



SAINT LOUIS

SAINT LOUIS UNIVERSITY

Definitions Relating To Sponsored Projects At Saint Louis University

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Responsible University Office :
Vice President for Research

1.0 INTRODUCTION

In December 2014 the Office of Management and Budget *Released 2 CFR 200—Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards*. (“UG”)

Included in the UG is a comprehensive list of common terms and the related official definition of those terms that are attached to all sponsored activity funded from federal sources. The University has adopted these definitions as well as added other that were not included, but are frequently used. These common definitions provide structure and consistency to research activities as well as ensure that the University remains in compliance with federal regulations.

2.0 PURPOSE

The purpose of this policy is to establish consistent definitions for words and terminology used for sponsored activity at Saint Louis University.

3.0 APPLICABILITY

These definitions are applicable to all sponsored activity including industry clinical trials at Saint Louis University.

4.0 DEFINITIONS

4.1 Academic Advising Time

Compensated time used by a researcher and their advisor as an academic development tool within the department’s curriculum plan. The advisor, a faculty member, helps guide the advisee, a student, through the program requirements as well as introduces the student to resources for academic and career success. Academic Advising is classified as “Instruction” and is not subject to cost sharing.

4.2 Activity Code

A user-defined, six-character code within the Banner Finance Module Chart of Accounts used to designate and document cost sharing related to this policy. It is the fifth element of the financial account code used to record transactions for a specific event or activity within a fund and/or organization.

4.3 Advising Time

Compensated time used by a researcher and their advisor as an academic development tool within the department's curriculum plan. The advisor, a faculty member, helps guide the advisee, a student, through the program requirements as well as introduces the student to resources for academic and career success. Academic Advising is classified as "Instruction" and is not subject to cost sharing.

4.4 Allocate

To assign an item of cost, or a group of items of cost, to one or more sponsored agreements, function (e.g., research or instruction), or subdivision (e.g., college or center). (Adapted from Cost Accounting Standards.)

"A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received or other equitable relationship." (From OMB Uniform Guidance (2 CFR 200)).

Example: An educational institution normally allocates the cost of equipment required to conduct a project directly to the sponsored agreement.

4.5 Allowable Costs

Costs that are (a) reasonable; (b) allocable to sponsored agreements under the principles and methods outlined in OMB Uniform Guidance (2CFR 200); (c) given consistent treatment through application of those generally accepted accounting principles appropriate to the circumstances; and (d) conform to any limitations or exclusions set forth in OMB Uniform Guidance (2CFR 200) or in the sponsored agreement as to types or amounts of cost items. Example: A piece of equipment required to conduct the study is an allowable cost to the project but costs for equipment that serves broader purposes (e.g., general departmental printers) are not.

4.6 Appendix III, F-1 Certification

Specific certification language set out in OMB Uniform Guidance (2 CFR 200) required for all approved budget reports, annual and final fiscal reports, and vouchers requesting payment under the federal agreements. The certification statement reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims and otherwise."

4.7 Applied Research

Research that is conducted to gain the knowledge of understanding to meet a specific, recognized need or to translate the results of basic research.

4.8 Authorized University Representative

An employee who is recognized by Saint Louis University as an official signatory to approve all grant, contract, and other agreement activity with external sponsors. Authorized University Representatives reside in the Office of Research Services, the contracts Office, and the Office of Sponsored Programs.

4.9 Base

The budget costs (e.g., salary and supplies) that are multiplied against the F&A rate to determine the F&A costs.

4.10 Basic Research

Research undertaken primarily to acquire new knowledge, often without any particular application or use in mind.

4.11 Business Day

The standard University administrative workday (8:30 a.m. – 5:00 p.m.) that is not a national or University holiday or a weekend.

4.12 Career Development Awards

A series of sponsored awards designed to support individuals during the early years of their research career or to recruit research faculty into areas where there is a growing need for research and instructional capabilities.

4.13 ClinCard

A secure reloadable debit card supported by Greenphire, a technology company that specializes in managing compensation and reimbursement to people participating in human subject research or sponsored programs.

4.14 Clinical Time

Compensated time used by a research physician concerned with or based on actual observation and treatment in disease in patients rather than experimentation or research. Clinical time is typically not an allowable cost on a sponsored award.

4.15 Clinical Research

Any research project that involves human subjects for the purpose of evaluating an experimental intervention in comparison with a standard or control intervention or comparing two or more existing treatments. The definition includes pharmacologic, nonpharmacologic, and behavioral interventions given for disease prevention, prophylaxis, diagnosis, or therapy.

4.16 Clinical Trial Agreement

A legal document between the University and the Industry Sponsor that defines the terms under which the study is to be conducted, such as participant payments.

4.17 Contract Salary

The total salary specified within the faculty contract. This includes the regular academic-year salary plus any contractually stated supplements for additional responsibilities (e.g., an administrative assignment). Also referred to as Institutional Base Salary.

4.18 Consulting

Work performed for external organizations that is neither specified in the University's contract with faculty members nor paid through the University. See the Faculty Manual, Sec. III.G.6.

4.19 Consulting Agreement

A formal agreement to be used when an individual external to SLU and to any other entity that receives sponsored awards. A consulting agreement:

- Is procurement in nature
- Is based on expertise in subject matter not available at the institution
- Advisory
- Contains no scope of work
- Contains no research triggers such as;
 - Evaluation, assessment, review, consideration, analysis, etc...

ORDS makes the determination if a consulting agreement is the adequate contractual mechanism to use.

4.20 Collaboration with No Measurable Effort

The act of working or cooperating with another on a shared task with a marginal contribution of time and effort. This type of collaboration is typically not an allowable cost on a sponsored award.

4.21 Contributed Facilities & Administrative Cost (Unrecovered F&A/Indirects)

F&A costs that are otherwise available to be recovered by the University, but the University has agreed to accept less than the full F&A rate.

4.22 Cost Accounting Standard CAS 9905.505 (CAS 505)

The Cost Accounting Standard that requires unallowable costs be segregated and separated as to not be included in charges to sponsored activity.

4.23 Cost Sharing or Matching

Cost sharing/matching can refer to circumstances that apply to both direct and indirect costs of an externally funded project. When the direct costs of a project exceed the costs covered by the project sponsor and the University covers the difference in costs, that difference represents a University cost share. When/if full indirect cost charges are not provided for an award, any difference between the indirect costs received and the amount to which the University would be entitled (under its indirect-cost agreement negotiated with the U.S. Department of Health and Human Services) would be considered as a cost share if approved by the funding agency. Mandatory Committed Cost Share is an amount of funds and/or resources required by the sponsor and included in the budget and budget justification

Voluntary Committed Cost Share is an amount of funds and/or resources not required by the sponsor but offered by the University and included in the budget and budget justification

Voluntary Uncommitted Cost Share occurs when researchers donate effort or resources to sponsored agreements above and beyond that which is committed and budgeted for in a sponsored agreement as either sponsor paid or cost shared.

4.24 Departmental Research

Departmental Research means research, development and scholarly activities that are not organized research and consequently, are not separately budgeted and accounted for. Departmental research, for purposes of this document, is not considered as a major function, but as a part of the instruction function of the institution.

4.25 Development

The systematic use of knowledge or understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including the design and development of prototypes and processes.

4.26 Direct Costs

"Those costs that can be identified specifically with a particular sponsored project, an instructional activity, or any other institutional activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy." (OMB Uniform Guidance (2CFR 200)). Costs paid by the awardee of a sponsored award that directly benefit, and are specifically associated with a sponsored award, and repaid by the sponsor.

Example: Project specific travel is normally charged as a direct cost to a project.

4.27 Effort

Effort is the time spent on any activity by an individual, expressed as a percentage of the individual's Total Professional Effort.

4.28 Effort reporting

Effort reporting is a process mandated by the federal government to ensure that labor charged to federally sponsored agreements is reasonable and reflects actual work performed. Effort reporting is also required for the appropriate calculation of the University's negotiated Facilities and Administrative (F&A) rates with the federal government.

4.29 Electronic Submission:

Delivery of a proposal to a sponsor using the Web or Internet.

4.30 Electronic Research Services ("eRS")

Electronic Research Services is a comprehensive, web-based proposal and research compliance information management system that also provides a secure method for transmitting award proposals for administrative review, collaborative proposal development and legal review.

4.31 eRS Transmittal Form

An internal form used to route a proposal for sponsored funding through the process of administrative review and approval.

4.32 Exception

Unrecovered indirect costs elected by the PI/department and formalized within the award agreement.

4.33 Facilities and Administration Costs (F&A Costs)

F&A costs, also called Indirect Costs, are "costs that are incurred for common or joint objectives and, therefore, cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity. These costs are based on audits of University facilities and operations conducted by an outside consultant. Audit findings form the basis of subsequent negotiations with the federal government. The federal government ultimately approves the appropriate F&A cost rate.

Examples include operation and maintenance expenses, and costs incurred for sponsored projects administration. (See OMB Uniform Guidance (2CFR 200). F&A costs are synonymous with indirect costs.)

4.34 Faculty Mentoring Time

Compensated time used by a researcher and their career coach as a personal development tool within their field of study. The mentor, a more experienced and knowledgeable person, helps guide the mentee, a less experienced or knowledgeable person, through an ongoing relationship of learning, dialogue and challenge. Although mentoring is classified as "Instruction", it is subject to cost sharing if related to the research enterprise.

4.35 Foregone Facilities & Administrative Cost

Indirect costs incurred on a sponsored award using cost sharing, thereby rendering the costs unrecoverable.

4.36 Fee-for-Service Agreement

A formal contractual agreement governing the provision of routine tasks for a fixed fee, during times of excess capacity, with no contribution to programmatic direction or publication. All data and results are owned by the sponsor. Compensation for work completed is listed as a single sum, with no detailed budget breakdown provided as an exhibit.

4.37 Gifts

External funding provided by Donors who have a clear philanthropic intent and no expectation of performance from the University other than expending the funds that have been given. Specifically, gifts do not require a deliverable product.

4.38 Good Clinical Practice (GCP)

A standard for the design, conduct, performance, monitoring, auditing, recording, analyses, and reporting of clinical research that provides assurance that the data and reported results are credible and accurate, and that the rights, integrity, and confidentiality of Research Participants are protected.

4.39 Graduate Assistant

A person who serves in an administrative support role at the University, usually while completing post-graduate education. They are the named recipient of a stipend where most of

the student's responsibilities are devoted primarily to general administration activities. Furthermore they are not assigned to an academic unit.

4.40 Graduate Research Assistant

A person who serves in a research support role at the University, usually while completing post-graduate education. They are the named recipient of a stipend where most of the student's responsibilities are devoted primarily to research assistant activities.

4.41 Graduate Teaching Assistant

A person who serves in an instructional support role at the University, usually while completing post-graduate education. They are the named recipient of a stipend where most of the student's responsibilities are devoted primarily to teaching assistant activities.

4.42 Incentive Pay

Incentive pay is bonuses paid based on specific performance as outlined in an employment agreement. An employee's Institutional Base Salary is not affected by incentive pay, and incentive pay is not paid from grant funds unless specifically allowed in the grant agreement. Incentive pay is not included in the calculation of effort and excluded from an employee's effort report.

4.43 Informed Consent Form

A document that provides a summary of the research (including its purpose, study procedures and schedule, potential risks and benefits, alternatives to participation, participant payment amounts, etc.) and explains the rights of participants.

4.44 Institution: Any domestic or foreign, public, or private entity or organization excluding a federal agency. For the purposes of this policy, the term *Institution* will refer to Saint Louis University.

4.45 Institutional Base Salary

Institutional Base Salary is the total compensation paid to an employee for all professional activities they provide to the University within their appointment(s). These activities include instruction, research, clinical, and administrative. This does not include Overload, incentive pay or bonuses.

4.46 Institutional Review Board (IRB)

Research projects involving human subjects require review and approval by an IRB. An IRB is an ethics committee composed of scientists and non-scientists who serve as advocates for human subjects research. The IRB is charged with the responsibility of reviewing and overseeing human subjects' research conducted under the aegis of Saint Louis University. The IRB can be internal or external.

4.47 Intra-University Consulting

Consulting by a faculty member that is beyond the scope of his/her regular departmental duties and is performed across departmental lines or involving a separate or remote University operation. This is normally considered part of University resources and falls in the faculty members Total Professional Effort and is not eligible for supplemental pay.

4.48 In-Kind Contribution

Cost sharing contributions from outside entities not related to the University which requires Appendix III, F-1 certifications to document that they occurred.

4.49 Indirect Costs

See "Facilities and Administration Costs."

4.50 Indirect Cost Recovery (IDCR)

Reimbursement received by the University when F&A rates are applied to direct costs charged to sponsored projects. This recovery is returned to investigators and academic units consistent with the University Facilities and Administrative Costs/Indirect Costs Recovery Policy. Examples are operation and maintenance of buildings and grounds, central administrative expenses, research administration and library costs.

4.51 Indirect Cost Rate or F&A Cost Rate

A composite rate applied as a percentage of the sponsored project's direct costs to recover the University's F&A/indirect costs. In business and industry, this is known as "overhead." The federally negotiated F&A/indirect cost rates for research and other sponsored activities are developed by the University in accordance with OMB Uniform Guidance (2CFR 200) and negotiated on behalf of all federal agencies with the Department of Health and Human Services (DHHS). The rate is variable according to the type of project and where it is being conducted. See Determination of Facilities and Administrative/Indirect costs: Definitions and Rates.

4.52 Instruction

The teaching and training activities of an institution. Except for research training, which is defined as research, this term includes all teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through regular academic departments or separate divisions, such as summer school division or extension division. Also considered part of this major function are departmental research and, where provided, university research.

Sponsored instruction and training means specific instructional or training activity established by grant, contract, or cooperative agreement. For purposes of the cost principals, this activity may be considered a major function even though an institution's treatment may include it in the instruction function.

4.53 IRS Form 1099-MISC

An Internal Revenue Service (IRS) standard form with which an organization is required to report the year-end summary of all non-employee compensation in circumstances where the total compensation exceeds \$600 per year. The Form 1099-Misc covers payments made to Research Participants as part of research or sponsored activity, among other categories of compensation including rent, royalties, independent contractor income, and several other kinds of miscellaneous income.

4.54 Like/Unlike Circumstances

A “like circumstance” refers to the routine and normal circumstances that typically describe the costs and conditions that comprise an externally sponsored program/project. An “unlike circumstance” describes costs and conditions that are significantly different from the routine level of such service provided by an academic institution. Unlike circumstances are rare exceptions to standard grant accounting practice and never should be invoked without prior consultation with the Office of Sponsored Programs Administration.

4.55 Mandatory Cost Share

An institutional contribution to a sponsored award required by the sponsor as a condition of obtaining the award. Note that a sponsor-encouraged cost share that is not documented as a condition of receiving an award is not considered mandatory cost share.

4.56 Medical Fellow

A physician who serves in a clinical support role at the University, usually as a stage of their medical education in which they are trained within a specialized medical field of study. Medical fellows are typically funded by a source external to the University categorized as a sponsored award.

4.57 Modified Total Direct Costs

Modified total direct costs consist of all salaries and wages, fringe benefits, materials, supplies, services, travel, sub-grants, and up to the first \$25,000 of each sub-grant or sub-contract (regardless of the period covered by the sub-grant or sub-contract). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, student tuition remission, rental costs or off-site facilities, scholarships, and fellowships, as well as the portion of each sub-grant and sub-contract in excess of \$25,000.

4.58 NIH Salary Cap

The Maximum amount of a researcher’s salary that may be charged to awards funded by NIH and some other DHHS agencies.

4.59 Off-Campus Activity

All activities performed in facilities not owned by the University and not on the Medical Center campus are considered to be “off-campus.” F&A rates for off-campus activities differ from those for on-campus activities. Grants or contracts cannot be subject to more than one F&A cost rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project.

4.60 Offset Funds

Funds made available to the University from non-federal sources that may be used for any approved University Outreach and Extension program. Unlike cost share, offset funds are not limited in application to a specific program.

4.61 OMB Uniform Guidance (2 CFR 200)

Also known as OMB Uniform Guidance (2CFR 200). This document is a set of uniform regulations that the University must follow in regards to charging of costs to grants, contracts, and other agreements with educational institutions. Each federal agency implements these regulations in its own policy handbook. The OMB Circular is the backbone of agency regulations; the agency cannot impose regulations that are inconsistent with the Circular or impose additional requirements.

4.62 Organized Research

All research and development activities of an institution for which separate budgeting and accounting exists.

4.63 Other Significant Contributors

Individuals who have committed to contribute to the scientific development or execution of the project, but are not committing to any specified measurable effort (i.e., person months) to the project. These individuals are typically presented at “effort of zero person months” or “as needed”. Individuals with measurable effort may not be listed as Other Significant Contributors. Consultants should be included if they meet this definition.

4.64 Other Sponsored Activities

Programs and projects financed by Federal and non-Federal agencies and organizations which involve the performance of work other than instruction and organized research. Examples of such programs and projects are health service projects and community service programs. When any of these activities are undertaken by the institution without outside support, they may be classified as other institutional activities.

4.65 Overload

Additional services that are considered substantially outside of, or a substantial increase to the faculty member’s regular duties. Overload is within the scope of the faculty member’s regular duties (for example, instruction), performed during the faculty member’s normal contract period, is planned, and is compensated based on the University’s Additive Pay Policy. Summer Salary is not overload, it is summer salary.

4.66 Paper Submission

Delivery of a proposal to a sponsor through the U.S. Postal Service, a commercial carrier, or by facsimile.

4.67 Participant Payment

Payments made to a participant in a human subject research or sponsored activity, which may include check, cash, gift card, or electronic payment via a ClinCard. The payment may be monetary compensation in exchange for the Research Participant’s time and effort. The payment may also be a reimbursement to the Research Participant for documented costs incurred, such as transportation costs, as a direct result of their participation within the research study or sponsored activity.

4.68 PI Initiated Study

Research that either has no funding or is wholly internally funded by the University.

4.69 Post-Doctoral Fellow

A person who serves in a scholarly support role at the University, usually after earning a doctoral degree (or equivalent). The individual is engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path. Post-Doctoral Fellows are typically funded by a source external to the University categorized as a sponsored award.

4.70 Principal Investigator/Project Director

The terms Principal Investigator (PI) and Project Director (PD) may be used interchangeably. The PI/PD is the person who assumes primary responsibility and accountability for the design, conduct, administration, and reporting of the research project. Eligibility criteria for a Principal Investigator/Project Director at Saint Louis University include holding full-time faculty or staff status, having expertise and experience in the project topic, and devoting measurable effort to the project.

Ineligible individuals include:

- a. Part-time, adjunct, or visiting faculty. An exception may be if an adjunct has left the University and wishes to continue working on a project that began at the University. Approval of the appropriate dean and chair must be obtained.
- b. Undergraduate or graduate students may not be PI's/PD's except where the funding agency so directs and then only with the student's mentor/advisor responsible for oversight of the project. The mentor/advisor shall be listed as the PI/PD of record in eRS.
- c. Emeritus faculty may contribute to a research project with the written approval of the appropriate dean and chair, but may not serve as PI or PD except in rare instances and only with the written approval of the appropriate dean and chair.

4.71 Prizes

A prize is an award specifically given to an individual, typically for work already done. Prizes may be awarded as a consequence of a submission by the individual or by another person's nomination. A prize is a form of recognition in nature. The recipient of a prize is typically called a "winner", rather than a Principal Investigator. The award documentation will typically refer to the award as a "prize" rather than a grant, contract, or cooperative agreement. The winner of a prize typically does not have to report the use of the funds. Prize notifications or "Notice of Award" will not include reporting requirements, Period of Performance, deliverables, or right of return. There may be personal tax consequences for the winners of prizes.

Prizes are not considered sponsored activity and would not be uploaded in to the University ERS system, submitted by the Office of Research Development & Services, or administered through the Office of Sponsored Programs Administration.

4.72 Co-Principal Investigator/C-Project Director

An individual who qualifies as Principal Investigator/Project Director may also serve as Co-Principal Investigator/Project Director. Persons from institutions outside of SLU may not be designated as Co-PI's or Co-PD's, but rather their relationship should be handled through subcontracts to their home institutions.

4.73 Research

Systematic investigation designed and conducted to develop or contribute to the body of knowledge. For the purposes of this policy, 'research' includes basic, applied, and development and can be categorized as (1) externally-funded or sponsored research, (2) internal investigator-initiated or departmental research, and (3) externally sponsored other activity which includes law clinics, construction grants, and placement of counselors at external locations. The University is not obligated to record cost sharing for departmental research.

4.74 Reasonable Costs

"A cost may be considered reasonable if the nature of the goods or services acquired or applied, and the amount involved therefore, reflect the action that a prudent person would have taken under the circumstances prevailing at the time the decision to incur the cost was made."(OMB Uniform Guidance (2CFR 200)).

4.75 Research and Development (R&D)

Creative work conducted systematically with the intent to increase the stock of knowledge (research) and to use this stock of knowledge to devise new applications (development). R&D covers three activities—basic research, applied research, and development.

4.76 Research Grants and/or Agreements

Research and development activities sponsored by either federal or non-federal agencies and organizations. Research agreements include research training (i.e., activities involving the training of individuals in research techniques).

4.77 Research Participant

aka Research Study Subject – An individual who is voluntarily enrolled in a research study and is having procedures and being monitored under the aegis of Saint Louis University.

4.78 Salary Cap Cost Share

Cost share required because the salary of a person working on the sponsored award exceeds a sponsor-imposed limit for individual salaries. This is classified as mandatory cost share.

4.79 Scholarships

A foundation award intended to provide financial assistance to researchers.

4.80 Scope of Work

A written statement specifying the tasks (including deliverables) to be completed for a specific project, cost, and period of performance.

4.81 Sponsor

Any governmental agency, private foundation, corporation, or association that provides financial project support.

4.82 Sponsored Project

An externally funded activity that is governed by specific terms and conditions. The terms Sponsored Project and Sponsored Program are interchangeable. Sponsored projects must be separately budgeted and accounted for subject to terms of the sponsoring organization. Sponsored projects may include grants, contracts (including fixed price agreements), and cooperative agreements for research, training, and other public service activities. Sponsored projects typically require financial reporting on an annual and/or final basis. Other characteristics of a sponsored project follow activities relating to a proposal funded by an entity outside the University, funded for a specific purpose, an exchange transaction where the sponsor receives value in return for the funding provided to the University, executed by an award, contract, cooperative agreement, memorandum of understanding, or other formal mechanism, for the purpose of supporting any research, scholarly, instructional or public service activity, names a specific person to conduct the work (PI), the sponsor may retain some claim (option or otherwise) to intellectual property that may be developed as a result of a sponsored project, the sponsor may have a direct interest in the development and ownership of the intellectual property resulting from the activity, and the project may have restrictions requiring regulatory compliance.

4.83 Sponsored Research

All research and development activities that are sponsored by Federal and non-Federal agencies and organizations. This term includes not only basic and applied research activities, but also activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.

4.84 Sponsored Research Agreement

A formal contractual agreement between SLU and an outside entity where SLU is engaged in full programmatic effort for a specified scope of work, budget and project performance period, and for which publication and intellectual property rights must be guaranteed.

4.85 Standard Services Agreement

The formal contractual agreement to be used when ORDS determines that the work of an entity external to SLU to fulfill the scope of work of a grant or contract is considered a normal procurement activity, and does not impact the programmatic direction of the project.

4.86 Stipend

A payment made to an individual under a fellowship or training grant in accordance with pre-established levels to provide for the individual's living expenses during the period of training. A stipend is not considered compensation for the services expected of an employee.

4.87 Subcontract/Subaward

A formal contractual agreement with a participating organization for research collaboration and/or services under sponsored-program projects. Tasks to be performed contribute to the programmatic

direction of the overall project, and there is measurable effort. The term does not apply to the normal procurement of supplies and research equipment.

4.88 Summer Salary

Salary paid during the summer months for work done outside of the normal contract period. Faculty with 12 month appointments would not be eligible for summer salary since they work all 12 months. Faculty with 12/9ths appointments would be eligible since they would have effort available.

4.89 Student Loan Activity

Funding resulting from student loans guaranteed by the federal government with federal audit requirements such as OMB A-133.

4.90 Third Party Cost Share (In-Kind):

Contribution to a sponsored award provided by a party other than the University or other primary sponsor. Third party cost share may be in the form of cash, real property, equipment, supplies and other expendable material, salaries, or goods and services directly benefiting and specifically designated for the sponsored award. Third party cost share must be explicitly approved in the awarded budget and sponsored agreement to be allowable on a sponsored award.

4.91 Timely

Occurring no later than two (2) months after the end of the month of the original transaction.

4.92 Total Direct Costs (TDC)

All of the allowable costs of the project not including Facilities and Administrative (F&A)/Indirect Costs.

4.93 Total Professional Effort

Compensated time spent, expressed as a percentage of total institutionally controlled time that may be allocated among multiple activities funded by various funding sources.

4.94 Transmittal Form

A form internal to the eRS transmittal system that is used to route a proposal for sponsored funding through the process of administrative review and approval.

4.95 Unallowable Costs

Costs that cannot be charged to a project per sponsor guidelines or any other costs incurred by the University that Office of Management and Budget (OMB) Uniform Guidance (2CFR 200) specifies cannot be included in the development of the indirect cost rate charged, nor as a direct cost to a federally sponsored project, nor included in ISO/department recharge rates.

4.96 University Research

All research and development activities by the institution funded by an internal use of institutional funds.

4.97 Voluntary Committed Cost Share

Cost share not required by the sponsor that occurs when a proposal is submitted in which the proposal text, budget, budget justification, and/or scope of the work states or implies that more work will be done than the sponsor is paying for.

4.98 Voluntary Uncommitted Cost Share

A contribution to a sponsored award neither required by the sponsor as a contribution of obtaining the award, nor offered to the sponsor as part of the proposal or by any other official communication with the sponsor.

4.99 Waived Facilities & Administrative Cost

See "Exception"

APPROVAL SIGNATURES

This policy was developed by:
Saint Louis University Division of Research

This policy has been approved by:

Raymond C. Tait /s
Vice President for Research
Saint Louis University

12/08/2015
Date

REVISION HISTORY		
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