

GLOSSARY

<u>TERM</u>	<u>DEFINITION</u>
A-21	Office of Management & Budget (OMB) Circular A-21, Cost Principles for Educational Institutions (Replaced by OMB Uniform Guidance or 2 CFR 200). See CFR Title 2, Part 200 (UG).
A-110	OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (Replaced by OMB Uniform Guidance or 2 CFR 200). See CFR Title 2, Part 200 (UG).
A-133	OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations (Replaced by OMB Uniform Guidance or 2 CFR 200). See CFR Title 2, Part 200 (UG).
Accelerated Clinical Trial Agreement (ACTA)	A model agreement with standardized terms and conditions which can be used to reduce contract negotiations for industry sponsored multi-site Clinical Trials. https://www.ara4us.org/ .
Acquisition cost	The cost of the asset including the cost to ready the asset for its intended use. Acquisition cost for equipment, for example, means the net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Acquisition costs for software includes those development costs capitalized in accordance with generally accepted accounting principles (GAAP). Ancillary charges, such as taxes, duty, protective in transit insurance, freight, and installation may be included in or excluded from the acquisition cost in accordance with the non-Federal entity's regular accounting practices.
Advance payment	A payment that a Federal awarding agency or pass-through entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-Federal entity disburses the funds for program purposes.
Allocation	Allocation means the process of assigning a cost, or a group of costs, to one or more cost objective(s), in reasonable proportion to the benefit provided or other equitable relationship. The process may entail assigning a cost(s) directly to a final cost objective or through one or more intermediate cost objectives.
Allowable Cost	A cost that is reasonable and allocable to sponsored agreements under the principles and methods provided for sponsored projects.
Amendment	A document that amends any aspect of an existing agreement.
Audit	An inspection of accounting records and procedures by a trained accountant for the purpose of verifying the accuracy and completeness of the records that may also include examination of compliance with applicable terms, laws, and regulations.
Audit finding	Deficiencies which the auditor is required by §200.516 Audit findings, paragraph (a) to report in the schedule of findings and questioned costs.
Auditee	Any non-Federal entity that expends Federal awards which must be audited under Subpart F—Audit Requirements.

Auditor	A public accountant or a Federal, state, local government, or Indian tribe audit organization, which meets the general standards specified for external auditors in generally accepted government auditing standards (GAGAS). The term auditor does not include internal auditors of nonprofit organizations.
Award	Funds that have been obligated by a funding agency for a particular project. An award may have multiple account numbers.
Award Date	The start and end dates of an award/contract.
Award Group	Awards are assigned to one of four teams in ORA Post-Award: Hurricanes, U Force, U Power or Ibis.
Award Lifecycle	The stages of a sponsored award from conception to termination such as active, advanced setup, award setup in process, closed, closed pending audit, conversion closeout, on hold, and pending closeout.
Award Lines	WorkDay term which provides information on various components to be managed during the award
Award Schedule	Defines the award period with the budgeted dates to include the close out process period.
Award Type	WorkDay term which indicates whether an award is a grant or contract.
Basis Limit	Indicates a maximum amount for a specific award line to which F&A can be assessed. Typically used for the first \$25,000 on sub awards.
Basis Type	Indicates the type of allocation basis such as MTDC or TDC.
Billing Audit Form	Form documenting Cost Analysis verified a service center's billings reflect services and rates approved in the rate sheet; the credit/revenue imputed for every service is at least the approved/established rate for federal Grants; and invoices and documentation are adequate to document the name of the service, the billing rates per unit of service, and the number of units of service provided.
Budget	The financial plan for the project or program that the Federal awarding agency or pass-through entity approves during the Federal award process or in subsequent amendments to the Federal award. It may include the Federal and non-Federal share or only the Federal share, as determined by the Federal awarding agency or pass-through entity.
Central Service Cost Allocation Plan	The documentation identifying, accumulating, and allocating or developing billing rates based on the allowable costs of services provided by a state, local government, or Indian tribe on a centralized basis to its departments and agencies. The costs of these services may be allocated or billed to users.
Catalog of Federal Domestic Assistance (CFDA) Number	A unique number assigned to a Federal program in the CFDA.
Catalog of State (Florida) Financial Assistance (CFSA) Number	A unique number assigned to State programs in the CFSA.

Capital assets	Tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include: (a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and (b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).
Capital Expenditures	Expenditures to acquire capital assets or expenditures to make additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life.
Carry Forward (aka Carry Over)	The process of using funds from a prior budget year into a current budget year. Certain sponsor policies and awards allow carry over without the agency's prior approval. Awards excluded from carry forward are required to make a formal request to the sponsor. The request should include the amount for carry forward, a budget and justification, and the reason the funds were unspent in the prior award year. The request may be approved or denied.
Certification Form	As related to service center rates, form documenting Cost Analysis has reviewed a service center's billing rates calculations.
CFR Title 2, Part 200 (Uniform Guidance or UG)	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Supersedes OMB Circulars A-21, A- 110 and A-133 and became effective for universities on 12/26/14.
Claim	Claim means, depending on the context, either: (a) A written demand or written assertion by one of the parties to a Federal award seeking as a matter of right: (1) The payment of money in a sum certain; (2) The adjustment or interpretation of the terms and conditions of the Federal award; or (3) Other relief arising under or relating to a Federal award. (b) A request for payment that is not in dispute when submitted.
Class of Federal Awards	A group of Federal awards either awarded under a specific program, group of programs, or to a specific type of non-Federal entity or group of non-Federal entities to which specific provisions or exceptions may apply.
ClinCard	A reloadable debit card that is available for use as a method to reimburse research participants. It provides an alternative to other reimbursement methods (i.e. petty cash).
Clinical Trial Agreement (CTA)	An agreement covering the terms for a clinical trial to study investigational drugs or devices. UM is a signatory to the CTA.
Closeout	The process by which the Federal awarding agency or pass-through entity determines that all applicable administrative actions and all

	required work of the Federal award have been completed and takes actions as described in §200.343 Closeout.
Cluster of Programs	A grouping of closely related programs that share common compliance requirements. The types of clusters of programs are R&D, student financial aid SFA, and other clusters.
Cognizant Agency for Audit	The Federal agency designated to carry out the responsibilities described in §200.513 Responsibilities, paragraph (a). The cognizant agency for audit is not necessarily the same as the cognizant agency for F&A costs. A list of cognizant agencies for audit may be found at the FAC website at https://facweb.census.gov/uploadpdf.aspx .
Cognizant Agency for F&A Costs	The Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or F&A cost proposals developed on behalf of all Federal agencies. The cognizant agency for F&A cost is not necessarily the same as the cognizant agency for audit.
Computing Devices	Machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. See also §§200.94 Supplies and 200.58 Information technology systems.
Compliance Supplement	Appendix XI to Part 200—Compliance Supplement (previously known as the Circular A-133 Compliance Supplement).
Confidentiality Agreement (CDA)	Also known as Non-Disclosure Agreements (NDAs), protects information that is not yet in the public domain by limiting further disclosure and use by the recipient. ORA handles CDAs regarding disclosure of information related to potential research projects.
Contract (federal)	A legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. It does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward (see §200.92 Subaward).
Contract Line Type	Indicates whether the award line in Workday is cost reimbursable or fixed fee.
Contractor	An entity that receives a contract as defined in §200.22 Contract.
Cooperative Agreement	A legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302-6305: (a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal Government or pass-through entity's direct benefit or use; (b) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

	<p>(c) The term does not include:</p> <ul style="list-style-type: none"> (1) A cooperative research and development agreement as defined in 15 U.S.C. 3710a; or (2) An agreement that provides only: <ul style="list-style-type: none"> (i) Direct United States Government cash assistance to an individual; (ii) A subsidy; (iii) A loan; (iv) A loan guarantee; or (v) Insurance.
Cooperative Audit Resolution	<p>The use of audit follow-up techniques which promote prompt corrective action by improving communication, fostering collaboration, promoting trust, and developing an understanding between the Federal agency and the non-Federal entity. This approach is based upon:</p> <ul style="list-style-type: none"> (a) A strong commitment by Federal agency and non-Federal entity leadership to program integrity; (b) Federal agencies strengthening partnerships and working cooperatively with non-Federal entities and their auditors; and non-Federal entities and their auditors working cooperatively with Federal agencies; (c) A focus on current conditions and corrective action going forward; (d) Federal agencies offering appropriate relief for past noncompliance when audits show prompt corrective action has occurred; and (e) Federal agency leadership sending a clear message that continued failure to correct conditions identified by audits which are likely to cause improper payments, fraud, waste, or abuse is unacceptable and will result in sanctions.
Core Facility	<p>Centralized shared research resources that provide access to instruments, technologies, services, as well as expert consultation and other services to scientific and clinical investigators.</p>
Corrective Action	<p>Action taken by the auditee that:</p> <ul style="list-style-type: none"> (a) Corrects identified deficiencies; (b) Produces recommended improvements; or (c) Demonstrates that audit findings are either invalid or do not warrant auditee action.
Cost Allocation Plan	<p>Central service cost allocation plan or public assistance cost allocation plan.</p>
Cost Accounting Standards (CAS)	<p>Federally mandated Cost Accounting Standards intended to ensure uniformity in budgeting and spending funds.</p>
Cost Center	<p>An identifier for financial responsibility and oversight for a managed budgeted entity in WorkDay. Cost centers roll up into cost center hierarchies and represent University departments and sub-departments. A cost center is made up of a seven-character,</p>

	alphanumeric reference ID (CC#####) and can generate a profit and loss statement.
Cost Objective	A program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. A cost objective may be a major function of the non-Federal entity, a particular service or project, a Federal award, or an F&A cost activity, as described in Subpart E—Cost Principles. See also §§200.44 Final cost objective and 200.60 Intermediate cost objective.
Cost Rate Type	Indicates the applicable F&A rate for the award such as off-campus research or on-campus research.
Cost Reimbursable Awards	Provide for payment of allowable incurred costs, to the extent prescribed in the award. These awards establish an estimate of total cost for the purpose of obligating funds and establishing a ceiling that may not be exceeded (except at its own risk) without the approval of the contracting officer.
Cost sharing or matching	<p>Cost sharing or matching means the portion of project costs not paid by Federal funds (unless otherwise authorized by Federal statute). See also §200.306 Cost sharing or matching.</p> <p><u>Mandatory:</u> Cost share commitments that are required by the agency for the award.</p> <p><u>Voluntary Committed Cost Sharing:</u> Cost share commitments that are not required for the award but are voluntarily committed in the budget and/or in the project proposal.</p> <p><u>Voluntary Uncommitted:</u> Cost share commitments that are neither required for the award nor obligated in the project budget or proposal, but they represent University commitment actually spent on the project. This type of cost share doesn't need to be tracked, reported, or included in the F&A base.</p>
Cost Transfer (Journal Entry)	A cost transfer involves the recording of an expense in a sponsored project that had previously been charged elsewhere. Cost transfers should be considered “the exception, rather than the rule”, and must be kept to a minimum. They must be allowable, timely, reasonable, consistent, of benefit to the sponsored project that is the recipient of the cost, and adequately documented. A cost transfer that involves salary is called a Payroll Accounting Adjustment (PAA) in Workday.
Cross-cutting Audit Finding	An audit finding where the same underlying condition or issue affects Federal awards of more than one Federal awarding agency or pass-through entity.
Deferred Revenue	A liability on the balance sheet that represents a prepayment by its customers for goods or services that have yet to be delivered. Deferred revenue on sponsored awards reflects total payments

	received and/or due that have not been spent yet. This is only applicable to awards where unspent funds must be returned to the sponsor.
Deliverable	Specific end product as a result of work performed on a sponsored project. Examples include a final technical report, an evaluation report, technical assistance, training, compiled database, etc., usually with specific deadlines.
Direct Costs	Those costs identified with the sponsored work that can be identified relatively easily with a high degree of accuracy. General categories of direct costs include but are not limited to salaries and wages, fringe benefits, research supplies, contractual services, travel and communication, and equipment.
Disallowed costs	Those charges to a Federal award that the Federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award.
Disclosure Statement (DS-2)	Formally states our policy for accounting methodologies used by UM, including direct charging expenses to sponsored projects. The UM DS-2 is filed with and approved by our federal cognizant agency (Department of Health and Human Services (DHHS)).
Effort	All professional activity for which the University compensates an individual. For reporting purposes including teaching, administration, clinical and research activities.
Effort certification	Process for ensuring direct labor charges to sponsored projects are reasonable and reflect actual work performed.
Employee Compensation Compliance (ECC) System	Tool to facilitate effort certification and reporting process.
Equipment	Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.
Expenditures	Charges made by a non-Federal entity to a project or program for which a Federal award was received. (a) The charges may be reported on a cash or accrual basis, as long as the methodology is disclosed and is consistently applied. (b) For reports prepared on a cash basis, expenditures are the sum of: (1) Cash disbursements for direct charges for property and services; (2) The amount of F&A expense charged; (3) The value of third-party in-kind contributions applied; and (4) The amount of cash advance payments and payments made to subrecipients.

	<p>(c) For reports prepared on an accrual basis, expenditures are the sum of:</p> <ul style="list-style-type: none"> (1) Cash disbursements for direct charges for property and services; (2) The amount of F&A expense incurred; (3) The value of third-party in-kind contributions applied; and (4) The net increase or decrease in the amounts owed by the non-Federal entity for: <ul style="list-style-type: none"> (i) Goods and other property received; (ii) Services performed by employees, contractors, subrecipients, and other payees; and (iii) Programs for which no current services or performance are required such as annuities, insurance claims, or other benefit payments.
External Users	Non-UM investigators, units, or departments where services are provided under a vendor or fee-for-service agreement.
Facilities and Administrative (F&A) Costs (Indirect 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.
Federal Acquisition Regulations (FAR)	The primary regulation for use by all Federal Executive agencies in their acquisition of supplies and services with appropriated funds. Contracts are subject to the FAR.
Federal agency	An “agency” as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(f).
Federal Audit Clearinghouse (FAC)	The clearinghouse designated by OMB as the repository of record where non-Federal entities are required to transmit the reporting packages required by Subpart F—Audit Requirements. The mailing address of the FAC is Federal Audit Clearinghouse, Bureau of the Census, 1201 E. 10th Street, Jeffersonville, IN 47132 and the web address is: https://facweb.census.gov/uploadpdf.aspx .
Federal Award	<p>Depending on the context, in either paragraph (a) or (b) of this section:</p> <ul style="list-style-type: none"> (a)(1) The Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in §200.101 Applicability; or (2) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in §200.101 Applicability. <p>(b) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of §200.40 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.</p> <p>(c) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a</p>

	<p>contract to operate Federal Government owned, contractor operated facilities (GOCOs).</p> <p>(d) See also definitions of Federal financial assistance, grant agreement, and cooperative agreement.</p>
Federal Awarding Agency	The Federal agency that provides a Federal award directly to a non-Federal entity.
Federal Award Date	The date when the Federal award is signed by the authorized official of the Federal awarding agency.
Federal Cognizant Agency	The federal agency to which we are assigned for purposes of certain administration functions such as F&A rate negotiation and audit resolution.
Federal Flow-Through	A non-Federal entity that provides a Federal award to a subrecipient or subaward to carry out a Federal program. For example: Florida International University receives an award from the Department of Energy (a federal agency) and subawards the UM to complete a portion of the project. These funds are considered Federal Flow-through because they originate from a federal agency.
Federal Interest	<p>For purposes of §200.329 Reporting on real property or when used in connection with the acquisition or improvement of real property, equipment, or supplies under a Federal award, the dollar amount that is the product of the:</p> <p>(a) Federal share of total project costs; and</p> <p>(b) Current fair market value of the property, improvements, or both, to the extent the costs of acquiring or improving the property were included as project costs.</p>
Federal Program	<p>Federal program means:</p> <p>(a) All Federal awards which are assigned a single number in the CFDA.</p> <p>(b) When no CFDA number is assigned, all Federal awards to non-Federal entities from the same agency made for the same purpose must be combined and considered one program.</p> <p>(c) Notwithstanding paragraphs (a) and (b) of this definition, a cluster of programs. The types of clusters of programs are:</p> <p>(1) Research and development (R&D);</p> <p>(2) Student financial aid (SFA); and</p> <p>(3) "Other clusters" (see also Other Clusters below).</p>
Federal Share	The portion of the total project costs that are paid by Federal funds.
Final Cost Objective	A cost objective which has allocated to it both direct and F&A costs and, in the non-Federal entity's accumulation system, is one of the final accumulation points, such as a particular award, internal project, or other direct activity of a non-Federal entity. See also §§200.28 Cost objective and 200.60 Intermediate cost objective.
Financial Class	Tracks the National Association of College and University Business Officers (NACUBO) classification for expenses. These worktags allow expenditures to be grouped by function for internal as well as external financial reporting.

Fiscal Year (FY)	A one-year period that used for financial reporting and budgeting. At UM, the FY is June 1 through May 31.
Fixed Amount Awards (federal)	A type of grant agreement under which the Federal awarding agency or pass-through entity provides a specific level of support without regard to actual costs incurred under the Federal award. This type of Federal award reduces some of the administrative burden and record-keeping requirements for both the non-Federal entity and Federal awarding agency or pass-through entity. Accountability is based primarily on performance and results. See §§200.201 Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts, paragraph (b) and 200.332 Fixed amount subawards.
Fly America Act	Requires Federal employees and their dependents, consultants, contractors, grantees, and others performing United States Government financed foreign air travel to travel by U.S. flag air carriers.
Foreign Public Entity	An entity that is: (a) A foreign government or foreign governmental entity; (b) A public international organization, which is an organization entitled to enjoy privileges, exemptions, and immunities as an international organization under the International Organizations Immunities Act (22 U.S.C. 288-288f); (c) An entity owned (in whole or in part) or controlled by a foreign government; or (d) Any other entity consisting wholly or partially of one or more foreign governments or foreign governmental entities.
Foreign Organization	An organization that is: (a) A public or private organization located in a country other than the United States and its territories that is subject to the laws of the country in which it is located, irrespective of the citizenship of project staff or place of performance; (b) A private nongovernmental organization located in a country other than the United States that solicits and receives cash contributions from the general public; (c) A charitable organization located in a country other than the United States that is nonprofit and tax exempt under the laws of its country of domicile and operation, and is not a university, college, accredited degree-granting institution of education, private foundation, hospital, organization engaged exclusively in research or scientific activities, church, synagogue, mosque or other similar entities organized primarily for religious purposes; or (d) An organization located in a country other than the United States not recognized as a Foreign Public Entity.
Fringe Benefits	Employee benefits paid by the employer. (e.g., FICA, Worker's Compensation, Withholding Tax, Insurance, etc.). These change regularly and current rates are posted on the ORA website.

Fund	A five-character, alphanumeric reference that identifies the fund in which the account and its corresponding activity are reflected. A fund is an accounting entity with a self-balancing set of accounts consisting of assets, liabilities, a fund balance, revenues and expenditures. Separate accounts are maintained within each fund to ensure observance of limitations and restrictions placed on use of resources. A fund is required on all financial transactions. For internal reporting purposes, funds of similar characteristics are combined based on fund type.
General Purpose Equipment	Equipment which is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles. See also Equipment and Special Purpose Equipment.
Generally Accepted Accounting Principles (GAAP)	Standards that encompass the details, complexities, and legalities of accounting. Specified in accounting standards issued by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
Generally Accepted Government Auditing Standards (GAGAS)	Issued by the Comptroller General of the United States, which are applicable to financial audits. Also known as the Yellow Book.
Grant	A type of financial assistance awarded to an organization for the conduct of research or other program as specified in an approved proposal.
Grant Hierarchies	Defines the type of revenue category of the award (Cost Reimbursable, Prepaid/ Deferred and Fixed Fees).
Hospital	A facility licensed as a hospital under the law of any state or a facility operated as a hospital by the United States, a state, or a subdivision of a state.
Institutional Animal Care and Use Committee (IACUC)	Reviews and approves animal use protocols; ensures that investigators and staff are properly trained; ensures that research and teaching activities conform to best practices as defined by The Guide For the Care and Use of Laboratory Animals; inspects animal care and use facilities to ensure compliance with federal regulations and policies; reviews the animal care and use program semiannually; and investigates concerns raised by faculty and staff regarding the humane care and use of lab animals.
Indirect Costs (IDC)	A cost which benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved. Also see F&A.
Improper Payment	(a) Improper payment means any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements; and

	(b) Improper payment includes any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.
Internal Service Delivery (ISD)	Workday transaction that records critical information related to the item(s) that an ISP provides to a requester. When approved and passed budget checking, it generates revenue for the ISP and expense for the requester.
Internal Service Provider (ISP):	Delivers internal goods and/or services to an internal or external entity.
Information Technology Systems	Computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), and related resources. See also §§200.20 Computing devices and 200.33 Equipment.
Institutional ID	Unique IBISResearch number assigned to awards and used in Workday for cross reference to IBISResearch.
Intangible Property	Property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership (whether the property is tangible or intangible).
Intermediate Cost Objective	A cost objective that is used to accumulate F&A costs or service center costs that are subsequently allocated to one or more indirect cost pools or final cost objectives. See also §200.28 Cost objective and §200.44 Final cost objective.
Internal controls	A process, implemented by a non-Federal entity, designed to provide reasonable assurance regarding the achievement of objectives in the following categories: (a) Effectiveness and efficiency of operations; (b) Reliability of reporting for internal and external use; and (c) Compliance with applicable laws and regulations.
Internal Control Over Compliance Requirements for Federal Awards	A process implemented by a non-Federal entity designed to provide reasonable assurance regarding the achievement of the following objectives for Federal awards: (a) Transactions are properly recorded and accounted for, in order to: (1) Permit the preparation of reliable financial statements and Federal reports; (2) Maintain accountability over assets; and (3) Demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award; (b) Transactions are executed in compliance with:

	<p>(1) Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal program; and</p> <p>(2) Any other Federal statutes and regulations that are identified in the Compliance Supplement; and</p> <p>(c) Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.</p>
Internal Users	UM investigators, units, or departments where billing rates are charged to a University account.
Institutional Review Board (IRB)	Helps investigators conduct multi-site research and to comply with the National Institutes of Health (NIH) policy for single IRB review of multi-site studies which involve non-exempt human subjects research funded by the NIH.
Letter of Credit (LOC)	A method in which the University receives payment from federal agencies from drawdowns. Outside of Workday, there is no billing or invoicing involved.
Loan	<p>A Federal loan or loan guarantee received or administered by a non-Federal entity, except as used in the definition of §200.80 Program income.</p> <p>(a) The term “direct loan” means a disbursement of funds by the Federal Government to a non-Federal borrower under a contract that requires the repayment of such funds with or without interest. The term includes the purchase of, or participation in, a loan made by another lender and financing arrangements that defer payment for more than 90 days, including the sale of a Federal Government asset on credit terms. The term does not include the acquisition of a federally guaranteed loan in satisfaction of default claims or the price support loans of the Commodity Credit Corporation.</p> <p>(b) The term “direct loan obligation” means a binding agreement by a Federal awarding agency to make a direct loan when specified conditions are fulfilled by the borrower.</p> <p>(c) The term “loan guarantee” means any Federal Government guarantee, insurance, or other pledge with respect to the payment of all or a part of the principal or interest on any debt obligation of a non-Federal borrower to a non-Federal lender, but does not include the insurance of deposits, shares, or other withdrawable accounts in financial institutions.</p> <p>(d) The term “loan guarantee commitment” means a binding agreement by a Federal awarding agency to make a loan guarantee when specified conditions are fulfilled by the borrower, the lender, or any other party to the guarantee agreement.</p>
Local Government	<p>Any unit of government within a state, including a:</p> <p>(a) County;</p> <p>(b) Borough;</p> <p>(c) Municipality;</p> <p>(d) City;</p> <p>(e) Town;</p>

	<p>(f) Township;</p> <p>(g) Parish;</p> <p>(h) Local public authority, including any public housing agency under the United States Housing Act of 1937;</p> <p>(i) Special district;</p> <p>(j) School district;</p> <p>(k) Intrastate district;</p> <p>(l) Council of governments, whether or not incorporated as a nonprofit corporation under state law; and</p> <p>(m) Any other agency or instrumentality of a multi-, regional, or intra-state or local government.</p>
Major Program	A Federal program determined by the auditor to be a major program in accordance with §200.518 Major program determination or a program identified as a major program by a Federal awarding agency or pass-through entity in accordance with §200.503 Relation to other audit requirements, paragraph (e).
Manual Journal	A Workday business process used to perform accounting journals, i.e., record a transaction.
Material Transfer Agreement (MTA)	Contracts covering the terms for the exchange of materials between two organizations, when the recipient intends to use it for his or her own research purposes. MTAs protect the rights of both the receiver and the provider of these materials.
Management Decision	The evaluation by the Federal awarding agency or pass-through entity of the audit findings and corrective action plan and the issuance of a written decision to the auditee as to what corrective action is necessary.
Master Clinical Trial Agreements	An umbrella agreement where the parties agree on certain terms and conditions for future clinical trials. Master Clinical Trial Agreements remove the need to negotiate terms and conditions for individual clinical trials with only the individual study budgets needing review and negotiation. Having a Master Clinical Trial Agreement in place can greatly improve the turnaround time of negotiations for individual studies.
Memorandum of Understanding (MOU)	Agreement between two or more parties planning to create a cooperative research and/or educational partnership.
Micro-purchase	A purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions). It is \$3,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.

Modified Total Direct Cost (MTDC)	All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of F&A costs, and with the approval of the cognizant agency for F&A costs.
No-Cost Extension (NCE)	A modification of an award that extends the end date without providing additional funding. This must be requested before the award end date through ORA.
Non-Federal Entity	A state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.
Nonprofit Organization	Any corporation, trust, association, cooperative, or other organization, not including IHEs, that: (a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (b) Is not organized primarily for profit; and (c) Uses net proceeds to maintain, improve, or expand the operations of the organization.
Object Class	How a sponsor views costs by mapping spend categories into invoicing/reporting requirements.
Obligations	Orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.
Office of Management and Budget (OMB)	The Executive Office of the President, Office of Management and Budget.
ORA	Office of Research Administration.
Orphan Grants	Grants not assigned to an award.
Other clusters	Defined by OMB in the compliance supplement or as designated by a state for Federal awards the state provides to its subrecipients that meet the definition of a cluster of programs. When designating an "other cluster," a state must identify the Federal awards included in the cluster and advise the subrecipients of compliance requirements applicable to the cluster, consistent with §200.331 Requirements for pass-through entities, paragraph (a). A cluster of programs must be considered as one program for determining major programs, as described in §200.518 Major program determination, and, with the exception of R&D as described in §200.501 Audit requirements, paragraph (c), whether a program-specific audit may be elected.
Other Institutional Activity	All activities of an institution except for instruction, departmental research, organized research, and other sponsored activities

Oversight Agency for Audit	The Federal awarding agency that provides the predominant amount of funding directly to a non-Federal entity not assigned a cognizant agency for audit. When there is no direct funding, the Federal awarding agency which is the predominant source of pass-through funding must assume the oversight responsibilities. The duties of the oversight agency for audit and the process for any reassignments are described in §200.513 Responsibilities, paragraph (b).
Parent Sponsor	Originating source of project funding (Prime Sponsor).
Pass-through Entity	A non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.
Participant Support Costs	Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.
Payment Terms	The conditions surrounding the payment part of a grant/contract.
Payment Type	Indicates whether the sponsor is invoiced (check) or UM draws down funds (letter of credit).
Payroll Accounting Adjustment (PAA)	Used to correct salaries that posted incorrectly to one or more driver worktag for pay periods that closed.
PCRF-L Proposal/Contract Routing Form – Long.	Internal routing form used for all new, non- compete, compete, supplemental proposals/applications, as well as all contracts/agreements involving new money and/or monetary increases (no matter how small the value) where sponsored funding will be received by UM.
PCRF-S Proposal/Contract Routing Form – Short.	Internal routing form used for non-financial changes being made to existing UM contracts/agreements via an amendment/modification. It is used for amendments which decrease funding.
Performance Goal	A target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (e.g., discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).
Period of Performance	The time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award (see §§200.210 Information contained in a Federal award paragraph (a)(5) and 200.331 Requirements for pass-through entities, paragraph (a)(1)(iv)).
Personal Property	Property other than real property. It may be tangible, having physical existence, or intangible.
Personally Identifiable Information (PII)	PII means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other

	<p>personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books, public Web sites, and university listings. This type of information is considered to be Public PII and includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual.</p>
Post Award	<p>The unit of ORA that establishes the account number for the project once it is awarded by the sponsor, reviews the award expenditures, invoices and closes out grants & contracts.</p>
Pre Award	<p>The unit of ORA that processes, reviews, and submits applications and negotiates awards and contracts.</p>
Prepaid	<p>Expenditures that have not yet been recorded as an expense but have been paid in advance. Typically not allowed on sponsored awards.</p>
Principal Investigator (PI)	<p>Typically a full time faculty member responsible for all aspects (scientific and financial) of the project.</p>
Program/Project Officer	<p>A sponsor's designated individual officially 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 deals with the grantee/contractor organization staff to assure programmatic progress. This individual is not authorized to make changes to an award. Only the sponsoring Grants Manager/Officer is allowed to make changes.</p>
Program Income	<p>Gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in §200.307 paragraph (f). (See §200.77 Period of performance.) Program income includes but is not limited to income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts, and interest earned on any of them. See also §200.407 Prior written approval (prior approval). See also 35 U.S.C. 200-212</p>

	<p>“Disposition of Rights in Educational Awards” applies to inventions made under Federal awards.</p>
Project Confirmation Statement	<p>Statement of all salary charged to the project for non-faculty personnel during the period of performance.</p>
Property	<p>Real property or personal property.</p>
Proposal/Contract/Amendment Type	<p>Formal proposals are officially approved and submitted by ORA in the name of the PI on behalf of UM. An application for funding that contains all information necessary to describe project plans, staff capabilities, and funds requested. Contracts and Amendments are also reviewed and negotiated by ORA. Each is categorized as follows:</p> <p><u>New:</u></p> <ul style="list-style-type: none"> • Proposals that are submitted for the first time or ongoing projects that must re- compete for funding prior to expiration of the original award. • Anticipation of financial assistance for a new project/activity that must be negotiated through a contract/agreement. <p><u>Non-Competing Renewal/Non-Competing Amendment:</u></p> <ul style="list-style-type: none"> • An application requesting funding for a subsequent budget period within the previously approved project period. This is not a request for additional funds, but a request to receive funds awarded previously, but not yet released to UM by the sponsor. Funds are typically committed only one year at a time. At the end of the initial budget period, progress on the project is assessed. If satisfactory, an award is made for the next budget period, subject to the availability of funds. These proposals are not subjected to peer review beyond the initial project approval. • Anticipation of funding for a subsequent budget period within the total approved project period through a contract/agreement amendment. <p><u>Competing Renewal:</u></p> <ul style="list-style-type: none"> • An application requesting funding to continue, by one or more additional budget periods, of an existing award that would otherwise expire. <p><u>Supplemental/Supplemental Amendment:</u></p> <ul style="list-style-type: none"> • An application requesting an increase in support for expansion of the project’s approved scope of work in a current budget period. The request may be budgetary changes required for the remainder of the project period, as well as for the current budget period. • Anticipation of an increase in support, scope, number of participants and/or tests for expansion of the project’s approved scope of work in a current budget period through a contract/agreement amendment.
Protected Personally Identifiable Information (Protected PII)	<p>Protected PII means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name,</p>

	criminal, medical and financial records, educational transcripts. This does not include PII that is required by law to be disclosed. (See also §200.79 Personally Identifiable Information (PII)).
Project Cost	Total allowable costs incurred under a Federal award and all required cost sharing and voluntary committed cost sharing, including third-party contributions.
Purpose Code	Indicates the purpose for which the account is to be used such as Applied Research, Basic Research, Clinical Trial, Developmental Research, Equipment, Instruction, Intergovernmental Personnel Act (IPA) agreement, Other Sponsored Agreement (OSA), Research Fellowship, or Research Training.
Questioned cost	A cost that is questioned by the auditor because of an audit finding: (a) Which resulted from a violation or possible violation of a statute, regulation, or the terms and conditions of a Federal award, including for funds used to match Federal funds; (b) Where the costs, at the time of the audit, are not supported by adequate documentation; or (c) Where the costs incurred appear unreasonable and do not reflect the actions a prudent person would take in the circumstances. Real property Real property means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.
Rate Agreement	Refers to the F&A rate agreement negotiated with the Department of Health and Human Services (DHHS). This agreement reflects an understanding reached between the university and DHHS concerning the rate that may be used to support F&A and fringe benefit costs on grants and contracts with the federal government.
Reasonable Costs	A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under similar circumstances as those to incur the cost. In determining reasonableness of a given cost, consideration must be given to: a) Whether the cost is ordinary and necessary for the operation at UM or the proper and efficient performance of the award. b) The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; Federal, state, local, and other laws and regulations; and terms and conditions of the Federal award. c) Market prices for comparable goods or services for the geographic area. d) Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities at UM, its employees, its students, the public at large, and the Federal Government. e) Whether UM significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the Federal award's cost.

March 24, 2022

Reporting Period (Effort Certification)	As related to effort, UM has two reporting periods every fiscal year. The first reporting period covers June 1 through November 30, and the second reporting period covers December 1 through May 31.
Research Agreement (RA)	A contract between UM and another party to conduct research at UM.
Research/Ancillary Service Agreements & Related Equipment Loan or Purchase Agreements	Research Service Agreements are agreements used to engage individuals or entities to provide professional services on behalf of UM to facilitate a research project taking place at UM. Equipment Loan/Purchase Agreements are agreements to allow UM to either lease or purchase equipment from an outside entity to conduct a research project. Generally, ORA is responsible for reviewing and signing these types of Agreements only when they are directly related to a research project.
Research Collaboration Agreement	Usually does not involve the transfer of funds and outlines the responsibilities of two parties involved in a specific research project.
Research Teaming Agreements (TA)	Sometimes required by the Prime Awarding Agency or Pass-through Entity at the time of proposal. The purpose is to indicate general agreement between collaborating institutions on the nature of the working relationship at the time a funding proposal is submitted. The TA does not involve the transfer of funds nor does it include terms and conditions for the conduct of the research project if awarded.
Recipient	A non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term recipient does not include subrecipients. See also §200.69 Non-Federal entity.
Research and Development (R&D)	All research activities, both basic and applied, and all development activities that are performed by non-Federal entities. The term research also includes activities involving the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function. "Research" is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. "Development" is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes.
Revenue Allocation Profile	Indicates the proper recipient for F&A returns (Miller School of Medicine (MSOM), Rosenstiel School of Marine and Atmospheric Science (RSMAS), or Coral Gables (CG)).
Revenue Category	An alphanumeric reference ID beginning with "RC" used to identify the different types of revenues posted by the University. It is a more granular view of revenue.
Salary Cap	Legislatively mandated provision limiting the direct salary an individual may receive under a grant.

Service Center	Department or functional unit that performs specific technical or specialized services primarily for the benefit of other University internal users. Users are charged billing rates that are intended to cover the aggregate costs of the center. Services may also be provided to external users on an incidental basis but require monitoring.
Signed Date	Issued date/Executed Date
Simplified Acquisition Threshold	Simplified acquisition threshold means the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods. Non-Federal entities adopt small purchase procedures in order to expedite the purchase of items costing less than the simplified acquisition threshold. The simplified acquisition threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908. As of the publication of this part, the simplified acquisition threshold is \$150,000, but this threshold is periodically adjusted for inflation. (Also see definition of §200.67 Micro- purchase.)
Special Purpose Equipment	Equipment which is used only for research, medical, scientific, or other technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers. See also §§200.33 Equipment and 200.48 General purpose equipment.
Specialized Service Facility (SSF)	Type of service center that provides highly complex or specialized services and has annual revenue of at least \$500,000 from Internal Users paying with federally sponsored funds.
Sponsor	Source from which funds are directly received.
Sponsor Award Reference Number	Award identifying number provided by the sponsor and indicated on the Notice of Award.
State	Any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any agency or instrumentality thereof exclusive of local governments.
Student Financial Aid (SFA)	Federal awards under those programs of general student assistance, such as those authorized by Title IV of the Higher Education Act of 1965, as amended, (20 U.S.C. 1070- 1099d), which are administered by the U.S. Department of Education, and similar programs provided by other Federal agencies. It does not include Federal awards under programs that provide fellowships or similar Federal awards to students on a competitive basis, or for specified studies or research.
Subaward	An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement,

	including an agreement that the pass-through entity considers a contract.
Subcontracts (Inbound/Outbound)	A written agreement issued by one entity to another to perform portions of work under a sponsored project. The subcontract terms include the flow down of terms and conditions from a prime award agreement. Inbound: Subaward is issued by another entity to UM. Outbound: Subaward issued by UM to another entity.
Subrecipient	A non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.
Supplies	All tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life. See also §§200.20 Computing devices and 200.33 Equipment.
Termination	The end of a Federal award, in whole or in part at any time prior to the planned end of period of performance.
Third-Party In-Kind Contributions	The value of non-cash contributions (i.e., property or services) that— (a) Benefit a federally assisted project or program; and (b) Are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award.
Topside Entry	Adjusting entry for financial statement purposes.
Total Direct Costs (TDC)	All costs charged to a sponsored project, excluding F&A costs. To determine the total project cost base, the TDC is multiplied by the F&A rate to determine the F&A costs. The TDC and the F&A costs are then added to obtain the total project costs.
Unliquidated Obligations	For financial reports prepared on a cash basis, obligations incurred by the non-Federal entity that have not been paid (liquidated). For reports prepared on an accrual expenditure basis, these are obligations incurred by the non-Federal entity for which an expenditure has not been recorded.
Unobligated Balance	The amount of funds under a Federal award that the non-Federal entity has not obligated. The amount is computed by subtracting the cumulative amount of the non-Federal entity's unliquidated obligations and expenditures of funds under the Federal award from the cumulative amount of the funds that the Federal awarding agency or pass-through entity authorized the non-Federal entity to obligate.
Worktag	Used to facilitate Workday transactions and create financial reports.