**Sponsored Programs**

**Key Terms**

**Agreement**

A general term used to refer to a variety of funding instruments that UF negotiates with sponsors.

**Award**

A defined scope of work that is sponsored, or funded, by an external organization, such as a federal, state or private organization or agency. It is also the umbrella in UF’s financial system under which a project(s) sit.

**Award Modifications (Mods)**

A change from the original award workplan and budget processed in UFIRST. Modifications may or may not require sponsor approval. Sponsored Programs will review all Modification Requests. Typical types of modifications include changes in scope, budget adjustments, no cost extensions, key personnel adjustments, etc.

**Budget**

The portion of a proposal that communicates the financial resources that will be required to accomplish the scope of work. The budget usually shows a categorical breakdown of the requested funds, as well as the total.

**Budget Justification**

The portion of a proposal that communicates how the funds requested will be used to accomplish the scope of work. The budget justification can be thought of as a narrative version of the budget.

**Burn Rate**

Rate at which project funds are being spent.

**Cost Share**

The portion of the total project costs that are not paid by the sponsor. Includes resources within a department, college, or from another third party outside of UF.

[**Direct Costs**](https://research.ufl.edu/dsp/proposals/budgeting/direct-costs.html)

Costs which are necessary to the performance of the scope of work and are easily identifiable and allocable to the project. These costs directly benefit the scope of work. These costs must be allowable, allocable, necessary, and consistently treated. Examples include salary, fringe, supplies, travel, etc.

**Effort Commitment**

A commitment is reflective of the promise of time/effort made to the sponsor. This time can be designated over the life of the award, a project period, a budget period, or to specific terms.

**Facilities & Administrative (F&A) Costs (Indirect Costs)**

F&A costs represent the expenses of doing business that are not readily identified with a particular project or activity but are necessary for the general operation of the organization and the conduct of activities it performs. Also called indirect costs, IDC, or overhead. Examples include general purpose office supplies, administrative costs, building custodial services, utilities, libraries, etc.

**F&A (Indirect) Cost Base**

The F&A rate is applied to a base of direct costs in order to determine the F&A cost which can be calculated in one of the following ways:

* TDC base = Total Direct Costs. All direct costs are included. There are no exclusions or modifiers. F&A cost = TDC base x F&A rate.
* MTDC base = Modified Total Direct Costs. TDC minus equipment, patient care, tuition, participant support costs, rental costs of non-UF owned facilities, space, or other property, scholarships, fellowships, and the portion of each subaward in excess of $25,000. F&A cost = MTDC base x F&A rate.
* TFFA base = Total Federal Funds Awarded. For USDA or various other sponsor proposals, the F&A is considered to be on the full amount of the award, which is actually calculated using TDC

**F&A (Indirect) Cost Rate**

The rate negotiated with the U.S. Department of Health and Human Services that reflects the cost of real, auditable expenses incurred in the conduct of research.

**Fringe Rate**

Fringe refers to “Fringe Benefits,” which are benefits, other than salary, associated with employment at UF (insurance, retirement, etc.). When salary for a UF employee is charged to a sponsored project, fringe is also included in order to cover the cost of these benefits.

**Key Personnel**

Individuals whose specific expertise and involvement is necessary for completing the scope of work. Change in the involvement of these personnel typically requires changes to the scope of work.

**KK Budget Level**

The budget control level of the project. KK Level 3 indicates broad re-budgeting flexibility is available, and sponsor prior approval is not required. KK Level 5 indicates restrictions apply to re-budgeting, and sponsor prior approval may be required. KK Level 6 indicates granular-level restrictions apply to re-budgeting and sponsor prior approval is required.

**Modifiers**

Those cost categories excluded under the MTDC base as defined in UF’s indirect cost rate proposal. Those categories are equipment, patient care, tuition, participant support costs, rental costs of non-UF owned facilities, space, or other property, scholarships, fellowships, and the portion of each subaward in excess of $25,000.

**myInvestigator**

The tool PIs may use to manage award budget and track spending.

**myUFL**

The Enterprise Resource Planning (ERP) system used by UF to manage enterprise functions. Can be used to view the Project Summary page.

**Project**

The bucket under which financial transactions accrue. Allows segregation under an award for purposes of tracking individual award activities, budget periods or unit/project manager level administration of a portion of an award.

## Project Summary page

The Project Summary page is found in myUFL by navigating through Nav Bar > Main Menu > Financials > Grants > Awards > Project Summary Page. This provides a high-level overview of important project details. The header provides project demographic information and the lower section displays a summary of the project’s finances.

**Proposal**

An application submitted in response to a sponsor’s invitation. The collection of documents and/or information that a sponsor has specified is necessary for response to their request.

**Scope of Work**

The portion of a proposal that communicates the action plan that a PI will undertake if their submission is selected for funding. What/how research is to be accomplished.

**Solicitation**

Invitation from funding sources to those interested in submitting applications. Also known as Request for Proposal (RFP) or Call.

**Sponsor**

Organization (funding source) that is issuing funds to the University of Florida.

**Subaward**

An award that UF issues to another institution as a part of an award that UF has received. Funds flow through UF to the other institution, and the other institution has a similar commitment to UF in terms of fulfilling a scope of work in accordance with their budget.

**UFIRST**

The proposal, agreement and award management system of the University of Florida. UFIRST is mandatory for the entry and routing of proposals and agreements managed by Sponsored Programs. UFIRST allows transparent tracking throughout the lifecycle of the award from proposal development to proposal submission to award negotiation, setup and management.