals are received too late to be considered in the current funding cycle, they may be held over for the next review meeting (i.e., National Science Foundation's Target Dates).

## G

---

**General Purpose Equipment** - Equipment that can be utilized for activities other than the specific, technical, specialized activities supported by a grant or contract. Examples include office equipment and furniture, reproduction equipment, motor vehicles and data processing equipment.

**GENIUS** - Global Expertise Network for Industry, Universities and Scholars

**Gift** - Gifts and bequests are awards given with few or no conditions specified. Gifts may be provided to establish an endowment or to provide direct support for existing programs. Frequently, gifts are used to support developing programs for which other funding is not available. (Also see Donation.)

**Grant** - A type of financial assistance awarded to an organization for the conduct of research or other program as specified in an approved proposal. A grant, as opposed to a cooperative agreement, is used whenever the awarding office anticipates no substantial programmatic involvement with the recipient during the performance of the activities.

**Grants Officer** - A sponsor's designated individual who is officially responsible for the business management aspects of a particular grant or cooperative agreement. The grants officer is responsible for all business management matters associated with the review, negotiation, award, and administration of a grant or contract and interprets the associated administration policies regulations, and provisions (For definition of scientific officer, see Program/Project Officer.).

**Grants.gov** – A vehicle for electronically submitting proposals to Federal agencies. Funding opportunities can also be located using Grants.gov.

## I

---

**IACUC** – The Institutional Animal Care & Use Committee reviews and approves protocols for the use of animals in research.

**IBC (Institutional Biosafety Committee)** - A faculty committee charged with reviewing and approving the use of biologically hazardous substances in all research projects. The IBC serves as an institutional compliance committee and is responsible for reviewing reported instances of regulatory noncompliance related to biosafety issues in research.



**In-Kind** - Contributions or assistance in a form other than money. Equipment, materials, or services of recognized value that are offered in lieu of cash.

**Incremental Funding** - A method of funding grants and contracts that provides specific spending limits below the total estimated costs. Each increment is, in essence, a funding action.

**Indirect Costs** - Costs related to expenses incurred in conducting or supporting research or other externally-funded activities but not directly attributable to a specific project. General categories of indirect costs include general administration (accounting, payroll, purchasing, etc.), sponsored project administration, plant operation and maintenance, library expenses, departmental administration expenses, depreciation or use allowance for buildings and equipment, and student administration and services. (See also Facilities and Administrative Costs.)

**Indirect Cost Rate** - The rate, expressed as a percentage of a base amount (MTDC), established by negotiation with the cognizant federal agency on the basis of the institution's projected costs for the year and distributed as prescribed in OMB Circular A-21. At UCF, indirect costs are applied to a modified total direct cost (MTDC) base. The indirect cost rate is charged on a set of direct costs known as an indirect cost base.

**Institutional Review Board** – (IRB) a University committee that reviews and approves protocols for the participation of human subjects in research.

**Intellectual Property** – A term for distinct types of property created and which are protected by Federal law. Types of intellectual property include inventions, copyrightable works, ideas, and discoveries.

**Invention** - Any process, machine, manufacture, composition of matter, or design, or any new or useful improvement thereof, and any variety of plant which is or may be patentable under the patent laws of the United States.

**Investigator-Initiated Proposal** - A proposal submitted to a sponsor that is not in response to an RFP, RFA, or a specific program announcement.

**Invitation for Bid (IFB)** - A solicitation issued to prospective bidders. An IFB describes what is required and how the bidders will be evaluated. Award is based on the lowest bid. Negotiations are not conducted.

## J

---

**Just In Time** – Information NIH requests after a proposal has been reviewed and is within the range of funding. This information is required before an award can be issued. Typical documents required are approvals from the IRB and IACUC, and updated Current and Pending Support of the PI and/or Co-PIs.

## K

---

**Key Personnel** - Personnel considered to be of primary importance to the successful conduct of a research project. The term usually applies to the senior members of the project staff; however, sponsors may have differing definitions of Key Personnel.

## L

---

**Limitation of Cost (LOC)** - A mandatory clause for cost-reimbursement type contracts. Under the clause, the sponsor is not obligated to reimburse the contractor for costs in excess of the stated amount. The contractor, however, is not obligated to continue performance once expenses reach the stated amount.

**Limited Submission** – Programs that allow only a limited number of proposals from an organization. Sometimes only one proposal can be submitted by an organization, sometimes more than one application can be submitted.

**Line Item Budget** - A budget that lists the cost of personnel participating in a project as well as itemizes the costs for all other budgeted categories such as travel, supplies, equipment, etc. Itemization may be required in varying degrees of detail.

## M

---

**Matching Grant** - A grant that requires a specified portion of the cost of a supported item of equipment or project be obtained from other sources. The required match may be more or less than the amount of the grant. Some matching grants require that the additional funds be

obtained from sources outside the recipient organization. Many matching grants are paid in installments, the payments coinciding with the attainment of pre-specified levels of additional funding. (Also see Challenge Grant.) Matching grants are very common in the sciences, especially for equipment. They are standard practice in some government agencies.

**Material Transfer Agreement** – An agreement containing terms and conditions when research materials are sent from one organization to another. The purpose of the agreement is to protect the intellectual property rights of the provider and to document the research to be conducted with the materials.

**Misconduct in Research** - Fabrication, plagiarism, falsification or destruction of data, or other practices that seriously deviate from those that are commonly accepted within the scientific community for proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data.

**Mission** - A sponsor's stated purpose, which is designed to address a specified set of problems. Almost all federal research agencies are designated as mission agencies.

**Modification** - An award document that modifies any aspect of an existing award other than those named above. Example: Carryover approvals, adding or deleting special terms and conditions, changes in funding levels (including NSF's Research Experience for Undergraduates, NIH's Minority Supplement, DOD's ASSERT Programs), administrative changes initiated by the agency, extensions that include changes in terms, change of principal investigator, etc.

**Modified Total Direct Costs (MTDC)** - At UCF, the basic indirect costs are calculated on a subset of direct costs, normally excluding among other costs, equipment, patient care, space rental, alterations and renovations, and subcontract costs in excess of the first \$25,000.

## N

---

**New Award** - An award not previously awarded or a renewal or continuation award treated as a new award by the sponsor and given a new agency number.

**New Proposal** -Proposals that are submitted to a particular sponsor for the first time.

**No Cost (Time) Extension (NCE)** - An extension of the period of performance beyond the expiration date to allow the principal investigator to finish a project. Usually, no additional costs are provided.

**Non-Competing Continuation Proposal** - A continuation proposal reports on progress made during a portion of the project period and requests continuation funding for the next portion of the project period. Continuation proposals do not compete with new project proposals and are not subjected to peer review beyond the initial project approval.

**Notice of Grant Award** - The legally binding document that serves as a notification to the recipient and others that a grant or cooperative agreement has been made; contains or references all terms of the award; and documents the obligation of funds.

## O

---

**OMB Circulars** - Regulatory circulars issued by the Office of Management & Budget (OMB). Definitions included in OMB Circulars A-21, 110, 122, 128 and 133.

**OPS** - Other Personnel Service, a classification of employment at UCF (see Human Resources for more information)

**Organized Research** - Research activities that the University budgets and accounts for separately. This includes all extramurally funded programs in the Sponsored Research and Development Trust Fund.

**Overhead** - See F&A Costs.

## P

---

**Peer Review** - A system using reviewers who are the professional equals of the principal investigator or a program director who is to be responsible for directing or conducting the proposed project. It is a form of objective review. Peer review is legislatively mandated in some programs and in other programs is administratively required.

**Post-Differential Allowance** - Expenses authorized for employees based abroad to provide additional compensation for services as a recruitment and retention tool. When the allowance is authorized, the employee's base salary is increased accordingly.

**Pre-Award** - Authorization to expend funds on a project to a specified limit before the award document has been received from the sponsor.

**Pre-Proposal** - A brief description, usually 2-10 pages, of research plans and estimated budget that is sometimes submitted to determine the interest of a particular sponsor prior to submission of a formal proposal. Also termed Preliminary Proposal.

**Principal Investigator** - The individual responsible for the conduct of research or other activity, described in a proposal for an award. The Principal Investigator is responsible for all programmatic and administrative aspects of a project or program.

**Prior Approval** - The requirement for written documentation of permission to use project funds for purposes not in the approved budget, or to change aspects of the program from those originally planned and approved. Prior approval must be obtained before the performance of the act that requires such approval under the terms of the agreement.

**Priority Score** - A score derived from the rating given a research proposal by each member on a review committee. It is used to help determine which approved proposals will be granted awards, based on funds available.

**Program Announcement** - Describes existence of a research opportunity. It may describe new or expanded interest in a particular extramural program or be a reminder of a continuing interest in an extramural program.

**Program/Project Officer** - sponsor's designated official responsible for the technical, scientific, or programmatic aspects of a particular grant, cooperative agreement, or contract. Serving as the counterpart to the principal investigator/project director of the grantee/contractor organization, the program/project officer works with the grantee/contractor organization staff to assure programmatic progress.

**Progress Report** - Periodic, scheduled reports required by the sponsor summarizing research progress to date. Technical, fiscal, and invention reports may be required.

**Project Period** - The total time for which support of a project has been programmatically approved. A project period may consist of one or more budget periods. (Also see Budget Period.)

**Proposal** - An application for funding that contains all information necessary to describe project plans, staff capabilities, and funds requested. Formal proposals are officially approved and submitted by an organization in the name of a principal investigator.

**Proposal Transmittal Form (PTF)** - An internal routing form used at UCF for securing institutional approvals prior to submitting a proposal to a sponsor for funding consideration.

**PubMed** – A service of the US National Library of Medicine providing citations for biomedical literature.

**PubMed Central** – The NIH free digital archive of biomedical and life sciences journal literature.

## R

---

**Rebudget** - The act of amending the budget by moving funds from one category or line item to another. (See also Budget Adjustment)

**Regs** - Short for "regulations."

**Regulations** - The contractual rules and procedures governing sponsored research projects.

**Regulatory Noncompliance** - Failure to adhere to regulations, policies, procedures or special conditions related to the conduct of research. Examples of such noncompliance include, but are not limited to, failure to obtain/maintain approval for research; coercion of human subjects; performing unapproved procedures; and conducting research at unapproved sites.

**Relinquishing Statement** – the document that is prepared by an institution when an investigator has left that institution and an award will be transferring to another institution.

**Renewal** - Applicable to grants and cooperative agreements only. A competitively reviewed proposal requesting additional funds extending the scope of work beyond the current project period.

**Request for Applications (RFA)** - Announcements that indicate the availability of funds for a topic of specific interest to a sponsor. Proposals submitted in response to RFAs generally result in the award of a grant. Specific grant announcements may be published in the Federal Register and/or specific sponsor publications. (Also see Broad Agency Announcements.)

**Request for Proposal (RFP)** - Announcements that specify a topic of research, methods to be used, product to be delivered, and appropriate applicants sought. Proposals submitted in response to RFPs generally result in the award of a contract. Notices of federal RFPs are published in the Commerce Business Daily.

**Request for Quotations (RFQ)** - A formal request to vendors for a price quotation on equipment or supplies to be purchased.

**Research** – Systematic investigation or experimentation aimed at the discovery and interpretation of facts, revision of accepted theories in the light of new facts, or the application of such new or revised facts or information.

**Responsible Conduct of Research** – NSF’s implementation of Section 7009 of the America Creating Opportunities to Meaningful Excellence in Technology, Education, and Science (COMPETES) Act. The responsible and ethical conduct of research is critical for excellence and public trust in science and engineering.

**Resubmission** - A grant application resubmitted to a sponsor when the initial proposal was not funded. Revisions to the initial proposal are made based on feedback from a peer review panel.

**Revised Proposal** - A modified and resubmitted request for funding for a project that was previously not funded either because it was denied by the sponsor or withdrawn by the principal investigator.

## S

---

**Salaries and Wages (S&W)** - Payments made to employees of the institution for work performed.

**Salary Cap** – Establishes the maximum annual rate of pay over a 12-month period of time that an individual can be compensated.

**Scope of Work** - The description of the work to be performed and completed on a research project.

**Senior Personnel** - Professional personnel who are responsible for the scientific or technical direction of project.

**Small Business Innovative Research (SBIR)** - Agency administered programs supported by ear-marked federal funds, making grants to small business entities.

**Small Business Technology Transfer (STTR)** - Grant applications and/or programs to fund small business "teamed" with research institutions.

**Small Grant** - A special type of award, often limited to a beginning researcher. Typically, such an award may be obtained for one year only.

**Solicited Proposal** – A proposal submitted in response to a specific program announcement or request for proposal.

**Special Purpose Equipment** - Equipment that is generally usable only for research, medical, scientific, or technical activities.

**SPIN** - Sponsored Programs Information Network An on-line search system available by subscription for research opportunities developed by the InfoEd.

**Sponsor** - The organization or entity that funds a research project.

**Sponsored Research** - Research conducted by University employees using any University space, facilities, materials, equipment, or property, and which is financed by contract payments, grants, or gifts from any source other than the University's funds.

**Sponsored Research Accounting Services (SRAS)** - SRAS is a unit of the Division of Sponsored Research reporting to the Vice President for Administrative and Business Services. SRAS is the campus office responsible for financial oversight of extramural funds, for receiving actual contract and grant moneys, preparing monthly ledgers, submitting invoices, and for submitting official financial reports related to extramural awards.

**Sponsored Research and Development Trust Fund (SRAD)** - The fund established within the University in accordance with §240.241, Florida Statutes, for the deposit of moneys received for research or related programs.

**Stipend** - A payment made to an individual under a fellowship or training grant in accordance with pre-established levels to provide for the individual's living expenses during the period of training.

**Subcontract, Subgrant, or Subagreement** - A document written under the authority of, and consistent with the terms and conditions of an award (a grant, contract or cooperative agreement), that transfers a portion of the research or substantive effort of the prime award to another institution or organization.

**Subs** - Short for subcontractors.

**Supplemental Proposal** - A request to the sponsor for the additional funds for an ongoing project during the previously approved performance period. A supplemental proposal may result from increased costs due to modifications in design or a desire to add a closely related component to the ongoing project.



**Supplemental (Rebudgeting or Modification) Proposal** - A request to the sponsor for additional funds for an ongoing project during the previously approved performance period. A supplemental proposal may result from increased costs, modifications in design, or a desire to add a closely related component to the ongoing project.

## T

---

**Task Order Agreement (TOA)** - A legally binding document authorizing work and appropriating funds as a supplement to a basic contract or master agreement.

**Teaming Agreement** - An agreement between two or more parties to participate in a research project or teaching activity.

**Technical Data** - Recorded information, regardless of form or characteristic, of a scientific or technical nature. Often referred to as the "science" of a proposal.

**Templates** - Facsimiles of agency forms created with common software (MS Word, Excel, WordPerfect, etc.) that enable the user to complete agency forms with their computer

**TERA** – ORC/UCF internal virtual filing cabinet archive.

**Terms of Award** - All legal requirements imposed on an agreement by the sponsor, whether by statute, regulation(s), or terms in the award document. The terms of an agreement may include both standard and special provisions that are considered necessary to protect the sponsor's interests.

**Total Direct Costs (TDC)** - The total of all allowable direct costs of a project.

**Total Project Costs** - The total allowable direct and indirect costs incurred by the institution to carry out an approved project or activity.

## U

---

**Unallowable Costs** - Unallowable costs are specific categories of costs that cannot be charged, directly or indirectly, to federally sponsored agreements in accordance with Federal regulations.

**Unexpended Balance** - Funds unspent or uncommitted (unencumbered) at the end of a budget or project period.

**Unrestricted Funds** - Moneys with no requirements or restrictions as to use or disposition. Grants, contracts, and cooperative agreements are considered to be restricted funds, while gifts are usually considered unrestricted funds.

**Unilateral Award** - An award made by a sponsor to an organization without considering competitive proposals. Unilateral awards are most often made when unsolicited proposals receive favorable treatment.

**Unsolicited Proposal(s)** - Proposals submitted to a sponsor that are not in response to an RFP, RFA, or program announcement. (See also Investigator-Initiated Proposal.)

**USPS** - University Support Personnel System, a classification of employment at UCF (see Human Resources for more info).

## V

---

**Vendor Agreements** – Vendor agreements are issued for the purpose of obtaining commercial services or supplies/equipment that are usually routine, require no special handling or prior approvals, and are issued as standard purchase orders.