

APPENDIX A

Proposal Development Guide - Common Acronyms and Terms

Acronyms:	CPD	Coordinator of Proposal Development
	Co-PI	Co-Principal Investigator
	CR	Cost Reimbursement
	F&A COSTS	Facilities and Administrative Costs
	FP	Fixed Price
	FFP	Firm Fixed-Price
	GFE	Government-Furnished Equipment
	IP	Intellectual Property
	IRB	Institutional Review Board (Human Subjects)
	NCE	No Cost Extension
	NSF	National Science Foundation
	NIH	National Institutes of Health
	PI/PD	Principal Investigator/ Project Director
	PM	Project Manager

Common Terms:

Award phase: The award phase begins when the Restricted Funds Accountant receives a copy of the award letter.

Direct Costs: Any cost that is a direct project expense. Some examples include salaries of project workers, materials, and other expenses solely for a particular project.

Indirect Costs: Any cost that is not expended directly for the project's benefit. Examples include overhead and management expense that maybe shared by other projects.

Pre-award phase: The pre-award phase begins when the principal investigator completes Form 42-A notifying the Institute for Research and Collaboration of a research interest.

Post award phase: The post award phase begins after the award documentation is received and a grant management meeting is conducted with the PI.

Awarding agency: The sponsor of the project/research.

Invoice: A document this is prepared in accordance with a grantor's requirements for financial reimbursement.

Extra compensation: Any compensation earned through the institution in excess of an individual employee's base rate of pay.

References:

Federal Acquisition Register. <http://www.acquisition.gov/far/> date accessed October 5, 2012.
 JSU Extra Compensation Policy: http://www.jsu.edu/busaffairs/polprocman/pdf/II_05_02.pdf