

Appendix 1: Glossary of Terms

- **501(c)(3).** Designation under IRS tax code defining certain tax-exempt organizations, commonly referred to as charitable organizations. Although the University of Missouri is a tax-exempt organization, it is *not* a 501(c)(3) tax-exempt organization.
- **Authorized organizational representative (AOR).** A person with institutional authority to legally bind the institution in grants administration matters. At the University of Missouri, only a handful of individuals in the MU Office of Sponsored Programs Administration are AORs.
- **Base salary.** The annual salary established in the most recent of either the faculty offer letter or annual appointment letter. The FTE of the appointment is also established in these documents. When FTE increases or decreases between 0.9 and 1.0, faculty earnings will increase or decrease correspondingly but the base salary/FTE remains fixed at the level established in the documents cited above.
- **Community foundation.** Tax-exempt organization that makes grants for charitable purposes in a specific community or region. Community foundations receive funds from multiple donors and sources and, in addition to managing those funds, work with individuals and organizations to direct grant funds to causes they care about. As such, community foundations usually have several grant programs with different priorities and deadlines. County extension councils may be able to join a community foundation, opening the opportunity for county councils to apply for grants or gifts that require a 501 C 3 designation. There is usually cost for belonging to a community foundation. These can include a membership fee and the foundation retaining a percentage of each award.
- **Conflict of interest.** It is the obligation of all university employees, regardless of position or length of employment, to self-disclose any outside employments, business activities, consulting activities or interests that could interfere with the employee's regular duties or represent a conflict of interest on an annual basis. (University of Missouri Collected Rules and Regulations, Section 330.015. D and E.)
- **Contract.** A legally binding agreement by which an entity purchases property or services (service contract). The University of Missouri defines a *contract* in a very specific way to differentiate it from a *grant*. The key characteristics of a contract are that it is not paid for with federal funds; is based on a fixed price or fee-for-service; does not require a detailed budget or financial reporting; and is for recurring, non-unique activities that can be offered to multiple sponsors.
- **Direct costs.** Costs in a grant budget that are directly allocable to a specific project, including (but not limited to) the personnel time it will take to complete the grant activities, related fringe benefit costs, Cvent system fees, Canvas fees, travel costs of personnel on the grant, and equipment or supplies used in the grant activities.
- **Effort.** The time spent on specific programs and duties within the faculty's plan of work.
- **Fiduciary duty.** Obligation to act both legally and ethically in the donor's best interest.
- **Fiscal year.** A consecutive 12-month period for which information on financial and other types of transactions is available. University of Missouri Extension's fiscal year begins July 1 and ends June 30.

- **Fringe benefits.** Employee benefits paid by the employer, such as FICA, workers' compensation, withholding tax, insurance, etc.
- **Full-time equivalent (FTE).** A numerical designation for an appointment based on 100% for full time. An FTE for a full-time employee is 1.0. FTE is the method usually used to specify personnel time on a grant. For example, a grant budget that includes 10% FTE for an agronomy specialist would be committing four hours per week of an agronomy specialist's time for the grant project.
- **FTE increment.** In UM System fiscal management processes, FTE can only be enhanced in the following increments: 0.03 for a total of 0.93 FTE; 0.05 for a total of 0.95 FTE; 0.08 for a total of 0.98 FTE; 0.1 for a total of 1.0 FTE.
- **GRA (general revenue allocation).** State-appropriated monies allocated to the Mizzou campus by UM System and to MU Extension by Mizzou.
- **Gift.** Charitable donation given to the university with no reciprocal obligations. Gifts may come in the form of money, property or both. Gifts may be accompanied by an agreement that restricts the use of the funds to a particular purpose. Beyond that, no contractual requirements are important and there are no "deliverables" to the donor. Fiscal accountability to the donor may include periodic progress reports, summary reports of expenditures, etc.
- **Government flow-through funds.** Funds that originate from a government entity (typically federal) that are now managed by a state department, other academic institution or nonprofit. MU Extension and Engagement's nutrition education grants are flow-through from the Missouri DHSS.
- **Grant.** A type of assistance award, usually money, given by a government, organization, foundation or corporation in which there is a scope of work and budget that needs to be followed to fund a specific project, program or research. The work is typically directed by the applicant.
- **Grantee.** The person or organization that receives the grant.
- **Grantor.** The foundation, individual, or government agency that provides the grant.
- **Indirect costs.** Costs that are not allocable to a specific project, such as the costs for accounting, payroll, purchasing, administrative services, building maintenance and operation, and depreciation of equipment. The University of Missouri has a federally negotiated indirect cost rate agreement in effect that specifies the required indirect cost rate for different types of grant activity. The indirect cost rates can be seen on the [Grant Fact Sheet](#).
- **In-kind.** Donation of goods or services rather than cash, such as labor, equipment, supplies or the use of facilities.
- **Letter of intent/letter of inquiry.** A brief document, usually 1-3 pages, that communicates an applicant's intent to apply for funding from a particular grant program. The letter of intent or inquiry is used by sponsors to gauge how many full proposals they are likely to receive, and sometimes as a first stage to select the applicants they want to submit a full proposal.
- **Matching.** The share of costs that the grantee or the grantee's partners are required to contribute to accomplish the activities of the grant. Matching can be in-kind or cash. Many

times, matching is done by documenting a person's time on a project. Also known as “cost share” or “cost match.”

- **MOU (memorandum of understanding).** Document that outlines the agreement between two or more parties addressing a common line of action.
- **Off-campus indirect cost rate.** The federally negotiated indirect cost rate that MU uses with projects that have activities that will take place primarily off campus, i.e., in counties or regions. Most projects led by off-campus faculty will use the off-campus indirect cost rate. For clarification on a particular project, contact the MU Extension Pre-Award Fiscal team.
- **On-campus indirect cost rate.** The federally negotiated indirect cost rate that MU uses with projects that have activities that will take place primarily on campus. Most projects led by campus faculty will use the on-campus indirect cost rate. For clarification on a particular project, contact the MU Extension Pre-Award Fiscal team.
- **ORED (Office of Research and Economic Development).** Oversees research and economic development for the Curators of the University of Missouri.
- **OSPA (Office of Sponsored Programs Administration).** Part of the Office of Research, OSPA oversees external grants and contracts awarded to the Curators of the University of Missouri.
- **Pre-award.** Refers to the beginning of the grant lifecycle and includes the staff and processes that have to do with announcing grant opportunities, submitting applications, and reviewing applications.
- **Post-award.** Refers to the staff and processes after a grant is funded and includes implementing the grant, reporting progress, and completing the closeout requirements.
- **Project director (PD)/principal investigator (PI).** The person designated by the grantee organization to direct the project or activity being supported by the grant. The PI is responsible and accountable to the grantee for the proper conduct of the project or activity.
- **Proposal.** A document that contains all information necessary to describe project plans, project budget, staffing needs and capabilities, and funds requested. The proposal is submitted to a sponsor.
- **Quasi-governmental.** Term describing entities such as districts, commissions, municipal departments that are essentially owned by the government. Both county extension councils and the University of Missouri are considered quasi-governmental by some.
- **Request for proposals (RFP).** A notice sent by a funder announcing that funds are available for projects in a particular topic area. The RFP requests proposals from potential grantees and lays out the requirements that proposals must follow to be considered for funding. May also be called a request for applications (RFA) or program announcement (PA).
- **Salary offset.** Outside funds used to reduce the GRA used to meet salary and benefits for an employee.
- **Workload.** The total effort expected of a faculty member as defined by their plan of work.

Sources:

[Grants.gov](https://grants.gov)

[University of Missouri Office of Research and Development, Compliance Office](#)

[MU Extension Way – Grants and Contracts](#)

[NIH – Grants and Funding](#)