

GRANTS ADMINISTRATION REFERENCE SERIES

Grants Terminology

A colorful, plain-language reference to the terms you'll hear across the grant lifecycle.



Jennifer Dominici

Manager of Grants Administration

MUSC Health Office of Grants and Research



Research



Direct Costs

Expenses specific to a sponsored award which can be itemized and for which vouchers/records can be presented for payment: salaries/wages, fringe benefits, supplies, travel, printing, etc.



Indirect Costs (F&A)

Also called the F&A rate: the overhead of a sponsored project (admin, utilities, maintenance, library). Usually a percentage of total direct costs.



Fringe Benefits

Benefits such as life and health insurance, retirement, unemployment and workers compensation, that are paid in addition to salary.



Allowable Cost

A cost for which an institution or agency may be reimbursed under a grant or contract with a governmental agency.



MUSC Health Budget & Time Periods



Fiscal Year

July 1st through June 30th.



Budget Period

The span into which a period of funding is divided for budgetary and funding purposes. Budget periods are typically one (1) year.



Project Period

The length of the entire project: typically several years, depending on the award type. For Corporate / Clinical Trials the budget and project periods are often the same dates.



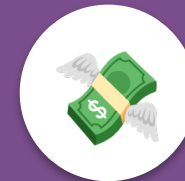
Budget Justification

A detailed clarification of the budget that explains how the dollar amounts were determined.



Carry Forward / Carryover

The unspent balance from a prior award period, which may be added to the subsequent award budget if approved by the funding agency.



Cost Overrun

Occurs when the actual costs of the project exceed the initially planned or approved budget.



Two Types of Federal Budgets



Modular

- Used when requesting direct costs of \$250,000 or less
- Budget submitted in \$25,000 increments
- Details are not needed for submission

VS



Detailed

- Used when requesting direct costs over \$250,000
- Details are required
- Example: you must provide details on what you will purchase with the funds



Two Main Award Types



Cost Reimbursement

- Sponsor pays the awardee for all allowable, allocable, and reasonable actual costs incurred in performing the work, up to the ceiling, often adding an indirect fee.
- Financial risk primarily with the sponsor
- Project scope of work cannot be precisely defined; general research goals, broad targets, unexpected field conditions, etc.

VS



Fixed

- Sponsor pays a pre-set, fixed amount or milestone regardless of how much it actually costs the awardee to perform the work.
- Financial risk primarily with the awardee. Incentive for the awardee to control costs and increase efficiency to maximize profit.
- Project scope can be defined; specific deliverables, detailed technical requirements, set timelines, etc.



Cost Sharing & Effort



Effort

The percentage of how much time someone is projected to spend on the project.



Cost Sharing

A portion of the project that is not paid by the sponsor.



COST SHARING · EXAMPLE

When a grant won't cover PI effort

A grant may state that it will not cover PI effort, but the PI still must do the work. The Division / Department will then have to encumber that effort, since the grant is not going to cover it. In some cases, cost sharing is voluntary and other cases it is mandatory.



Key Roles & Documents



PI: Principal Investigator

The person responsible for directing / managing the project for the college / institution.



Sponsor

The organization that is funding the research.



LOI: Letter of Intent

A brief letter describing a proposed project, an estimated budget, and information on the applicant. Sometimes required so the funding source can screen out ineligible applicants, saving time for both sides.



IPF: Internal Processing Form

The form used to route grant proposals to ORSP for review, approval and submission.



Announcements & Notifications



FOA: Funding Opportunity Announcement

A document stating the intention to award a grant for a specific purpose; also announces the application guidelines and rules.
Example: grants.nih.gov/grants/guide/pa-files/PA-25-301.html



RFP: Request for Proposal

An announcement from a funding source to potential grantees defining the type of project proposals desired. Similar to an RFA (Request for Application) or RFQ (Request for Qualifications).



NOA: Notice of Award

The official announcement that we have been awarded funding. Includes the award number, grant dates, funding amount, carryover (if allowable), and direct & indirect costs.



JIT: Just In Time

The sponsor (NIH) emails that the proposal scored in the fundable range, then requests further information, e.g. IRB, IACUC, or an updated budget.



Pre-Award Request

When the PI wants the grant / award set up before the official NOA has arrived. The PI sends a letter or email to ORSP (with a copy to the Dept. Chair) that includes:



Grant title & NIH grant number (if known)



Start date for the “at risk account”



Direct cost budget amounts per budget category (e.g. Salaries, Supplies & Equipment)



Unrestricted account number to charge in the event the grant award is not made



Human subjects / animals projects involving them must address the approval status



Progress & Financial Reporting



RPPR: Research Performance Progress Report

For all NIH awards, the PI submits a yearly progress report to get the next year's funds. This is where reconciliations and PI reports matter, because we must report on the unobligated balance.



FFR: Federal Financial Report

A report GCA files at the end of an NIH award, detailing the financial status of the PI's award. Before it is submitted to NIH, the GCA contact sends it to the Grants Team for review and sign-off.



Subaward: a legal agreement where the recipient of a federal or other award transfers a portion of the project work to another.



Incoming Subaward

- MUSC Health is the subawardee
- Another institution holds the main award
- MUSC Health performs a portion of that institution's project



Outgoing Subaward

- MUSC Health is the prime awardee
- MUSC Health subs out a portion of an award it was granted
- Example: MUSC Health passes a portion of its award to another institution (e.g. ECU)



Types of Research Grants



Basic Research

- Fundamental research driven by scientific inquiry aimed at expanding human knowledge and understanding fundamental principles



Clinical Research

- Clinical Trials to test a new treatment, drug, device or behavioral intervention
- Human subjects involved



Animal Research

- No human subject involved



Types of Sponsors



Federal

- NIH: National Institutes of Health
- HRSA: Health Resources & Services Administration
- DOD: Dept. of Defense



State

- BCBS: Blue Cross / Blue Shield
- Medicaid
- SC DHHS



Foundation

- The Duke Foundation
- American Cancer Society (ACS)
- Truist Foundation



Corporate

- Novartis
- Amgen
- Pfizer



Research

Questions?

Reach out to the Grants Administration team.



Jennifer Dominici

Manager of Grants Administration



dominicj@musc.edu



843-876-4299



General inquiries: MUHAOGR@musc.edu