GRAM Demonstration Training

Definition of Terms

**Tabs & Buttons:**

**Primary Awards** – Clicking on this tab displays any primary awards. An award displayed under this tab is either a current award or an award that is less than 90 days past its end date, for which the identified investigator is the Principal Investigator for the entire project.

**Other Awards** – Clicking on this tab displays any “sub-awards.” A sub-award is a part of a program project or other multi-investigator award in which another investigator is responsible for the overall project, but the identified investigator is responsible for one or more subprojects.

**Past Awards** – Clicking on this tab displays any BEN enabled past awards. An award displayed under this tab is more than 90 days past its end date and is still enabled in BEN. Appropriate adjustments can possibly still be made to these accounts.

**Future Awards** – Clicking on this tab displays any future awards. An account displayed under this tab is a project for which a notice of award has been received and that has a start date following the end of the current month.

**Choose PI** – Clicking on this button will display a screen allowing you to access award information for other Principal Investigators.

**Award Drilldown** – Clicking on this button will display a screen with more financial information about this specific award.

**Subawards** – Clicking on this button will display a screen to provide access to the “sub-awards,” components of this program project or multi-investigator award.

**Waywards** – Clicking on this button will display a screen listing any BEN account combination related to this award’s fund that has no budget, and against which a transaction was posted.

**Definition of Terms:**

**Current Budget Period** – (also called “Current Grant Year” or “Grant Year”) The fiscal time period designated for a given award. It encompasses the current funding increment. Although sometimes called a budget year, this period may or may not be 12 months in length. A “budget period” may be less than a year or consist of multiple years, depending on the sponsor’s method of funding.

**Sponsor** – The name of the sponsoring agency that provides the financial support for this award.

**Award ID** – This is the identification number that is assigned to the award by the sponsoring agency.

**Fund** – The code identifying the BEN financial fund assigned to this award. This 6-digit code is the fourth segment of the seven segment, 26-digit BEN account number.

**Title** – The name of the award.

**Budget** – The money allocated to the award for expenses in the current budget period.
**Carry Forward** – Money left over (unspent) from previous budget periods. Restricted amounts should not be included. However, this should be confirmed with the departmental Business Administrator. Note that if the fund number for the award has changed from the last budget period any residual money will not be shown in Carry Forward; rather it will be included in the award’s new budget.

**Effective Budget** – Consists of any money leftover from previous budget periods (i.e. “Carry Forward”) plus the money allocated for expenses in the current budget period.

**Total Spent** – The amount of money spent from this award during the current budget period.

**Encumbered** – Money that has been designated for a specific purpose but not yet spent.

**Total Committed** – The combination of all of the money spent and all of the money encumbered.

**Total Available** – The Effective Budget minus the Total Committed. This is the amount that can still be spent or encumbered.

**F&A Rate** – Also known as either the “indirect cost rate” or “overhead rate.” The Facilities & Administrative Rate is an agreed upon percentage of the Direct Cost expenses of an award that will additionally be charged to the award for Facilities & Administrative Costs. See “Facilities & Administrative Costs” below.

**Budget Period Start** – The starting date of the award’s current budget period. A budget period is a fiscal time period designated for a given award. Usually it is a different time period than the University’s fiscal year and the period may consist of several months, a year, or more than one year.

**Budget Period End** – The ending date of the award’s current budget period. A budget period is a fiscal time period designated for a given award. Usually it is a different time period than the University’s fiscal year and the period may consist of several months, a year, or more than one year.

**Project Start** – The award’s start date as defined by the sponsoring agency. Several budget periods may occur during the duration of a project.

**Project End** – The award’s end date as defined by the sponsoring agency. Several budget periods may occur during the duration of a project.

**Time Elapsed** – The percent of time that has passed since the starting date of the current budget period relative to its length.

**Percent Committed** – The percent of money spent and encumbered (Total Committed) relative to the Effective Budget (i.e. amount of money budgeted and carried forward).

**Percent Available** – The total money budgeted and carried forward less the amount of money spent and encumbered expressed as a percentage.

**“Salary & Benefits”** – Personnel costs and benefits spent or committed for the current budget period. Note: (1) This does not include monies spent during previous budget periods nor those committed to future budget periods that may also be part of this project. (2) Post doc and research associate salaries are only encumbered up to their appointment end date – which may be prior to the end date of this award’s current budget period.

**“Equipment”** – Capital expenses consisting of individual items each costing $5,000 or more, which are directly allocable to the project.

**“Supplies & Services”** – Expenses consisting of individual items with a unit cost that is less than $5,000 which are directly allocable to the project.
“Travel” – Travel expenses related directly to this award by persons working directly on this project.

“Tuition and Fees” – Payments for graduate research fellows and assistants working directly on this project and paid directly from this award. If a student works on multiple projects, the tuition and fees must be paid proportionate to the stipend amount from each award.

“Other (Possible Unallowable)” – Any expense that does not fall into any of the established categories and may not be allowable under the terms of the award. An expense falling under this category may or may not be allowable depending upon the terms and conditions of the award.

**Indirect Costs** – See “Facilities and Administrative Costs.”

**Overhead** – See “Facilities and Administrative Costs.”

**Facilities and Administrative Costs** – Sometimes referred to as “Indirect Costs” or “Overhead.”
Costs that are incurred for common or joint objectives, and that, therefore, cannot be identified readily and specifically with a particular project or activity. These costs, previously known as indirect costs, involve resources used mutually by different individuals and groups. In most instances, they will be referred to in this application as “F&A Costs.” Note: F&A Costs have not been calculated on Encumbered amounts. F&A Costs can be estimated by applying the F&A Rate to the Encumbered Total Direct Cost amount less the amounts in the Equipment and Tuition & Fees categories. It is expected that this amount will be automatically calculated in the future.