Research Alphabet Soup: A Glossary of Terms
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ADR: Associate Dean for Research

Applicant Portal: the NEA's system for collecting Part 2 of all proposals. https://applicantportal.arts.gov

Cayuse: The online program through which most Federal grants are submitted by the University. You will submit Part 1 of your NEA grant using Cayuse.

Cost Share: A grant that requires the proposing organization to foot some of the bill for a project.

DSS: Document Summary Sheet. A DSS is created in eProposal and submitted to OSP for the purpose of tracking a grant proposal submitted to external agencies by faculty at the University. This information automatically populates to your Faculty Activity Report (FAR). You must have a DSS in place so that the OSP can administer your award if you receive it.

eProposal: The online program that enables faculty to submit Document Summary Sheets and track the status of proposals. You can access it through CIS, under "Research Services." You can also use this to research the history of proposals made to a particular agency by members of the University of Utah community. For example, if you would like to know when someone from the U last proposed an NEA Art Works grant, you can look it up in eProposal.

F&A Rate: Facilities & Administration rate. The negotiated percentage of a project's budget that a granting agency has agreed to pay the University to cover the general costs of doing research. These are costs that cannot be traced to a single project (e.g., electricity).

GAF: Grant Application Form. This is the online form the NEA uses to collect Part 2 of grant proposals. This can be accessed and filled out through the NEA's "applicant portal."

Limited Submission: A grant opportunity that allows only a limited number of proposals from a single organization during a particular cycle. The Vice President for Research will solicit pre-proposals for limited submission grants (including most Art Works grants and Challenge America). If you want to apply for one of these, you must first submit a pre-proposal to the VPR's office. Calls for limited submission pre-proposals can be found in CIS under "Research Services" → on the tile called "Limited/Sub Intramural Funding." Pre-proposals are generally very short—1-2 pages total.

Matching Grant: A grant that requires the proposing organization to match the funds awarded by the granting organization. The NEA generally requires a 1:1 match for its grants. However, the match doesn't have to be in cash. It can be off-set through a combination of in-kind support (e.g., use of facilities), salaries and benefits, another grant, or cash.

NEA: National Endowment for the Arts. The Federal agency that funds arts organizations around the country.

OSP: Office for Sponsored Projects. "Our office is responsible for the effective and timely handling of research proposals. We prepare, interpret, negotiate, and execute agreements on behalf of the University of Utah for projects funded by federal and state agencies, foundations, and other public and private sources. We also draft, negotiate, and execute awards and subawards for collaborative research."

RDO: Research Development Office. This new office can help with proposal development and management, finding collaborators, RFP review, templates and sample text, accessing campus resources, and funding search workshops. The CFA helps support this office financially.

RFP: Request for Proposals. Funding agencies and private foundations publish RFPs periodically. These are essentially descriptions of what the agency would like to fund and often include instructions for making proposals.

SF-424: A form used to apply for Federal assistance. This is the first part of any proposal you make to the NEA, and it <u>must be completed</u> before you can submit the second part of your proposal.

VPR: Vice President for Research. This office oversees all aspects of research at the University.

Please contact me at cheek.odonnell@utah.edu if you have additions to this list!