

Dashboard Glossary and Explanation of Terms

Account Code

Equivalent to the Fund Code in CMS, this is the six digit number assigned by UEI to identify funding for a project or activity.

Advance

A payment made to a recipient upon its request either before cash disbursements are made by the recipient or through the use of predetermined payment schedules.

CDD

Click, Drag and Drill, which is the web reporting interface for the Integrated Fund Accounting System (IFAS).

CFDA

Catalog of Federal Domestic Assistance number. All federal grant programs have an associated CFDA number. The first two digits specify the federal agency, while the last three digits specify the federal program. For a list of CFDA numbers and descriptions, see CFDA.gov.

College/Units(s)

The Sacramento State college or unit. Each are represented by a three digit code.

021 - Arts & Letters
023 - Natural Sciences & Mathematics
025 - Social Sciences & Interdisciplinary Studies
030 - Business Administration
040 - Education
050 - Engineering & Computer Science
060 - Health & Human Services
070 - Academic Affairs
071 - Continuing Education
072 - Student Affairs
074 - University Affairs
078 - Information Resources & Technology
079 - President's Office
080 - Other

Contract

A mechanism for procurement of a product or service with specific obligations for both sponsor and recipient. Typically, a research topic and the methods for conducting the research are specified in detail by the sponsor, although some sponsors award contracts in response to unsolicited proposals.

Cost Sharing

Cost sharing is any portion of the total project costs not funded by the sponsoring agency. Cost sharing can be cash, in-kind (i.e. contributions without compensation, such as personnel effort, fringe benefits, supplies, services, etc.) or a combination of both. Matching funds are a specific type of cost sharing where the sponsor awards funds in direct proportion to the funds which the grantee contributes to the project. Requirements for matching funds are usually identified in the application guidelines as a specific percent or fraction of the total project budget. University Enterprises is required to track these costs and report back to the sponsoring agency as a way of verifying that the commitment to fund a portion of the total project costs has been fulfilled.

Example: A University receives a grant for a project estimated to have a total cost of \$100,000. The sponsor agrees to pay 75% (\$75,000) and the University agrees to pay 25% (\$25,000). The \$25,000 is the cost-sharing component. Also see: matching funds.

Dashboard

The customizable web portal designed to provide easy access to online financial reporting and related information in the areas of general University Enterprises financials, Research Administration and Contract Administration, and the University Foundation at Sacramento State. Access to a wide variety of information is available including: announcements of upcoming classes, procedural information or changes, CDD report documentation, links to important web sites and forms, and RSS feeds.

Department/Centers and Institute(s)

The Sacramento State department, center, institute or division. Each are assigned a six digit UEI code, with the first three digits corresponding to the college/unit code.

Direct Costs

Clearly identifiable costs related to a specific project. General categories of direct costs include but are not limited to salaries and wages, fringe benefits, supplies, contractual services, travel , communication, equipment, and computer use.

Encumbrance

Funds that have been set aside or "claimed" for projected expenses pending actual expenditure of the funds. Encumbrances reduce the available balance of an account.

Facilities and Administrative (F&A) Costs

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. F&A costs are synonymous with indirect costs or overhead.

Fund Code(s), GL

The two digit code describing the type of account and the expenses and other activity that is allowed.

20 - Grant/Contract/Restricted Fund: grants, contracts, or other awards where an external funding agency has put restrictions on how the monies are to be spent.

30 - University Support Programs Fund: Money used in support of a university program.

60 - Goethe/Miscellaneous Restricted Fund: Other monies where there is a restriction on how the funds are to be spent, but not a specific grant or contract.

Funding Agency

The agency or organization that is ultimately funding the project. This may be different than the organization that UEI has a direct relationship with (see sponsor).

GL

General ledger

Grant

A type of financial assistance award for the conduct of research or other programs as specified in an approved proposal. A grant is used whenever the awarding agency anticipates no substantial programmatic involvement with the recipient during the performance of the activities.

IFAS

Integrated Fund Accounting System, the accounting software package used by UEI in its financial management operations.

Object Code, GL

Equivalent to the account code in CMS. This is the four digit number used to classify the type of activity. (i.e. 8001 = Salary, 8246 = Supplies, 8286 = Travel)

Principal Investigator (PI) / Project Director / Program Director (PD)

The individual responsible for the conduct of research or other activity described in a proposal or an award. The general term used for the responsible party of the sponsor for a grant or contract. They are designated by the recipient to direct the project or program being supported by the grant. He or she is responsible for the proper conduct of the project or program.

Project ID

The Project ID is the main identifying number of a total grant or contract. If there are multiple years of funding in a proposal, they will share a common Project ID. The suffix after the dash represents specific portions of an overall project (i.e. Task Orders).

Proposal Number

The proposal number identifies a specific proposal or year of funding. The suffix after the dash represents the year of funding.

RACA

Research Administration and Contract Administration, a combined division of Academic Affairs and University Enterprises, Inc. which provides a broad range of support and development services related to sponsored research grants and contracts. Academic Affairs staff provide research and proposal development support, and UEI staff accept and administer the awarded funds on behalf of the university.

Sponsor

The organization that UEI has a direct relationship with and is billed by UEI or UEI receives money from. This may be different from the prime funding agency.

Sponsored Project

An activity that is funded from a source external to the University.

UEI

University Enterprises, Inc., the primary campus auxiliary authorized to accept and administer grants and contracts on behalf of the University.

University Support Program

Represent funds held and administered by UEI, which are restricted for programs benefiting specific University academic and administrative units and other campus organizations. The funds are for a specific project or activity; however the revenue source does not place restrictions on how the monies are spent. These accounts are subject to UEI expenditure policies and procedures.