

Glossary

Award Amount – the dollar value of an award.

Award Document - a contract, agreement, check, purchase order or any other form of documentation that transfers both funding and responsibility to OHIO.

Biohazard Waste – a substance that is no longer of use and contains or could potentially contain biohazardous agents.

Budget Revision – a change in a budget that has previously been approved in its current format. This may require written approval from the sponsor prior to it being granted by the university.

Carry Forward – moving the remainder of one year's money into the next.

Co-Principal Investigator (Co-PI/PD) – a term designated to someone with whom the Principal Investigator is working. This person will have significant technical effort on the grant and has a role that is vital to the outcome of the grant objectives. A consultant is not a Co-PI/PD.

Collaboration – working with another person or entity to accomplish the goals of your grant. This may occur by using a subcontract or a consultant arrangement. Consult your ORSP manager for more information.

Consultant – a person who has a specific expertise in an area of study that cannot be found at Ohio University. This person should have an established daily or hourly rate and cannot be a current OHIO employee or someone that has been employed by OHIO within the last two years.

Cost of Living Adjustment – when budgeting for multi-year grants, apply a 3-5% increase in costs for each succeeding year to accommodate cost of living increases.

Cost Sharing (Matching) - Funds or resources that are pledged by OHIO or a third-party resources towards a particular project. These resources may include cash to purchase supplies or equipment, salaries and benefits of project personnel, and tuition waivers (if applicable). In general, the following items cannot be used as cost sharing: existing equipment, everyday office supplies, office space, faculty summer salary.

Deemed Export – an export that requires a license because it has restrictions on its access.

Direct Payment (DP) Form – a form used to make a direct payment to a vendor or reimbursement to an employee other than for purposes of travel.

Equipment – OHIO defines equipment as those items that have a useful life of at least one year and cost greater than \$2500.

Exclusive Licensing Rights – rights granted to only one party.

Exempt Review - a category of review for studies using human subject that are determined to be minimal risk and meet one of six defined categories in the federal regulations. Exempt proposals are not reviewed by the IRB.

Expanded Authorities – flexibility in grant management assigned to an institution for such as rebudgeting and no cost extensions.

Expedited Review – for studies that are determined to be minimal risk and meet one of nine defined categories in the federal regulations. Expedited proposal are sent to a subcommittee of the IRB.

Expenditure Categories – costs on a grant that are similar that are grouped in general categories such as salaries and wages, supplies and communication costs.

Export - in export control regulations, there are several meanings which include any of the following: 1) actual shipment of any covered goods or items; 2) the electronic or digital transmission of any covered goods, items or related goods or items; 3) any release or disclosure, including verbal disclosures or visual inspections, or any technology, software or technical data to any foreign national; or 4) actual use or application of covered technology on behalf of or for the benefit of any foreign entity or person anywhere.

Export Administrations Regulations (EAR) – regulate the export of goods and services identified on the Commodity Control List by the US Department of Commerce.

Extramural Funding (External Funding) – funding in support of research or other creative activity that comes from a source outside of OHIO.

Facilities and Administration Costs (F&A Costs) – See Indirect Costs.

Fixed Fee Contract – a contract or agreement that requires the work proposed to be completed for a specific price, as estimated by the PI/PD. If funds remain at the period end and work has been completed, remaining funds may go into the PI/PD's research incentive account after all potential indirect costs have been recovered. If funding is exhausted and work still remains, the PI/PD and their department must cover the remaining funds necessary to complete the project.

Foreign National – a non-US person.

Fringe Benefits – these are costs charged to a grant that cover the university's retirement contribution, worker's compensation, medicare and health insurance.

Full Committee Review – for studies that are determined to be greater than minimal risk and do not meet one or more of the categories for exempt or expedited status. Proposals are reviewed in a convened meeting of the IRB.

Fully Executed Agreement – an agreement that is signed by all parties.

Fundamental Research - this includes basic research in science and/or engineering at an accredited institution of higher learning in the United States where the resulting information is ordinarily published and shared broadly in the scientific community. Fundamental research is distinguished from research that results in information that is restricted for proprietary reasons or pursuant to specific US Government access and dissemination controls.

Gift – a voluntary and irrevocable transfer of money, services or property from a donor without any expectation of a direct financial benefit from the recipient.

Grants.gov - a web portal that allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is THE single access point for over 900 grant programs offered by the 26 Federal grant-making agencies

Grant Advisor Plus, The - an electronic newsletter to which ORSP subscribes. This is the leading source of information on grant, research and fellowship opportunities for US institutions of higher education.

Hazardous Material – any material or substance, which if improperly handled, can be damaging to the health and well-being of humans and their environment.

Human Subjects – a living individual about whom an investigator conducting research obtains data through intervention or interaction with the individual, or, identifiable private information. Approval to use human subjects required approval from OHIO's Institutional Review Board.

Indirect Costs - These are costs that assessed as a percentage of a modified total direct cost base on all grants that allow such a charge. Costs recovered are used by the university for items such as pooled secretarial and technical support, utility and building fees, and general office supplies. Indirect costs are recovered based on a negotiated rate with the US Department of Health and Human services. This rate is applied to all direct costs of a grant, except equipment, tuition, participant costs, secretarial support (unless directly attributable to the grant) and subcontract costs above \$25,000.

Infectious Waste – waste materials that may contain infectious agents, cultures, blood products, needles and other materials that may cause disease in humans.

Institutional Animal Care and Use Committee (IACUC) – the committee charged with assuring the protection of animals used in research, teaching and testing.

Institutional Biosafety Committee (IBC) – a group of faculty research experts and community representatives who help insure safe research protocols, labs and equipment.

Institutional Review Board (IRB) – The Institutional Review Board for Human Subjects Research is the committee charge with assuring the protection of human subjects through education and a review and monitoring process.

International Trafficking in Arms Regulations (ITAR) – regulate defense articles and services and related technical data that are identified on the Munitions Control List by the US Department of State.

Inventor – someone who first conceives of an invention, in detail, with enough specificity that one skilled in the field could construct and practice the invention.

Laboratory Animal Resources (LAR) – a division of the Vice President for Research that cares for and houses all animals at OHIO. All animals must be purchased by LAR.

LEO – an electronic file management and information system administered by ORSP. Through LEO, electronic award letters are disbursed and electronic documents and files are managed.

Material Safety Data Sheet (MSDS) – a regulatory document that is required to be provided by the manufacturer to the user; the sheet contains pertinent safety information.

Minimal Risk – the probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves that those ordinarily encountered in daily life of during the performance of routine physical or psychological examinations or tests.

Modified Total Direct Cost (MTDC) – total direct costs less equipment, scholarship, participant costs, subcontracts over \$25,000 and patient care cost charges.

Modular Budget – a non-detailed budget in increments of \$25,000, only allowable if specified by the sponsor in application guidelines.

No Cost Extension – the extension of a grant at its period end for programmatic purposes without the request of additional funding.

Non-Exclusive Licensing Rights – license rights that can be granted to more than one interested party.

ORACLE® Financial Management System - Ohio University's financial management system. General accounting and project accounting (extramural funding) is managed through this on-line system.

Other Personal Services – an Ohio University general expenditure category that encompasses non-OHIO personnel costs such as consultants, honoraria, non-employee travel, etc.

Overhead Costs - see Indirect Costs.

Overload – Effort that exceeds 100% of your university contracted role. Compensation for overload effort cannot be paid from federal or state grant funds.

Partially Executed Agreement – an agreement that is signed by only one party.

Participant Support Costs - costs paid to (or on behalf of) participants of meetings, conferences, symposia, and workshops, when there is a category for participant support costs in the award budget. Registration fees, travel allowances, manuals and supplies, and tuition and stipends may be regarded as participant support costs in this case. These costs are not subject to indirect costs.

Patent – a government granted right to exclude competitors from practicing an invention for a period of time from the date of filing.

Period of Performance – the period from the authorized start date to the authorized end date of a project.

Prime Sponsor – the original source of funds for a grant. For example, if OHIO will be a subcontractor to Miami University, but Miami University is receiving their funds from the National Science Foundation, the prime sponsor is the National Science Foundation.

Principal Investigator/Project Director (PI/PD) – The lead person in charge of a grant or contract, responsible for completing the objectives set forth in a proposal. This person is financially and programmatically responsible for the outcome of the project. PI is a term used on research projects, while PD is generally used for more public service projects.

Pre-Award Costs – costs that can be incurred 90 days or less before the start of a grant period through permission from a sponsor.

Public Domain – this is information that is published and that is generally accessible or available to the public in the following forms: 1) through sales at newsstands and bookstores; 2) through subscriptions which are available without restriction to any individual who desire to obtain or purchase the published information; 3) through second class mailing privileges granted by the US Government; 4) at libraries open to the public or from which the public can obtain documents; 5) through patents available at any patent office; 6) through unlimited distribution at a conference, meeting, seminar, trade show or exhibition, generally accessible to the public in the United States; 7) through public release (i.e., unlimited distribution) in any form (e.g., not necessarily in published form) after approval by the cognizant US government department or agency; and 8) through fundamental research.

Purchasing Card (PCard) – the P-Card is a Mastercard® issued to a university employee once an application has been approved and training is completed. This can be used for purchasing travel arrangements and supplies, etc.

Purchase Order – a document that encumbers money in a grant project for the purpose of paying a subcontractor or other person or entity or large purchases that cannot be paid by using a PCard.

Radioactive Waste – any substance that is no longer of use and is known or suspected of being contaminated with radioactive material or any waste that release radiation greater than background level.

Release Time – a portion of time for which a faculty member is released from a level of effort for which they have been contracted during the academic year in order to work on a research project or other creative activity.

Research – a systematic investigation, including research development, testing and evaluation designed to contribute to generalizable knowledge.

Research Incentive Account – an account that is established for a PI/PD to collect a portion of recovered indirect costs distributed by OHIO.

Scholarship – a waiver of the tuition that is required to attend OHIO.

Scope of Work – the narrative description of the work to be completed under an agreement.

Service Provider – an individual or entity that is an expert in an area other than the specific subject of the research project itself.

Signature Authority – the designated ability to enter OHIO into a legally binding contract/agreement. This is designated to the Director of ORSP.

Significant Spill – a spill of hazardous chemicals that needs additional help to clean up. A significant spill is one that is life threatening, flammable, toxic or radioactive or a chemical that is spilled in a space unfamiliar to you.

Sponsored Programs Information Network, The (SPIN) – a computerized database of non-federal and corporate funding opportunities for faculty and staff to which ORSP subscribes.

Start-Up Funds - an internal source of funding that is negotiated with a department chair/school director and the Vice President for Research to assist a new faculty member begin their research career by purchasing items such as equipment and supplies.

Stipend – payment to a student for work performed on a grant or other activity.

Subcontracts – a legally binding document that transfers responsibility and money to another entity for the purpose of completing a portion of a proposed project.

Supply – an item with a useful life of less than one year and individually costs less than \$2500.

Transmittal Form – an internal document to OHIO that tracks information on a proposal-by-proposal basis. Each proposal application must be accompanied by a transmittal form before university endorsement will be given.

Travel – any university travel (domestic or international) including accommodations, per diem, airfare, car rental and meeting expenses (including food).

Uniterm (UT) – an ORSP assigned file number. Unique to each proposal for external funding. The UT is incorporated into your ORACLE FMS project number, should your project be funded.

University Planning and Implementation (UPI) – The Ohio University department that houses the University's facilities planner and is charged with capital improvements and renovations.

Unrelated Business Income Tax (UBIT) – a tax imposed on the unrelated income generated by tax-exempt organizations.