1.	**Research Administrator**	Anyone from a departmental administrator to a Vice Provost for Research that provides support and ensures compliance and oversight for sponsored program activities
2.	**Basic Research**	systematic study directed toward greater knowledge or understanding of fundamental aspects of phenomena and of observable facts without specific applications towards processes or products in mind. Purpose to increase fundamental knowledge - 32 CFR 272.3
3.	**Applied Research**	Efforts that attempt to determine and exploit the potential of scientific discoveries or improvement in technology such as new materials, devices methods, and processes - 32 32 CFR 37.1220
4.	**National Institute of Food and Agriculture (NIFA)**	Is the Dept of Agriculture's (USDA) principal extramural research agency. Majority of awards funded through the Agriculture and Food Research Initiative (AFRI)
5.	**NIFA Units**	1) Institute of Food Protection and Sustainability 2) Institute of Bioenergy, Climate, and Environment 3) Institute of Food Safety and Nutrition 4) Institute of Youth, Family, and Community 5) Center for International Programs
6.	**USDA (Department of Agriculture) Agencies**	- Agriculture Research Service - Forest Service - National Resource Conservation Service
7.	**Department of Commerce (DOC) - Agencies**	- National Institute of Standards and Technology (NIST) - National Oceanic and Atmospheric Administration (NOAA)
8.	**National Institute of Standards and Technology (NIST)**	- Under DOC - Funding areas include research aimed at advancing principles of resilience in building design and building codes and standards - Centers to add capabilities to Manufacturing Extension

		Partnership (MEP), including development of projects to solve new or emerging manufacturing problems
9.	**National Oceanic and Atmospheric Administration (NOAA)**	- Under DOC - Funds programs related to fisheries, coastal management, ocean exploration, and climate - 20 Cooperative Institutes consisting of 69 univ and research inst - Natl Sea Grant Program
10.	**Department of Defense (DOD) - Agencies**	- Air Force Office of Scientific Research (AFOSR) - Army Medical Research and Material Command (MRMC) - Army Research Office (ARO) - Defense Advanced Research Projects Agency (DARPA) - National Security Agency (NSA) - Office of Naval Research (ONR)
11.	**Air Force Office of Scientific Research (AFOSR)**	- Under DOD - Proposals solicited thru annual and special BAAs and special programs - Relevant areas are materials science, physics, chemistry, mechanics, mathematics, computational science, and human performance and biosystems
12.	**Army Medical Research and Material Command (MRMC)**	- Under DOD - Oversees Congressionally Directed Medical Research Programs (CDMRP) - Collaborative research that discovers, develops and delivers healthcare solutions for service members, vets, and American public - Pre application submission is required before any formal submission to Grants.gov
13.	**Army Research Office (ARO)**	- Under DOD - Part of the Army Research Lab (ARL) - Funds basic and applied fundamental research in engineering and the physical, information, and life sciences - Uses BAAs

14.	**Defense Advanced Research Projects Agency (DARPA)**	- Under DOD - Uses academic, corporate, and govt partners to apply multi-disciplinary approaches to advance knowledge thru basic research and create innovative tech that address practical problems - Each technical office maintains a BAA refreshed annually in areas including biological tech, defense sci, info innovation, microsystems tech, strategic tech, and tactical tech
15.	**National Security Agency (NSA)**	- Under DOD - Supports workshops, conferences, and research experiences for undergrads in mathematics - Funds project-specific contracts that support agency's mission, particularly in signals intelligence and cybersecurity
16.	**Office of Naval Research (ONR)**	- Under DOD - Coordinates sci and tech programs of the US Navy and Marine Corps - Funding related to math, comp sci, electronics, ocean and atmospheric sci, engineering, physical & materials sci, cognitive and medical human sys - Solicits apps thru annual and special BAAs and special FOAs
17.	**Department Administrators**	- Responsible for coordinating the development of the proposal and stewarding the proposal through the pre-award process. - Responsibilities include initiating proposal in electronic research administration system and/or preparing submission packet for delivery to central research administration office for review. - Assist PI with developing budget, collecting key documents (like biosketches, current/pendings, subrecipient packages), keeping PI informed of institutional requirements
18.	**Central Administrators**	- Generally provide quality control review during the proposal development process

		- Are the gatekeepers who support central office leaders, providing guidance and oversight of proposed research activities - Provide general oversight at a high level - Check proposal for cost share obligations, eligibility requirements, and overall personnel effort levels to guard against over commitment - Pay close attention to commitment of departmental and institutional resources like space, equipment, and support personnel
19.	**Centralized RA Model**	- PI and department develop proposals and central office provides administrative expertise, proposal and transaction reviews, and takes care of final submissions to the sponsor - Most common organizational structure
20.	**Decentralized RA Model**	- Department has more autonomy and may have some or full authority to submit proposals - Less reliance and staff in central office - Requires RA to be self-sufficient and a generalist across the RA lifecycle
21.	**Shared Services RA Model**	- Shared service units support multiple departments/divisions to provide full lifecycle services - Model comes from private sector to improve operational efficiency, reduce costs and administrative bureaucracy, and improve customer service - Generally divided between pre and post award administrative support - Central office is for final review and quality control before proposal submissions or award or contract execution
22.	**Principal Investigator (PI)**	- Has overall responsibility for conducting a research grant or contract - Responsible for programmatic elements, technical, financial, and operational aspects of the award
23.	**NIH Multi PD/PI Policy**	- NIH uses the PD/PI for each of the leads on a project - Requires a single contact PI

		- Requires a Multiple PI Leadership Plan to establish each PI's role and a strategy for resolving disagreements or conflicts during the period of performance - NIH does not recognize the term Co-PI. Use Co-Investigator instead
24.	**NSF Multi PI Policy**	- NSF allows the use of multiple PIs and accepts the title of co-PI exclusively - One organization must serve as the lead if multiple institutions are involved - Team must select a single person to be primary contact or lead PI
25.	**US Executive Departments (15)**	Department of: - Agriculture (USDA) - Commerce (DOC) - Defense (DoD) - #1 - Energy (DOE) - #3 - Health and Human Services (DHHS or HHS) - #2 - Homeland Security (DHS) - Housing and Urban Development (HUD) - Justice (DOJ) - Labor (DOL) - State (DOS) - the Interior (DOI) - Education (ED) - Treasury - Transportation (DOT) - Veteran Affairs (VA)
26.	**Federal Labs**	- Known as Federally Funded Research and Development Centers (FFRDC) - Sponsor research and collaborate with other non-federal research providers - DOE and NASA two examples of agencies operating FFRDCs
27.	**Federal Flow-Through**	- Process of providing another organization research funding through a subagreement - A recipient of federal research funding does not have

		the full capacity or expertise to execute a research project and requires another research organization's assistance
28.	**Funding Opportunity Agreement (FOA)**	- What federal, state, and local governments use to solicit grant applications (RFP) - Information in FOA partly governed by 2 CFR Part 200
29.	**FOA elements**	- Name of agency issuing funding opportunity - Title of the opportunity - Funding opportunity number - Code of Federal and Domestic Assistance (CFDA) Number
30.	**Small Business Technology Transfer (STTR) vs. Small Business Innovation Research (SBIR)**	- Requires a small business to team with a nonprofit research institution. This is not a requirement of a SBIR - Technology developed through STTR is from the research institution and is transferred or commercialized through the small business
31.	**Code of Federal Regulations (CFR)**	- The codification of all general and permanent rules published in the Federal Register by executive departments and agencies in the US - Known as Administrative Law - Divided into 50 titles representing broad areas
32.	**Uniform Guidance**	- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is part of the CFR - Cited as 2 CFR Part 200 - Governs assistance agreements - grants and cooperative agreements
33.	**Federal Acquisition Regulation (FAR)**	- Primary regulation for purchasing supplies and services with federally appropriated funds. Acquisition is known as contracting - Does not apply to legislative or judicial branches of government - Federally appropriated funds are provided thru Congress' annual budget or continuing resolutions

34.	**Grants vs. Contracts**	- Difference is how the federal agency interprets the rationale for the work and the source of the funding
35.	**FAR Sections**	- Divided into 8 broad subchapters that roughly follow the acquisition process. Subchapters are below: - Subchapter A - General - Subchapter B - Acquisition Planning - Subchapter C - Contracting Methods and Contract Types - Subchapter D - Socioeconomic Programs - Subchapter E - General Contracting Requirements - Subchapter F - Special Categories of Contracting - Subchapter G - Contract Management - Subchapter H - Clauses and Forms
36.	**FAR Organization**	- Subchapters - Parts - Subparts - Sections - Subsections
37.	**SF-424 (R&R) Application Guide**	- Provides item by item detail of what needs to be in an application package - Several versions depending on the type of application being submitted - Research, Career, Training, Fellowship, or SBIR/STTR
38.	**NIH Grants Policy Statement (NIH GPS)**	- Provides a single document, the policy requirements that serve as the terms and conditions of NIH grant awards
39.	**Legal Order of Precedence**	- Laws - Federal Regulations - Uniform Guidance 2 CFR 200 - Agency Guidance and Grant Award Terms and Conditions - Institutional Policies and Procedures
40.		

	Limited Submissions	- Some sponsors may limit the number of proposals allowed by an institution - Institution must have an internal process to determine which proposal(s) are submitted
41.	**Co-Investigator (Co-I) or Co-Principal Investigator (Co-PI)**	- Share in the project's leadership and contribute to its intellectual direction and analysis - Co-Is have the responsibility to contribute to the design and execution of the project - Co-PI share decision making responsibilities and leadership for the project
42.	**Key Persons**	- Other personnel, including but not limited to the PI, co-I, and other significant contributors whose expertise is so specific or valuable that the team cannot accomplish the project without them
43.	**Characteristics of Subrecipients**	- Institution contributes to the technical leadership, development, or analysis of the project - Eligible to receive federal assistance - Has its performance measured in relation to federal program objectives - Responsible for programmatic decision making - Responsible for federal program requirements specified in the award - Use federal funds to carry out a program for a public purpose as opposed to providing goods or services for the benefit of the prime institution
44.	**Characteristics of Contractors**	- Does not contribute to the project's technical development, leadership, or analysis - Provides commonly produced goods and services for the pass through entity's own use - Procurement relationship between contractor and entity - Provides goods and services within normal business operations - Provides similar goods or services to many different purchasers - Normally operates in a competitive environment - Provides goods or services ancillary to the federal

program
- Does not need to meet compliance requirements of the federal program

45.	**Settings for Research Administration**	- Universities - Med Schools - Biomed Institutions - Non Profits - For profit business and industry - Private foundations - Government - Hospital
46.	**NSF Collaboration Meaning**	- A collaborative proposal is one in which investigators from two or more organizations wish to collaborate on a unified project
47.	**NIH Collaboration Meaning**	- Goal is to encourage collaboration among equals when that is the most appropriate way to address a scientific problem
48.	**Origin of Multi PIs**	- In 2005, OSTP policy memo required all federal research agencies to accommodate the recognition of two or more PIs on research grants an contracts when appropriate and justified
49.	**Determining Independent Contractors**	- The IRS looks at the degree of control the employer exerts over the worker and the degree of independence exhibited by the worker - IRS considers facts that provide evidence in the following 3 categories: behavioral control, financial control, type of relationship
50.	**Teaming Agreement**	- Legally binding agreement between parties who are joining together to propose a new cooperative proposal to a sponsor - Company may request that partnership is exclusive to members and specific RFP
51.		

	National Council of University Research Administrators (NCURA)	- Est 1958 - Youtube, Online, traveling workshops, AM/PRA/FRA podcasts - Research management review - NCURA magazine
52.	**Society of Research Administrators (SRA)**	- Est 1967 - Webinars, Trainings, True Fit, Conferences, Coffee Talk - Journal of Research Administration - SRAI Catalyst
53.	**PA**	- Program Announcement - Grant
54.	**RFA**	- Request for Applications - Grant
55.	**BAA**	- Broad Agency Announcement - Grant or cooperative agreement
56.	**RFP**	- Request for proposal - Contract
57.	**RFQ**	- Request for quote - Contract for commercial products or services
58.	**NOT**	- Notice - Grant or contract
59.	**Solicited Funding Opportunity**	- Sponsor defines scope of work/problem and investigator defines solution
60.	**Unsolicited funding opportunity**	- Investigator responds to general area of interest; states methods and objectives
61.	**Limited submissions funding opportunity**	- Restriction on number of proposal submissions per institution
62.		- 2 Nominees per institution

	Limited Funding Opp: NEH Summer Stipends	
63.	**HBCU**	- Historically Black Colleges and Universities
64.	**MSI**	Minority Serving Institution
65.	**HSI**	Hispanic Serving Institution
66.	**Title III**	- Helps eligible IHEs to become self sufficient and expand their capacity to serve low income students by providing funds to improve and strengthen the academic quality, institutional management, and fiscal stability of eligible institutions
67.	**1862 and 1890 Land Grant Universities**	- A land grant institution of higher education in the US designated by a state to receive the benefits of the Morrill Acts of 1862 and 1890 - Morrill Acts purpose to fund educational institutions by granting federally controlled land to the states for them to sell, raise funds, establish and endow land grant institutions - Focus on practicing agriculture, science, military science, and engineering without excluding scientific and classical studies - response to industrial revolution and changing social class
68.	**EPSCoR**	- Established Program to Stimulate Competitive Research - Created to fund national areas that have historically received less financial support thru research and development (R&D) funding - Goal is to create strategic partnerships between federal and state agencies, IHEs, and private industries to create long term improvements in scientific research infrastructures, R&D capacity, and national competitiveness
69.	**RFA-CA-15-502**	- Childhood Cancer Survivor Study (U24) - Component of the Long Term Follow Up Study that

		began in 1994 and was funded by the NCI, includes all participants with a confirmed diagnosis of cancer and a 5 year survival - Is a resource in which to investigate current and future questions regarding consequences of therapy, genetic associations, disease process and causation, interventions, and quality of life among childhood cancer survivors
70.	**Sources of Funding Info**	- Catalog of Federal Domestic Assistance (CFDA) - Federal Register - Grants.gov - FedBizOpps.gov - FedConnect.net - Agency websites
71.	**FedBizOpps.gov**	- Single government point of entry for federal government procurement opportunities over $25,000. - Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps - No direct application through website
72.	**FedConnect.net**	- One stop location where you can find opportunities for federal contracts, grants, and other types of assistance funding - Electronic delivery of awards - Used by USDA, DOE, Dept of Interior, Dept of Homeland Security, and EPA
73.	**Catalog of Federal Domestic Assistance (CFDA)**	- Includes all federal programs - Not all programs listed have funding allocated - Used to search funding opportunities in Grants.gov
74.	**Federal Register**	- Provides access to official text of federal laws, Presidential Documents, Administrative Regulations and Notices (proposed, interim, and final rules), Descriptions of federal organizations, programs, and activities
75.	**Foundation Center**	- Established in 1956 - A national nonprofit service organization recognized as

		the nation's leading authority on organized philanthropy, connecting nonprofits and the grantmakers - Maintains the most comprehensive database on US grantmakers and grants
76.	**Candid**	- Merger of Foundation Center and GuideStar
77.	**IRS Form 990-PF**	- Organizations classified as private foundations are required to file a Form 990-PF - Provides info that helps government agencies (IRS and state charity regulators) enforce the laws that govern nonprofits - Provides financial information about the filing organization's financial condition, its financial strength or weakness, and sources of its income
78.	**Private Foundation Funding Directory**	- FordFoundation - Grants Database
79.	**FordFoundation**	- Private foundation with the stated goal of advancing human welfare - Created in 1936
80.	**Funding Search Tools**	- SPIN - Pivot (Community of Sciences) - Grants Forward (IRIS) - Proposal Central - Foundation Center Outline
81.	**Grant Forward**	- Grant search service that replaced the University of Illinois Researcher Information (IRIS)
82.	**Pivot**	- Formerly Community of Science - Database of funding opportunities - Users may update their research interest profiles and request new notices of funding opportunities applicable to them
83.		

	Programs: Research	- Support discrete, specified, circumscribed project to be performed by named investigator - May be basic, developmental, exploratory, or applied
84.	**Developmental Research**	- Studying and improving processes
85.	**Exploratory Research**	- Studying a problem not clearly defined
86.	**Programs: Fellowships**	- Available thru Professional societies, private foundations, federal entities, other institutions
87.	**Programs: Training**	- Salary/budget limitations may apply - Institution must demonstrate the following: environment conducive of excellence, expertise of the program director, sufficient number of qualified mentors, ability to attract and retain qualified candidates, a record of excellence in training
88.	**Programs: Equipment**	- Most common is the NSF Major Research Instrumentation (MRI) program - Multi-user, multi-institutional research instrumentation beyond the budget capacity of the applicant institution - $100K - $4 million per award - 30% cost sharing required for PhD granting institutions and non degree organizations
89.	**Programs: Project/Centers**	- More complex in scope and budget than individual basic research grant - Designed to achieve results not attainable by investigators working independently - Example: NIH P01 - Group of investigators with differing areas of expertise collaborate in research by pooling their talents/resources - Example: NIH P50/60 - Multidisciplinary in scope; may focus more on an areas of science than on a specific goal. Independent investigators direct the project and cores
90.		

	Programs: Career Development	- Purpose to advance scientists in their field of study - Support growth of faculty, particularly in the STEM fields - Purpose to advance scientists in their field of study - Can also support senior faculty providing salary support
91.	**NSF Career Award**	- Tenure track, but not tenured at time of award - No limitations, re: years since degree awarded - Must display scientific and pedagogical goals - Budget of up to $400K (based on directorate) - Academic Year salary support may be available
92.	**Mentored Career Scientist (K) Awards**	- Budget may include tuition and fees, research expenses, travel to research meetings or training, statistical services - Requires a minimum of 9 person months (75% FTE effort) - F&A costs limited to 8% MTDC
93.	**Programs: Seed and Pilots**	- Purpose to support initial, exploratory research - Mechanism is direct financial support or resources - Example: NIH Small Grant (R03) and Exploratory/Developmental Research Grant (R21) - Example: NSF early-concept grants for exploratory research (EAGER) - Faculty of all ranks are eligible - Targeted faculty groups, like early career
94.	**Programs: Internal funding**	- Funded by institutional resources; awards based on pre-determined criteria - Proposal may require: description of research program, nomination, recommendation or support letters, CV, budget - Typically reviewed by institutional review committee
95.	**Regulatory Framework**	- Statutory requirements - Federal Acquisition Regulations - Agency Regulations and Guidance - Code of Federal Regulations - Federal budget development - America COMPETES Act

96.	**Federal Budget Process**	- President - Agency - Budget Conference Committees - Appropriations Committees - Congressional Vote - President
97.	**Federal Appropriations**	- Discretionary - Mandatory - Legislative action to provide funding for federal programs
98.	**Discretionary Federal Appropriations**	- Research - Training - Service related
99.	**Mandatory Federal Appropriations**	- Block - Formula
100.	**Supplemental Appropriations**	- Budget authority provided in addition to regular appropriation to cover emergencies
101.	**Anti-Deficiency Act**	- Prohibits obligation of funds in excess of appropriation
102.	**Continuing Resolutions**	- Provides funding at current or reduced levels
103.	**Congressionally Directed Medical Research Programs (CDMRP) - DOD**	- CDMRP manages research in breast, prostate, and ovarian cancers, neurofibromatosis, military health, and other specified areas - Since FY92, $7.7 billion in Congressional appropriations - Thru FY13, approximately 12,423 awards
104.	**Administrative Procedures Act (1946)**	- Interim Rule - Proposed Final Rule - Final Rule - Incorporated into CFR annually

105.	**Uniform Guidance Sections (for Universities)**	- Administrative Requirements = Subpart D - Cost Principles = Subpart E - Audit Requirements = Subpart F
106.	**45 CFR Part 74**	- Uniform administrative requirements for awards and subawards - Applies to institutions of higher education, hospitals, other non profit organizations, and commercial organizations - Includes pre award policies, special award conditions, certifications and representations
107.	**2 CFR 200 - Basic Layout**	- Subpart A, 200.XX - Acronyms and Definitions - Subpart B, 200.1XX - General - Subpart C, 200.2XX - Pre Award - Subpart D, 200.3XX - Post Award - Subpart E, 200.4XX - Cost Principles - Subpart F, 200.5XX - Audit - 11 Appendices
108.	**Federal Acquisition Regulations (FAR)**	- Purpose to provide uniform policies and procedures for acquisition by the federal government - Codified in title 48 of the CFR - Part 52 includes standard contract clauses and solicitation provisions - Agency supplements place further requirements on contractors (DFAR)
109.	**FAR Clauses**	- Included in a contract based on purpose of the contract (service contract, goods procurement, construction), nature of the contractor (for profit, nonprofit, educational, state, financing method (fixed price, cost reimbursement, time and materials - Contract review involves confirmation that appropriate clauses are included or referenced based on recipient type
110.	**DHHS Salary Cap**	

		- Per NIH notice NOT-OD-20-065, the salary cap for grant, cooperative agreement, and contract awards remains tied to Federal Executive Level II
111.	**Sponsor Types**	- Federal (executive branch and individual agencies) - State and local governments - Private and voluntary agencies - For Profit
112.	**Executive Department: Department of Health and Human Services (DHHS)**	- Health Resources & Services Administration (HRSA) - National Institutes of Health (NIH) - Food and Drug Administration (FDA) - Agency for healthcare Research & Quality (AHRQ)
113.	**Executive Department: Department of Defense (DOD)**	- Office of Naval Research (ONR) - Air Force Office of Scientific Research (AFOSR) - Army Research Office (ARO) - Defense Advanced Research Projects (DARPA)
114.	**Executive Department: Department of Veteran Affairs**	- Veterans Health Administration
115.	**Executive Department: Department of Homeland Security**	- US Coast Guard - Science and Technology Directorate - Federal Emergency Management Agency
116.	**Executive Department: Department of Education**	- Post secondary education/elementary and secondary - Special Education and Rehabilitation Services - Institute of Education Sciences
117.	**Executive Department: De-**	- 13 field stations

partment of Energy

118.	**Independent Agencies**	- National Aeronautics and Space Administration (NASA) - National Science Foundation (NSF) - United States Agency for International Development (USAID) - National Endowment for the Humanities (NEH)
119.	**Common Characteristics of Foundations and Associations**	- Unique and varied direct cost allowability - Often do not pay full IDC - Often require cost sharing - Good source of funding for new researchers
120.	**Common Characteristics of Industry Sponsors**	- Usually not a formal application process or deadline - Typically do not include institutional matching - Projects tend to evolve thru informal networking or prior contacts - Sponsor may want to exert more control over the way the research effort is conducted and how the results are utilized
121.	**Characteristics of Public Sponsors**	- More formal proposal submission systems - Generally allow full F&A costs - Review process may be more formal and include peer experts
122.	**Characteristics of Private Sponsors**	- Guidelines for proposal may be less prescriptive - May be based on contact with PI and not a proposal - esp. industry sponsors - May have more restrictive terms
123.	**Identification of Internal Capacity**	- Access unique institutional capabilities: renovations, modifications to facilities, export control issues, intellectual property and ownership issues - Animal research facilities in the institution: facilities sufficient to house required animals - Specialized facilities/central services (recharge centers) - Availability of institutional matching funds

124.	**Public Disclosures**	- Freedom of Information Act (FOIA) - State Public Disclosure Laws - Conflict of Interest - Research Misconduct - OSHA Chemical Hygiene
125.	**NIH Significant Financial Interest**	- Payments or ownership valued at $5K or more from a public corporation - Payments of $5K or more and any ownership of a private corporation - Any royalty income from intellectual property - Any travel paid by a non-granting agency
126.	**NSF Significant Financial Interest**	- Threshold is $10K
127.	**Public Relations: Research Misconduct**	- Credible allegations of Research Misconduct trigger reporting requirements - After preliminary assessment; prior to formal inquiry - Notification to the Office of Research Integrity and individual sponsors: early termination, request for extension, final determination
128.	**Public Relations: OSHA Chemical Hygiene Plan**	- Employees must be provided with the following: copy of the institutional chemical hygiene plan, a list of hazardous materials on site (MSDS), information regarding safe exposure levels - Facilities must supply MSDS to State and Local Emergency Response Committees in addition to First Responders