

A - F	
Agreement	a written and signed document usually between two parties committing both to certain activities or providing certain resources. The term is often interchangeable with contract and has many similar characteristics.
Budget Justification	a brief narrative accompanying an itemized budget list of project needs. It lists the purpose of the budget categories spending. Sometimes this includes showing the equation used or a brief explanation of the need (e.g., fringe benefits for one faculty summer month @ X%; or three laptops @ \$Y/each for project field work).
Compliance and Certifications	federal and state rules and requirements for institutions and individual investigators concerning the responsible handling of research involving human subjects, vertebrate animal care, hazardous substances, drug-free workplace, and other legal issues and materials. Administrative officers of an institution must regularly certify, by their signature, compliance with these rules and regulations; individual investigators must comply with institutional requirements (Internal Review Board for human subjects, drug-free workplace compliance and/or others as applicable to the individual project).
Contract	a written, legally binding document defining very clearly exactly what the responsibilities are between two parties.
Cost Sharing	the support provided by a university or institution for a sponsored project, either as cash or in-kind contributions. Cost sharing refers to the resources contributed or allocated by the university to an externally sponsored project, over and above the support provided by that sponsor. The university's cost share may be equipment provided or purchased for the project, a portion of faculty salary and fringe benefits, or other commitments.
Direct Costs	those costs that are specifically identified that the principal investigator is asking from the funding agency. Direct costs include all the direct expenses of carrying out the project.
EPA Personnel	North Carolina State professional staff and faculty exempt from the State Personnel Act (SPA personnel)
Equipment	item with a working life of one year or more and usually costing \$50 or more

Facilities and Administrative or F&A	facilities and administrative costs or rates (also known as indirect costs or overhead costs) charged by the university or institution to the funding agency. F&A costs are real costs incurred for common or joint institutional activities and objectives, grant administration, use of the facilities (offices, equipment, etc.) for the grant. Western Carolina University has a negotiated federal rate for indirect costs (see <a href="#">Budgetary Rates</a> ). This allows the university to use that rate or negotiate on an individual basis with funding agencies for other rates as well.
<b>G - L</b>	
Institutional Animal Care and Use Committee or IACUC	an internal committee within the university, set up to review research activities and monitor research and instructional programs involving vertebrate animals, for their compliance with federal, state, institutional, and other applicable guidelines. Protection of laboratory animals lies within the National Institutes of Health (DHHS) in an Office of Laboratory Animal Welfare.
Indirect Costs	indirect costs is the more commonly used term at Western Carolina University for Facilities and Administration or overhead costs. See "Facilities and Administration" for a more detailed description.
Intellectual Property	a broad term that includes inventions, discoveries, know-how, processes, methods, materials, copyrightable works, original data, and other creative or artistic works (which may have value). Intellectual property includes that which is protected by statute or legislation, such as patents, copyrights, trademarks, service marks, trade secrets, mask works, and plant varieties. It also includes the physical embodiments of intellectual effort, for example, models, machines, devices, designs, apparatus, instrumentation, circuits, computer programs and visualizations, biological materials, chemicals, other compositions of matter, plants, and records of research. At WCU, intellectual property most frequently refers to patentable inventions and copyrightable works created by faculty and staff in the course of their research or scholarly activities.
Internal Review Board or IRB	an internal committee within the university, set up to review research proposals for their compliance with federal, state, institutional, and any other applicable guidelines for research involving human subjects. Nationally, human research subjects protection is overseen by the Office of Research Integrity.
<b>M - R</b>	
Matching Funds	funds obligated by the institution that are a specific condition of the award. These funds must come from the university or institution funds. Funds from one external award may not be used as matching funds for another external award.

Overhead Costs	another term for F&A or indirect costs. See "Facilities and Administration" for a more detailed description.
Pre-award Services	those administrative services provided before a grant is awarded. This can include such activities as individual meetings or consultations, budget development, and routing the grant for administrative approvals.
Principal Investigator	the grant writer and / or the person with the original idea who carries through with the grant development and submission
Post-Award Services	those administrative services provided after a grant is awarded. This usually surrounds the budget activity; setting up a grant budget account, billing, account reporting and record keeping.
Release Time	reduction in teaching load or other duties to provide time to pursue the project; sometimes referred to as buying out time
Request for Proposals or RFP	an announcement soliciting proposals addressing a specific topic of research, methods and final products or "deliverables." This is a competitive process in the award of a contract or grant.
<b>S- Z</b>	
Subsidiary Fund Authority form or SFA	a one-page form used to set up a grant funded account in the Controller's Office with the Grants & Contracts Director.
SPA Personnel	North Carolina State personnel covered by the State Personnel Act.
Sponsor	any organization, federal and state agencies, private foundations, business and industry, that funds or "sponsors" a research project or activity. Also known as the funding agency.
Sponsored	From the UNC Sponsored Programs and Research Council

Programs	<p data-bbox="464 201 1220 228"><u>Guidelines Document #1.0</u>, Approved Date: October 27, 2000</p> <p data-bbox="464 264 583 285"><b>PURPOSE:</b></p> <p data-bbox="464 290 1682 375">To ensure compliance with federal and state laws and UNC policies, to clarify submission procedures and processing of awards for external sponsored program funds, and to ensure a uniform administrative process among the constituent UNC institutions.</p> <p data-bbox="464 415 779 436"><b>GENERAL DEFINITION:</b></p> <p data-bbox="464 441 1709 557">"Sponsored Programs" refers to scholarly, professional, and creative activities that UNC personnel conduct with support from external funding instruments such as grants, contracts, cooperative agreements, or other agreements deemed appropriate by the UNC Board of Governors (Administrative Memorandum #408, dated November 17, 2000)</p> <p data-bbox="464 589 800 610"><b>SPECIFIC DEFINITIONS:</b></p> <p data-bbox="464 615 1696 673"><b>In addition to the general definition above, any one of the following conditions is sufficient to define a sponsored program:</b></p> <p data-bbox="464 711 1287 737"><b>Conditions Concerning the Nature of the Agreement/Activity</b></p> <ol data-bbox="611 777 1692 979" style="list-style-type: none"><li>1. A formal proposal exists requiring the endorsement of a UNC-authorized official.</li><li>2. Progress, technical, final reports, and/or other exchanges are required. The proposed activity binds UNC to a specific delivery of work including service to a sponsor.</li><li>3. The activity has a specified performance period or completion date.</li><li>4. The agreement for the activity contains compliance terms and conditions.</li><li>5. The agreement for the activity contains provisions for confidentiality.</li><li>6. The testing/evaluating of proprietary products is involved.</li></ol> <p data-bbox="464 1049 1266 1075"><b>Conditions Concerning Financial/Institutional Involvement</b></p> <ol data-bbox="611 1115 1709 1373" style="list-style-type: none"><li>1. Initial pricing, expenditures, financial reporting, and/or performance may be subject to external audit.</li><li>2. Billing, separate accounting procedures, and/or report of expenditures are required.</li><li>3. Reimbursement/payment is contingent on completion of specified exchanges.</li><li>4. Unexpended funds must be returned to the sponsor at the end of the activity.</li><li>5. Cost sharing/cash matching is involved in the performance of the activity.</li><li>6. The activity includes budgeted indirect costs.</li><li>7. The activity involves disposition of property, whether tangible or intangible, that may result from the activity (e.g., equipment, inventions, copyrights, or rights in data).</li></ol>
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	<p><b>A Sponsored Program is NOT:</b></p> <ol style="list-style-type: none"> <li>1. A voluntary donation -- i.e., the donation transmittal information does not include any of the conditions defining a sponsored program.</li> <li>2. A voluntary donation of funds given irrevocably.</li> <li>3. A voluntary donation of personal property (e.g., cash, securities, books, equipment) provided by a donor without expectation of tangible or economic (except tax) benefit.</li> <li>4. The transfer of property with no implied responsibility on the part of UNC or the foundation to provide the donor a product, service, technical or scientific report, intellectual property rights, or any other exchanges.</li> <li>5. Donations of real estate, even if initially dedicated for a specific sponsored program.</li> <li>6. Funds received directly by a faculty member (e.g., summer fellowships or travel grants).</li> <li>7. A project conducted as an external professional activity for pay as defined by UNC Administrative Memorandum 333.</li> <li>8. Honoraria -- funds given directly to a faculty member by agreement not requiring administrative endorsement.</li> <li>9. Testing and service agreements processed through re-charge centers having an established fee for service.</li> <li>10. Teaching and professional services provided by UNC personnel to the public at large on a fee-for-service basis.</li> <li>11. Non-technical services to external organizations (e.g., lodging and food service to groups on campus; meeting facilities; sporting events).</li> <li>12. Fellowships and/or scholarships without a service component or other restrictions.</li> </ol>
Subcontract	a secondary contract undertaking some or all of the obligations of the primary contract
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