UCSF Research Administration Glossary

Please use the glossary below as a guide to terms and acronyms used in Research Administration at UCSF.

A-C  D-F  G-H  I-L  M-N  O-Q  R-Z

A/R: Accounts Receivable
Billing that has not been paid (unpaid invoices).

Administrative Modifications
Changes to an existing award that do not affect the approved budget total or the approved performance period of the award but changes term(s) or condition(s) of the award. These changes normally lift a restriction set in the award terms. Administrative modifications need to be updated in RAS.

Advisory Council
National Advisory Council or Board, mandated by statute, that provides the second level of review for grant applications for each Institute/Center awarding grants. The Councils/Boards are comprised of both scientific and lay representatives. Council/Board recommendations are based on scientific merit (as judged by the initial review groups) and the relevance of the proposed study to an institute’s programs and priorities. With some exceptions, grants cannot be awarded without recommendations for approval by a Council/Board.

AHRQ: Agency for Healthcare Research and Quality
1 of 12 agencies within the U.S. Department of Health and Human Services, dedicated to improving the quality safety, efficiency, and effectiveness of health care for all Americans. Working with the public and private sectors, AHRQ builds the knowledge base for what works?and does not work?in health and health care and translates this knowledge into everyday practice and policymaking.

AO: Administrative Official
Role in the eRA Commons, reviews the grant application for accuracy before the signing official submits the final application to the NIH.

ASST: Assistant Role
Role in the eRA Commons, designed to allow PIs to delegate certain responsibilities for data entry of grant information and upkeep of their personal profiles. The ASST does not have any other functions in the system.

Award Activity Period Advance Request
If there are future years in RAS, advances for the next activity periods are automatic.

If the award does not have future years in RAS, then the department needs to submit a ServiceNow ticket to CGA (CGASVCDesk@ucsf.edu). Please note CGA will only set-up an
advance if there is a firm commitment from the Sponsor for the next year.

**Award Advance Request**
To be used when requesting a new award or a competitive renewal award that has not been fully negotiated at the time of the official start date. For grants under the Federal Demonstration Partnership (FDP), this form can cover the 90-day pre-award costs allowed under Public Health Service guidelines. The home department is responsible for covering any unreimbursed expenditures, including 90-day pre-award costs, on an advance for which the award cannot be executed. Requires PI and Department Chair* to certify that the department will pay any expended funds from the departmental discretionary account or other department-designated account in compliance with UCSF policy if the award is not received by the University.
*Note: Dean’s signature required if prime sponsor is a City & County of San Francisco or State of California agency.

**Award Purposes**

**Career Development (CARDV)**

Program support for UC personnel to provide protected time for career development experience to scientists in the biomedical, behavioral, or clinical sciences and labeled by sponsor as ?career development?. Some programs allow researchers to focus their careers or act as mentors for others, enhance workforce diversity, to train in a new field, to restart their research after a hiatus, transition to more advanced support mechanisms, etc. Examples: NIH career development awards (K awards), private awards to a faculty member for career development.

**Clinical Trials (CLIN)**

The controlled clinical testing in human subjects of investigational new drugs, devices, treatments, or diagnostics, or comparisons of approved drugs, devices, treatments, or diagnostics, to assess their safety, efficacy, benefits, costs, adverse reactions, and/or outcomes. Such studies may be conducted under an industry-developed protocol or an investigator-developed protocol. Includes CTA agreements.

**Clinical Education (CLNED)**

Training of UC students in research or in the techniques or practices pertinent to the delivery of health services in the particular area of concern that occurs while they practice in a clinical setting. This includes all resident and fellow rotations at hospitals and clinics, not funded through career development grants. Examples: the SFGH Affiliation agreement, and other training, scholarship or fellowship awards that require a majority of training to take place in a clinical setting.

**Equipment Grant (EQUIP)**
Funding for the purchase of equipment only.

**Instruction (INST)**

Training University of California students, personnel, or prospective employees in research or in the techniques or practices pertinent to the delivery of health services in the particular area of concern that occurs outside of a clinical setting (e.g., classroom or laboratory). Examples: NIH training grants, scholarships or fellowships. Does not include activity funded through career development grants.

**Other (OTHR)**

For activities that do not clearly fit within any of the categories above: examples: travel grants and program evaluations.

**Other Clinical Service (CLINO)**

A one time sale of a pre-developed clinical test or clinical evaluation service by a UC faculty member and associated staff.

Note: If the test is modified, improved or developed in any way by UC personnel to provide the service, the agreement should be classified as sponsored research. Includes CSA agreements.

**Public Service (PUBSV)**

Education, training or dissemination of information to a primarily non-UC, sponsor designated group of recipients, including ?conference awards?. Example: training county staff on new procedures for HIV prevention.

This definition also includes the provision of medical/patient care services to a non-UC, sponsor-designated group of recipients. Awards of this type are frequently from federal, state, municipal or county government agencies. Examples are a city HIV screening clinic or provision of mental health services.

**Research (BASIC)**

Investigation or experimentation to discover and interpret facts, revise accepted theories in light of new facts, or apply new or revised theories. This category includes basic, applied and developmental research. Does not include activity funded through career development grants. Includes SBIR/STTR Sub-in and SRA agreements.
BSR: Budget Status Reporting Tool
The Budget Status Reporting Tool is used by Department of Medicine post-award for submission of final reports to PIs.

Business Associate
A legal document setting forth the obligations of the third party service provider under The Health Insurance Portability and Accountability Act of 1996 (HIPPA) to UCSF which must be executed before Protected Health Information (PHI) may be disclosed to and used by the third party in carrying out a health care-related function or activity on behalf of, or to provide services to, UCSF. Stand-alone Business Associate agreements are not accounted for in RAS.

CACTAS: Central Agreement Contact Tracking and Approval System
The system used to track agreements, notice of awards, and correspondence matters between a Sponsor and UCSF. The system is used by RMS, GBC, and ITA. The system complements our other research administration tools to facilitate the management of documents throughout the lifecycle.

Carryover/Carryforward
Unobligated Federal funds remaining at the end of any budget period that, with the approval of the GMO or under an automatic authority, may be carried forward to another budget period to cover allowable costs of that budget period (whether as an offset or additional authorization). Obligated, but unliquidated, funds are not considered carryover.

CAS: Cost Accounting Standards
Charging Practices for Sponsored Projects

CDA: Career Development Award (NIH application)
NIH K-series awards for candidates who wish to further develop their careers in biomedical, behavioral and clinical research. Applicants are generally required to hold a research or health-professional doctoral degree or its equivalent; eligibility for some CDAs is limited to only applicants with health professional doctoral degrees.

CDC: Centers for Disease Control (and Prevention)
A United States federal agency under the Department of Health and Human Services headquartered in Druid Hills, unincorporated DeKalb County, Georgia, in Greater Atlanta. It works to protect public health and safety by providing information to enhance health decisions, and it promotes health through partnerships with state health departments and other organizations.

CFR: Code of Federal Regulations
The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation.

CGA: Contracts & Grants Accounting
Division of the Controller’s Office responsible for post-award management and financial oversight of sponsored research through award setup, billing, collections, financial reporting, closeout, and financial compliance. Formerly known as Extramural Funds Accounting (EMF).
CHR: Committee on Human Research
Now known as the Institutional Review Board (IRB). The IRB reviews research involving human subjects to ensure the ethical and equitable treatment of those subjects.

Closeout
At the end of the award period, the process taken to ensure that all scientific, financial and invention requirements have been delivered to the sponsor, and that all associated internal records are properly recorded and financial balances are reconciled.

COI: Conflict of Interest
The term conflict of interest in research refers to situations in which financial or other personal considerations may compromise, or have the appearance of compromising, an investigator's professional judgment in conducting or reporting research.

Confidential Disclosure Agreement or Nondisclosure agreement (CDA/NDA)
A legal contract between the university and an external party detailing each party's obligation in regard to confidential materials or knowledge each wishes to share with one another for certain purposes, but wish to restrict from generalized use. Stand-alone CDA/NDA agreements are not accounted for in RAS.

Consortium Agreements
A contract that enables multiple sponsors (usually non-federal organizations) that are each separate, legal entities to participate together in supporting research via contributing funds, and equally share the outcomes of the research. Consortium Agreements provide for the sharing of obligations, rights, and benefits among all consortium members. Having more than one sponsor does not automatically convert the program into a consortium. The following terms govern Consortium Agreements:

- A general description of research to be conducted under the Consortium's funding (Some, but not all, consortia provide options for the member to fund sole-sponsor projects)
- Cost of membership, with payment obligations and schedule
- Management of the consortium and members' role in governance
- Publication of the consortium's research results
- Intellectual property rights arising from the consortium's research
- Compliance with export control and other laws and regulations
- Rights and procedures to terminate the consortium or membership

Consulting Agreements
Personal agreements between faculty members and a company to commit the faculty member to the company to perform specified functions. Currently at UCSF, there are two websites that faculty should refer to prior to entering into a consulting agreement: Academic Affairs' Faculty Consulting Activities and Academic Affairs' UCSF School of Medicine - Guide to Faculty Consulting Agreements. Faculty need to have their own personal attorney review the consulting agreement prior to executing it. These agreements are not accounted for in RAS.

Continuation
Award of a non-competitive proposal that is issued to receive the next year/period of funding
that was previously agreed to. Unless a significant contract term has changed, these awarded proposals will be added to the existing RAS A#.

**Contracts (SRA/CTA/CRA)**
A mechanism for procurement of a product or service with specific obligations from both the sponsor and the university. The idea for the project generally originates with the sponsor. If the sponsor is a Federal Agency, then it is governed by the Federal Acquisitions Regulations.

**Cooperative Agreements**
A financial assistance mechanism like a grant where the sponsor has defined it as such. This agreement type is generally governed by OMB Uniform Guidance if the sponsor is a Federal agency.

**Cost Reimbursable**
Reimbursement based on allowable incurred expenses up to the authorized budget amount.

**CSR: Center for Scientific Review**
The NIH component responsible for the receipt and referral of grant applications to the PHS, as well as the initial review for scientific merit of most applications submitted to the NIH.

**DC: Direct Costs**
Costs that can be identified specifically with a particular sponsored project, an instructional activity, or any other institutional activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

**Deficit**
Represents the amount the total expense exceeds total revenue.

**DHHS: Department of Health and Human Services**
The institution's cognizant agency, DHHS acknowledges our indirect cost rate agreement on behalf of the Federal government. Cognizance is also performed by the Office of Naval Research (ONR).

**DOD: Department of Defense**
The Department of Defense (also known as the Defense Department, USDOD, DOD, DoD or the Pentagon) is the Executive Department of the Government of the United States of America charged with coordinating and supervising all agencies and functions of the government concerned directly with national security and the United States armed forces.

**eProposal**
UCSF's new web-based software to support the full life cycle of proposal preparation. It includes: identifying funding opportunities; creating the proposal, budget and all forms; routing for PI, departmental, and institutional review and approval; submitting to sponsor (including system-to-system to Grants.gov); and managing selected post submission documents and communications to prepare for post award activities set-up. This is the system of record for what was submitted to the Sponsor.

**Equipment Loan**
An agreement that provides a device/machine from a sponsor, without a cost, to be used specifically for a research project where there is no intent to purchase the device/machine. At the end of the research project, UCSF will return the device/machine to the sponsor. These
agreements are not accounted for in RAS.

**eRA:** Electronic Research Administration
NIH's eRA systems provide applicants, grantees and federal staff the tools necessary for electronic processing of grants. Used by NIH, AHRQ, CDC, FDA, SAMHSA and the VA, the eRA Commons and IMPAC II systems support the full grants life cycle from receipt to award to closeout.

**Expanded Authorities**
Operating authorities provided in Federal Administrative Regulations (e.g., A-110, Uniform Guidance) to grantees that waive the requirement for prior approval for specified actions. NIH extended expanded authorities to all NIH awards except for the provision to automatically carry over unobligated balances thus these authorities have become the NIH Standard Terms of Award.

**External Recharge Service Agreements (F3)**
A contract that calls for specific non-patient care or research services to be performed (e.g., teaching a course, calibrating a piece of equipment) or a concrete end product to be delivered to an external third party. Activities under this category are very similar to Sales and Service Agreements, except there are NO internal customers. These agreements are not accounted for in RAS.

**F&A:** Facilities & Administrative Costs (NIH application)
Costs that are incurred by a grantee for common or joint objectives and cannot be identified specifically with a particular project or program. These costs are also known as "indirect costs."

**FAR:** Federal Acquisition Regulations
Laws regulating government contracting.

**FDA:** U.S. Food and Drug Administration
U.S. government agency responsible for protecting the public health by assuring the safety, efficacy and security of human and veterinary drugs, biological products, medical devices, our nation's food supply, cosmetics and products that emit radiation.

**FDP:** Federal Demonstration Partnership
A cooperative initiative among some Federal agencies, including NIH, selected organizations receiving Federal funding for research, and certain professional organizations. Its efforts include demonstration projects intended to simplify and standardize Federal requirements in order to increase research productivity and reduce administrative costs.

**Fellowship**
Agreement to provide funding to support the training of UCSF postdoctoral scholars and graduate students.

**FFR:** Federal Financial Report
The federal financial reporting mechanism to satisfy the sponsors reporting requirement. The FFR is due to the sponsor within 90 days of the project period end date. The standard reporting template is the SF425.

**Final Invention Statement**
Report submitted to NIH that lists all inventions that were conceived or reduced to practice
during the entire performance period of the award.

**Fixed Price**
Reimbursement based on a defined firm fixed price or deliverables. Types of fixed price awards are as follows:

- **Clinical Trial** - Payment is based on fixed deliverables (e.g., units of service, patient enrollment). Sponsor may provide advance payment, which is encouraged as part of award negotiation.
- **Installment** - Payment is based on pre-defined intervals as outlined in the award document; may or may not require an invoice. Payment should be not tied to deliverables.
- **Milestone** - Payment is based on the achievement of pre-defined events as outlined in the award document.
- **Prepayment** - Sponsor makes an advance payment without being invoiced.
- **Units of Service** - Payment is based on units of service not on costs incurred (for example, public service awards).

**FOA:** Funding Opportunity Announcement
A publicly available document by which a Federal Agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds.

**FOIA:** Freedom of Information Act
Requires dissemination, upon request, of Government documents while ensuring protection of proprietary and other privacy act information.

**FSR:** Financial Status Report
A non-federal financial report due to the sponsor based on the specified terms of the award agreement/contract. The frequency and type of reporting may vary by sponsor.

**FWA:** Federal-Wide Assurance
The Federal-Wide Assurance is the only type of new assurance of compliance accepted and approved by OHRP for institutions engaged in non-exempt human subjects research conducted or supported by HHS. Under a FWA, an institution commits to HHS that it will comply with the requirements set forth in 45 CFR part 46, as well as the terms of assurance.
Fund Advance/Award Advance Request  
To be used when requesting a new award or a competitive renewal award that has not been fully negotiated at the time of the official start date. For grants under the Federal Demonstration Partnership (FDP), this form can cover the 90-day pre-award costs allowed under Public Health Service guidelines. The home department is responsible for covering any unreimbursed expenditures, including 90-day pre-award costs, on an advance for which the award cannot be executed. Requires PI and Department Chair* to certify that the department will pay any expended funds from the departmental discretionary account or other department-designated account in compliance with UCSF policy if the award is not received by the University.  
* Note: Dean’s signature required if prime sponsor is a City & County of San Francisco or State of California agency.

FY: Fiscal Year  
The annual period established for accounting purposes. The Federal FY, includes NIH, begins on October 1 and ends September 30 of the following year. The USCF FY begins on July 1 and ends on June 30. Example: Federal FY2011 - Started October 1, 2010 and ends September 30, 2011; UCSF FY - Started July 1, 2010 and ends June 30, 2011.
type is generally governed by OMB Uniform Guidance if the sponsor is a Federal agency. Includes subcontracts funded from SBIR/STTR.

**HHS**: U.S. Department of Health & Human Services  
The Department of Health & Human Services is the United States government's principal agency for protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves. HHS represents almost a quarter of all federal outlays, and it administers more grant dollars than all other federal agencies combined.

**HRSA**: Health Resources and Services Administration  
An agency of the U.S. Department of Health & Human Services located in Rockville, Maryland. It is the primary federal agency for improving access to health care services for people who are uninsured, isolated or medically vulnerable.

**HRSA EHB**: HRSA Electronic Handbooks  
Applicant/Grantee Electronic Handbook (EHB) provides all potential and existing grantees a means to conduct various activities electronically.

**Hybrid**  
Sponsor is billed based on a combination of cost reimbursable and fixed price activity.

**I/C**: Institute or Center  
The NIH Institute or Center (IC) to which the Center for Scientific Review (CSR) routes NIH grant applications for a funding decision.

**IACUC**: Institutional Animal Care & Use Committee  
The PHS Policy on Humane Care and Use of Laboratory Animals incorporates the U.S. Government Principles for the Utilization and Care of Vertebrate Animals used in testing, research, and training, and requires the grantee to maintain an animal care and use program based on the Guide for the Care and Use of Laboratory Animals. An Institutional Animal Care and Use Committee (IACUC) appointed by the Chief Executive Officer or designee, is federally mandated to oversee the institution's animal program, facilities, and procedures (Public Law 99-158, Sec. 495). IACUC review and approval is required for all PHS supported activities involving live vertebrate animals prior to funding.

**ICD**: Industry Contracts Division  
Division of the Office of Research responsible for negotiating and signing all industry research contracts between UCSF and Industry Sponsors. This includes clinical trial agreements, material transfers agreements (incoming materials of all types and outgoing clinical specimen or data), sponsored research agreements, grants (including UC Discovery), and confidentiality agreements.

**IDC**: Indirect Costs, aka F&A Costs  
Costs incurred by a grantee for common or joint objectives and cannot be identified specifically with a particular project or program.

**Impact/Priority Score**  
Rating assigned to an application by a Scientific Review Group (SRG), which designates the...
reviewers’ assessment of the likelihood for the project to exert a sustained, powerful influence on the research field(s) involved, in consideration of established review criteria. The score is one mechanism by which the SRG makes a recommendation concerning the application’s scientific and technical merit. Impact/priority scores may be numeric (10-90, the lower the score, the better).

**Incremental Funding**
Funding is obligated for an award period at less than the total estimated cost for the period with the understanding that additional funding is expected to be provided at a later date. Incremental Funding is most commonly seen in Federal Contracts and Cooperative Agreements, and does not require a new proposal, instead, the initial proposal is referenced. (See Supplement for handling of incremental funding modifications.)

**Invoice**
Statement of amount due based on the billing terms.

**IPA:** Intergovernmental Personnel Act Assignment Agreements
Contract allows for the temporary assignment of non-clinical academic appointees.

**IRB:** Institutional Review Board
A committee, operating under Federal regulations, State laws, and institutional policy, that reviews research involving human subjects to ensure the ethical and equitable treatment of those subjects.

**ITA:** Innovation, Technology and Alliances
The Office of Innovation, Technology and Alliances seeks to advance UCSF’s core missions of research, healthcare, education and public service through the delivery of services and programs that optimize the creation and management of innovative alliances with commercial, non-profit, and government funding and regulatory organizations; aid in the transfer of UCSF technologies to commercial organizations for development and public benefit; help the creation of new companies focused on the commercialization of UCSF intellectual property.

**ITR:** Investigational Trials Resource
The Investigational Trials Resource (ITR) is an organizational unit within the Helen Diller Family Comprehensive Cancer Center (HDFCCC) which was launched in 2007 with the goal of centralizing and streamlining the HDFCCC’s clinical research infrastructure and increasing patient accrual. The ITR is responsible for the entire clinical research enterprise within the HDFCCC, including oversight of the Clinical Research Support Office, Data and Safety Monitoring, and Protocol Review and Monitoring System, as well as providing interface for interactions of the Clinical Research enterprise with the Biostatistics Core and Translational Informatics Core.
JIT: Just-In-Time (NIH application)
NIH uses Just-in-Time procedures for certain programs and award mechanisms (each FOA will include specific guidance on the use). These procedures allow certain elements of an application to be submitted later in the application process, after review when the application is under consideration for funding. The standard application elements include other support information for senior/key personnel; certification of IRB approval of the project’s proposed use of human subjects; verification of IACUC approval of the project’s proposed use of live vertebrate animals; and evidence of compliance with the education in the protection of human research participants requirement. (NIHGPS 2011, Part I, Ch 2.5)

JPA: Joint Personnel Agreements
Contract allows for a concurrent, part-time personnel appointment of faculty or staff at another organization, most commonly NCIRE.

Letter of Credit
Cost reimbursable billing mechanism whereby the University draws down the amounts due from the sponsors using automated payment mechanisms.

LSO: Limited Submission Opportunity
Grant opportunities for which: 1) the funding agency limits the number of applications that can come from a single institution; 2) UCSF wants to ensure unnecessary duplication of requests (usually for equipment); or 3) funder limits number of applications per subcategory. Requires internal coordination to select applicants that will submit on behalf of UCSF. The LSP (Limited Submission Program) manages the dissemination, solicitation and selection of proposals for limited submission funding opportunities at UCSF.

LSP: Limited Submission Program
The Limited Submission Program is responsible for notifying the campus of limited submission opportunities that either limit the number of applications UCSF may put forth to a given sponsor or require internal coordination. The LSP also coordinates the internal review and selection process, notifying all applicants of outcomes.

Master Agreement
A formalized agreement with a single organization to carry out program activity through a series of task orders that are individually executed and funded.

MOU/LOI: Memorandum of Understanding
Legal document that outlines that roles and responsibilities of two parties that are collaborating on a common activity without an exchange of any monies related to the activity funding. Includes Letter of Intents. These agreements are not accounted for in RAS.

MTA: Material Transfer Agreement
A legal document defining the conditions under which research or other materials can be transferred or used among research laboratories. These agreements are not accounted for in RAS.

MTDC: Modified Total Direct Costs
Uniform Guidance (2 CFR 200) requires that indirect cost be allocated on the basis of modified total direct costs (MTDC). For sponsored agreements using federally-negotiated
rates, indirect costs are not assessed on direct expenditures identified as MTDC exclusions.

**NASA:** National Aeronautics and Space Administration
NASA is a United States government agency that is responsible for science and technology related to air and space. The Space Age started in 1957 with the launch of the Soviet satellite Sputnik. NASA was created in 1958. The agency was created to oversee U.S. space exploration and aeronautics research.

**NCE:** No-Cost Extension (NIH application)
Award for additional time, extending the last year or budget period of an existing award.

**NCURA:** National Council of University Research Administrators
NCURA serves its members and advances the field of research administration through education and professional development programs, the sharing of knowledge and experience, and by fostering a professional, collegial, and respected community.

**NIH:** National Institutes of Health
A Federal agency whose mission is to improve the health of the people of the United States. NIH is a part of the Public Health Service, which is part of the U.S. Department of Health and Human Services.

**NIH Fiscal Year**
October 1 through September 30.

**NOA:** Notice of Award
The official, legally binding document, signed (or the electronic equivalent of signature) by a Grants Management Officer (GMO) that:

1. Notifies the recipient of the award of a grant;
2. Contains or references all the terms and conditions of the grant and Federal funding limits and obligations; and,
3. Provides the documentary basis for recording the obligation of Federal funds in the NIH accounting system.

**NRSA:** Ruth L. Kirschstein National Research Service Award
A family of grants provided by the NIH for training researchers in the behavioral sciences and health sciences. They are a highly selective and very prestigious source of funding for doctoral and postdoctoral trainees. NRSA also provides institutions with training grants that can be used to fund one or more students. Postdoctoral students can propose to work at any university, and the only requirement is that they commit to at least one year of research in their field following their first year of funding.

**NSF:** National Science Foundation
The National Science Foundation (NSF) is an independent federal agency created by Congress in 1950 "to promote the progress of science; to advance the national health, prosperity, and welfare; to secure the national defense?"

**NSPIRES:** NASA Solicitation and Proposal Integrated Review and Evaluation System
NASA solicits research in science and technology through the release of various research announcements in a wide range of science and technology disciplines, using a peer review
process to evaluate and select research proposals submitted in response to these research announcements. Researchers can help NASA achieve national research objectives by submitting research proposals and conducting awarded research. This site facilitates the search for NASA research opportunities.

OCR: Office of Clinical Research
OCR is the centralized one-stop shop for clinical research support at UCSF. It addresses the clinical research needs of internal and external constituents and leverages UCSF’s talent and reputation to provide world-class clinical research support for a world-class clinical research institution. The OCR also delivers value to the institution by standardizing budgeting and medical service billing compliance documentation for UCSF clinical trials.

The OCR supports UCSF Principal Investigators (PI’s) by:

- Setting up trials in OnCore & CACTAS
- Providing Coverage Analysis
- Providing budgeting services & financial negotiation support on industry funded trials
- Opening/modifying Medical Center APeX billing accounts
- Properly documenting medical billing plans for all clinical trials

OER: Office of Extramural Research
OER supports extramural research by providing policy and guidance to the 24 NIH Institutes and Centers that award grants and serves as a vital interface between the NIH and the biomedical research community by guiding investigators through the process of attaining grants funding and helping them understand and navigate through federal policies and procedures.

OFFSET
Carryforward funds authorized to be used to fund costs in the current year budget period. When a grant is offset, the total approved budget does not increase or decrease, but the current year budget period did not increase either. To be able access the unused portion of the budget that was an offset, a budget request to the sponsor is necessary.

OHRP: Office for Human Research Protections
OHRP provides leadership in the protection of the rights, welfare and wellbeing of subjects involved in research conducted or supported by the U.S. Department of Health and Human Services (HHS). OHRP helps ensure this by providing clarification and guidance, developing educational programs and materials, maintaining regulatory oversight, and providing advice on ethical and regulatory issues in biomedical and social-behavioral research.

OLAW: Office of Laboratory Animal Welfare
NIH office overseeing compliance with the PHS Policy on Humane Care and Use of Laboratory Animals.

OMB: Office of Management and Budget
Executive Branch office assisting the U.S. president in preparing the Federal budget,
evaluating agency programs and policies, and setting funding priorities. In setting policy, OMB issues Government-wide policy directives, called circulars that apply to grants.

**OR:** Office of Research
The Office of Research is the chief administrative unit and catalyst for advancing research at UCSF. The mission of the Office of Research is to promote research and improve health by providing high quality service to investigators; fostering new research initiatives; and promoting translational discoveries into public benefit. The Office of Research provides leadership, direction, and management of campus wide research administration, infrastructure and services and oversees the operations of the following units: Office of Sponsored Research and the Office of Innovation, Technology and Alliances (ITA).

**OS:** Other Support
Includes all financial resources, whether Federal, non-Federal, commercial or organizational, available in direct support of an individual's research endeavors, including, but not limited to, research grants, cooperative agreements, contracts, or organizational awards. Other support does not include training awards, prizes, or gifts. Used by Grants Management to ensure a project is not being funded twice.

**OSR:** Office of Sponsored Research
The Office of Sponsored Research comprises RMS and GBC. It provides research administration, compliance and education support to university researchers, staff, and trainees, and works closely with sponsors to facilitate productive relationships. It acts on behalf of UCSF and the UC Regents with government, non-profit sponsors on all matters pertaining to funding awards and the disposition of awards.

**OTT:** Office of Technology Transfer (UCOP)
The Office of Technology Transfer under the Research Policy & Coordination Unit (RPAC) provides guidance and implementation assistance to the campuses and other stakeholders regarding the development, interpretation and implementation of UC policies and external rules related to the conduct of research at UC.

**Overdraft**
Represents the amount that spending exceeds the award budget.

**PA:** Program Announcement
A PA is a formal statement about a new or ongoing extramural activity or program. It may serve as a reminder of continuing interest in a research area, describe modification in an activity or program, and/or invite applications for grant support.

**PAR:** Program Announcement Reviewed (in an Institute)
Program Announcement with special receipt, referral and/or review considerations.

**Parent PA:** Parent Program Announcement
Parent Program Announcement allows applicants to submit electronic investigator initiated or unsolicited grant applications for specific activity codes (e.g. R01, K08, K23, etc.). Generally, applies standard policies and guidelines (e.g. NIH GPS and SF424 guidelines).
**PD/PI:** Program Director/Principal Investigator  
The individual(s) designated by the applicant organization to have the appropriate level of authority and responsibility to direct the project or program to be supported by the award.

**PE:** Proposal Express  
Pre-award module in PeopleSoft used to generate the UCSF OSR Approval Form for each proposal submitted to an extramural funder/sponsor. This system incorporates changes or corrections from the proposal submitted to the Sponsor (i.e., sourced in eProposal) to the final award agreement, which will be awarded in RAS.

**PHS:** Public Health Service  
Umbrella organization in the U.S. Federal Government consisting of eight HHS health Agencies, the Office of Public Health and Science, and the Commissioned Corps (a uniformed service of more than 6,000 health professionals). The NIH is the largest Agency within the PHS.

**Pivot Funding Opportunity Database**  
Pivot is one of the most comprehensive searchable funding opportunities databases available, with approximately 40,000 opportunities that are private, federal and international in nature. Pivot allows researchers to search funding opportunities, save results, set automated funding alerts, and identify potential collaborators. Pivot is free to all UCSF faculty and staff. To create an account, go to the Pivot registration page and follow instructions. Monthly interactive user trainings are available through the Research Development Office (RDO).

**PMCID:** PubMed Central Identifier  
The PubMed Central reference number (PMCID) is a unique number assigned to a work that is posted to PubMed Central (PMC), a free digital archive of biomedical and life sciences journal literature at the U.S. National Institutes of Health (NIH) developed and managed by NIH's National Center for Biotechnology Information (NCBI) in the National Library of Medicine (NLM). All works applicable under the NIH Public Access Policy are posted to PubMed Central. PMCID are not the same as a PMID.

**PO:** Program Official (NIH application)  
Program officers, also called program officials and program administrators, are staff scientists who administer grant portfolios in the NIH's extramural program divisions: Division of AIDS, Division of Microbiology and Infectious Diseases, and Division of Allergy, Immunology, and Transplantation.

**Post-Submission Application Material**  
Materials that are submitted after the initial grant application submission but prior to initial peer review (NIH GPS 2.3.7.7). NIH will only accept materials resulting from unforeseen administrative issues, MOST COMMON ARE:

- Communications from a publisher announcing that an article/manuscript has been accepted for publication.
- Letters of support/biosketches resulting from a change in Senior/Key personnel due to the hiring, replacement or loss of an investigator.
- For training grant applications it could be change in status of a trainee (graduation, promotion, employment, etc.)
NOTE: RFAs may have more specific definitions - follow the RFA instructions.

**Prior Approval**
Written approval from the designated sponsor representative required for specified post award changes in the approved project or budget. For the NIH, such approval must be obtained from the Grants Management Officer (GMO) before undertaking the proposed activity or spending NIH funds. See section 8.1.2 Prior-Approval Requirements in the NIHGPS. For non-NIH sponsors, RMS will review the sponsor’s grant guidelines and advise when prior approval is required and what the mechanism is for obtaining sponsor approval.

**Program Manager**
A program manager defines and oversees a portfolio of projects needed to reach a program’s overall goals. The program manager’s role articulates a program’s strategy and objectives and extends beyond the completion of individual projects to the long term realization of the program.

Major components of the role include defining the program governance (controls); planning the overall program, monitoring progress and ensuring timelines and program deliverables are met; managing the program’s budget; managing risks and issues and taking corrective measurements; coordinating the program’s projects and their interdependencies; managing resource allocation across projects; and managing stakeholders’ communication.

**RAS: Research Administration System**
An integrated part of the UCSF PeopleSoft financial system to help manage Research Administration activities. Full end-end post-award processing by Departments, Office of Sponsored Research (OSR), and Contracts & Grants Accounting (CGA) from award setup, billing, collections, financial status reporting, milestone monitoring, and closeout. It is the system record for all award agreements and financial activity.

**RAS Activity Period**
Internal chartfield which is generally aligned with a sponsor’s budget or reporting periods.

**RAS Contract Type**
Identification of the billing mechanism in RAS, which enables proper billing and revenue recognition. This includes: LOC, Fixed Price, Fixed Price Clinical Trial and Cost Reimbursable.

**RAS Modifications**
Detailed accounting of all awarded costs, by both direct and indirect costs, by award period, and award modification type, issue date, and award period.

**Reduction**
Reduction or de-obligation of an existing award issued by the sponsor via an official grant or contract modification. This action is not part of the grant closeout process.
Refund
The amount returned to the sponsor when the prepayments received from the sponsor are greater than the amounts spent on the research, and the terms of the award require their return.

Reinstatement
Revised award releasing the remaining balance (or portion of the remaining balance) of the originally approved budget, reinstating a previous de-obligation, or increasing the amount being awarded as a result of a correction. This action is not used to record incremental funding (see Supplement for handling of incremental funding modifications); also would not be used to record carryforward.

Relinquishing Statement
An official statement relinquishing interests and rights of the agreement. The original grantee is required to submit a relinquishing statement to the sponsor to proceed with the Change of Institution request or overall termination of the award.

Renewal
Indicates an application requiring competitive Review and agency action to continue beyond the current competitive segment. A new RAS A# will be issued for these awarded proposals.

Residual Balance (Surplus)
The excess cash remaining after posting all expenses on a fixed price award.

Resubmission (Reference the prior Proposal Express P#)
Indicates an application being resubmitted to an agency by a project director/principal investigator who did not succeed in getting funding so revises the proposal based on feedback from the initial peer review. Resubmissions are also made to supplement requests.

Revenue
The recognition of income when an expense is incurred.

RFA: Request for Application
An RFA is a formal statement that solicits grant or cooperative agreement applications in a well-defined scientific area to accomplish specific program objectives. An RFA indicates the estimated amount of funds set aside for the competition, the estimated number of awards to be made, whether cost sharing is required, and the application submission date (s).

RFP: Request for Proposal
Announces that NIH would like to award a contract to meet a specific need, such as the development of an animal model. RFPs have a single application receipt date and are published in the NIH Guide for Grants and Contracts.

RMS: Research Management Services
Research Management Services (RMS) provides expert administrative support to all researchers, from pre-award through the award process on all grant mechanisms. RMS teams collaborate with the Principal Investigator (PI), his/her department and our sponsors so that PIs may be successful in their research grants.

RMS Associate: Research Management Services Associate
RMS Associates provide support to their team of 6-7 RSCs and 1 Team Manager. The RMS
Associate is responsible for gathering and following-up on proposal and award materials with PIs, project collaborators and subcontractors as assigned, beginning the application preparation, and compiling final documents (includes proper formatting, page limits, updated forms, and ensuring that all components are in order).

**RMS Team Managers**

RMS Team Managers provide key operational leadership to their team of Research Services Coordinators (RSCs) and RMS Associates. Reporting to the RMS Director, Team Managers’ responsibilities include supervision, workload and assignment management and oversight, and policy and process interpretation.

**RPPR**: Research Performance Progress Report

Progress reports are required annually to document grantee accomplishments and compliance with terms of award. They describe scientific progress, identify significant changes, report on personnel, and describe plans for the subsequent budget period or year.

**RSC**: Research Services Coordinator

Each PI will be assigned a Research Services Coordinator (RSC). This RSC will be the primary point of contact for the PI for RMS services. For RMS proposals and awards, RSCs are responsible for directing and managing the proposal process to ensure timely, compliant and accurate submissions, including budget development, interpretation of sponsor requirements, institutional review and signature (upon certification), and backup for each other as team members.

**Sales and Service Agreements (F2)**

A contract that calls for specific non-patient care or research services to be performed (e.g., teaching a course, calibrating a piece of equipment) or a concrete end product to be delivered to an external third party. Agreements will only be executed for recharge activities that have been approved by the Budget and Resource Management Office. These agreements are not accounted for in RAS.

**SBIR**: Small Business Innovation Research

The Small Business Innovation Research (SBIR) program is a highly competitive program that encourages domestic small businesses to engage in Federal Research/Research and Development (R/R&D) that has the potential for commercialization. Through a competitive awards-based program, SBIR enables small businesses to explore their technological potential and provides the incentive to profit from its commercialization.

**SF 424 (R&R)**: Standard Form 424 (Research & Related)

The application data set used by NIH for the electronic submission of grant applications through Grants.gov to NIH. The data set is owned and maintained by Grants.gov and includes both federal-wide and agency-specific forms.

**SNAP**: Streamlined Non-Competing Award Process

Streamlined process that includes provisions that modify annual progress reports, NoAs, and financial reports. Funds are automatically carried over and are available for expenditure during the entire project period. All NIH award notices identify whether the grant is subject to or excluded from SNAP. SNAP instructions for submitting the progress report appear in the PHS 2590 Non-Competing Continuation Progress Report. When SNAP applies, the progress report must be submitted electronically using the eSNAP module in eRA Commons.

**SO/AOR**: Signing Official/Authorized Organizational Representative
A Signing Official (SO) has institutional authority to legally bind the institution in grants administration matters. The individual fulfilling this role may have any number of titles in the grantee organization. The label, "Signing Official," is used in conjunction with the NIH eRA Commons. The SO can register the institution, and create and modify the institutional profile and user accounts. The SO also can view all grants within the institution, including status and award information. An SO can create additional SO accounts as well as accounts with any other role or combination of roles.

SOW: Scope of Work (Statement of Work)
Description of the work being provided, including any work plan. Definition of required Deliverables, if any, and their due dates. Description may set unambiguous schedule, milestones, performance standards and acceptance criteria, and due dates. Additionally, it may identify any project issues encountered or anticipated issues that may impact the work, such as intellectual property issues, insurance, deliverables, or PHI (Protected Health Information).

Sponsored Project
Programs, both research and scholarly activity, supported by an external source that has a defined scope of work or set of objectives, which provides a basis for sponsor expectations. This includes research, demonstration, professional development, instruction, training, curriculum development, community and public service, or other scholarly activity involving funds, materials, other forms of compensation, or exchanges of in-kind efforts under awards or agreements.

SRO: Scientific Review Officer
A Scientific Review Officer (SRO) is the NIH official who serves as the designated Federal official having legal responsibility for managing the peer review meeting, the procedures for evaluating the applications assigned to the Scientific Review Group and the determinations and management of conflicts of interest, as noted in 42 CFR 52(h).

STTR: Small Business Technology Transfer
Small Business Technology Transfer (STTR) is another program that expands funding opportunities in the federal innovation research and development (R&D) arena. Central to the program is expansion of the public/private sector partnership to include the joint venture opportunities for small businesses and nonprofit research institutions. The unique feature of the STTR program is the requirement for the small business to formally collaborate with a research institution in Phase I and Phase II.

Subcontract (Sub-In)
A document written under the authority of, and consistent with the terms and conditions of the prime award (a grant, contract or cooperative agreement), that transfers a portion of the research or substantive effort of the prime award to another institution or organization.

Supplement
Indicates an application for additional money to be added to a grant to expand its scope or meet needs of a research protocol. Unless a significant contract term has changed, these awarded proposals will be added to the existing RAS A#. Incremental funding modifications are handled as supplements.

Task Order
A legally binding document authorizing work and appropriating funds as a supplement to
Master Agreement or contract. Typically, the Master Agreement serves as an umbrella to issue distinct tasks orders and associated funding.

**TDC:** Total Direct Costs
All costs charged to a sponsored program account, excluding indirect costs.

**Termination Notice**
Final technical report that serves as the basis for validating the total period of Kirschstein-NRSA support and establishing the amount of payback obligation, if any, for each NIH Kirschstein-NRSA trainee, which submitted through Xtrain in the eRA Commons. The program director or principal investigator is responsible for submitting a Termination Notice for each trainee within 30 days of the end of the total period of support even if the trainee is not available for signature. In all cases, the information on the form must be verified by the program director and an institutional business official who is the UCSF Controller’s Office. No Termination Notice is required for prebaccalaureate (T34) trainees.

**Transfer In**
Indicates a change of the grantee institution. Typically, this action type indicates an existing award that will be new to UCSF due to a new faculty member transferring from another institution. This action type usually applies to grants, where the sponsor wants to maintain the continuity of the award.

**UAR:** Unbilled Accounts Receivable
Recognized revenue that has not been billed to the sponsor.

**UCOP:** University of California, Office of the President
The Office of the President is the systemwide headquarters of the University of California, managing its fiscal and business operations and supporting the academic and research missions across its campuses, labs and medical centers.

**Unliquidated Obligations**
Funds that are committed per the authorized award or contract, but not yet paid. Obligations include direct and indirect expenses incurred by not yet charged to the award, including amounts due to subrecipients and contractors.

**Unobligated Balances**
The portion of the award funds authorized by the Federal agency for expenditure by the recipient that has not been obligated by the recipient.

**URC:** Unfunded Research Collaboration
A contract that establishes the rights and responsibilities of collaborators that are participating in collaborative research where no funds are exchanged.

**VA MOU:** Veterans Affairs Memorandum of Understanding
Document prepared in compliance with NIH guidelines for the Department of Veterans Affairs (DVA) employees with joint University of California, San Francisco (UCSF) appointments applying for NIH support through UCSF. The MOU establishes the general distribution of effort for the faculty member named, who holds a joint appointment.