Glossary

Sponsored Programs Terminology

Annualized Salary: The monthly salary rate of an employee multiplied by 12.

Cost Share: Cost share is any expense that is required to complete the project for which the sponsor is not paying and that is identified in the budget or budget justification. Cost share includes effort committed to, but not paid for by, the project, any other general cost item that is not included in the budget **request**, and any difference between the University's federally negotiated indirect cost rate and what we are recovering from the sponsor in indirect costs.

Effort Months: The months needed to complete the scope of work.

Indirect Cost Base: Should be Modified Total Direct Cost (MTDC) unless the proposal meets one of the University's predefined exceptions (see: http://research.ufl.edu/faculty-and-staff/proposal-development-submission/budgeting-information/fa-rates-idc.html) or the Sponsor has a published policy mandating a different base.

Indirect Cost Rate: Should match the University's federally negotiated rate (see: http://research.ufl.edu/faculty-and-staff/proposal-development-submission/budgeting-information/fa-rates-idc.html) or the Sponsor has a published policy mandating a different rate.

Institutional Training Grant: A program funding multiple trainees. A specific type of proposal that will be clearly identified as an institutional training program in the funding opportunity announcement (FOA).

Mandatory Cost Share: Cost share is "mandatory" when a requirement for cost sharing is required as a condition of eligibility for applying for the program. It must be described in the Funding Opportunity Announcement. The sponsor may require the University match a certain percentage of the funds requested or may indicate a dollar amount that must be met.

Modular Budget: A budget option for NIH applications requesting less than $250,000 in direct costs in all budget periods**.**

Over the Cap Cost Share: Cost share is "over the cap" when an individual's base salary is more than the allowed salary amount stipulated by a Sponsor. For example, NIH has a salary cap of $183,000 for 12 months of effort.

Prime Sponsor: Also known as a flow through sponsor. The Sponsor from where the money issued to UF originates. For example, if the University of Michigan receives funds from the US Department of Agriculture (USDA) and the University of Florida receives funds from the University of Michigan, the USDA is the Prime Sponsor.

Salary Cap: The maximum amount of money a sponsor will pay for 100% of an individual's time.

Salary Cap Escalation Rate: Anticipated increases to a sponsor's salary cap. If not budgeted, the sponsor may not increase salary budgets awarded in subsequent years of a multi-year project.

Salary Inflation Rate: Anticipated increases to the University of Florida salaries charged to a project. In UFIRST, the default (and institutionally advised) rate is 3% per year.

Salary Req Months: The number of months of salary reimbursement requested from the Sponsor.

Solicitation #: Equivalent to Opportunity ID when applying for funding opportunities where the proposal is not submitted through Cayuse or Grants.gov.

Sponsor: Organization that is issuing the University of Florida funds.

Third Party Organization: Any organization outside of UF that is providing financial support, providing other resources such as information, data, or equipment for the project, or is collaborating with UF without receiving funds from UF.

Voluntary Cost Share: Cost share is "voluntary" when a quantifiable amount of resources is outlined in the budget or justification even though the sponsor does not explicitly state in the Funding Opportunity Announcement that cost sharing is required.

Unrecovered Indirect Costs: The difference between the Sponsor's reimbursement of indirect costs and UF's federally negotiated rate.

UFIRST System Terminology

Activities: The Actions/Activities buttons are the triggers that allow the PI, contacts, Grant Administrators, Chairs, Deans & DSP to work inside UFIRST to gather the proposal's materials and information, to move the proposal through approvals, to submit the proposal to the sponsor, and even to track activities up through the time of award.

Apply Escalation (Esc) Period 1: A check box to indicate that the Salary Cap Escalation Rate should be applied to Period 1. This option can be exercised if the first period of the budget will occur after the next anticipated salary cap increase.

Apply Inflation (Inf) Period 1: A check box to indicate that Inflation Rate should be applied to Period 1 of the budget. This option can be exercised if the first period of the budget will occur after the next anticipated cost of living increase.

Apply Salary Cap Escalation Rate: A check box to indicate that the Salary Cap Escalation rate is applied and requested salaries will increase up to this escalated amount each year. Checking this box is encouraged.

Cost Share Approver: Individual responsible for reviewing and approving cost share for proposals in the units with which they are affiliated. At a minimum, each college and UF-designated centers/institutes will need one individual assigned to this role.

Cost Share Budget: An accumulation of cost share budget details that is automatically generated when cost share is identified on the Budget SmartForm or the Personnel Budget Grid.

Grants Administrator: Individual with responsibilities for entire departments or units. This individual has access to view and edit records in UFIRST that include personnel in the units with which they are affiliated. This role is typically granted for department or college grant specialists, fiscal specialists or their equivalent.

Grants Approver: Individual responsible for reviewing and approving proposals in the units with which they are affiliated. At a minimum, each college and UF-designated centers/institutes will need one individual assigned to this role.

Grant Workflow Administrator (GWA): The individual in each college or major unit that is responsible for linking Grant Administrators, Grant Approvers, and Cost Share Approvers to their appropriate division, department, college or center/institute in UFIRST. GWAs are determined by DSP in conjunction with the leadership of each college.

Grids: Pages that facilitate entry of budget details and perform calculations much like you experience in Excel.

My Inbox: The landing page when you log in to UFIRST. This page contains records on which you must take action. You can locate proposals by ID, Name of the proposal, First and Last Name of the owner of the proposal, and State (draft, departmental review).

Non-UF Key Personnel: Any individual who are considered essential for the proposed scope of work but are not employed by the University of Florida.

Profile Delegate: Individuals designated by the owner of a profile who can maintain SF424 Submission Information for the profile.

Profile: Information about each user in UFIRST. A profile contains both information imported directly from myUFL (that can only be edited in myUFL) and SF424 Application information that is maintained only in UFIRST.

Proposal SmartForm: First step to completing a proposal in UFIRST. A dynamic form that collects demographic information about each proposal.

Proposal Workspace: The command center that provides an at-a-glance summary of the proposal, access to the budgets, and buttons to perform all activities.

Record: A proposal or Agreement in UFIRST.

Requested Budget: Accumulation of the costs requested for reimbursement from the sponsor.

Responsible Unit/Department: The unit or department that is ultimately responsible for a given cost sharing commitment established in the proposal.

Study Staff (Employee): Individuals who can create proposals or agreements and can, as the state allows, view or edit the record. This role is automatically assigned to all UF Employees. Anyone with this role can also be designated as an ad hoc approver.

Submitted Budgets: A list of budgets that were checked as included in submission to sponsor as they existed at the time DSP submitted the proposal.

Submitting Department: This field defaults to the department of the proposal or agreement creator's primary job record. This field must be updated if the PI is submitting a proposal through any other department.

Working Budgets: Any budget created for the proposal. This includes cost share budgets and budgets built to evaluate different scenarios.

Worklist: Lists of all records in UFIRST (Proposals only in the Proposals Worklist, Agreements only in the Agreements Worklist).

Contact Information:

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