

Important Definitions

- **A133**: this is a statewide audit which is often requested by granting agencies. The link to South Dakota's most recent A133 can be found here <http://legislativeaudit.sd.gov/reports/State/Statewide%202015.pdf>.
- **Authorized Representative**: the appointed person that can sign off on proposal submissions and awarded contracts. The Authorized Representative is the Vice President for Research.
- **Budget period**: these are the effective dates on the contract. Any spending prior to the start date this is called pre-award spending, and has agency-specific guidelines for reimbursement. Any anticipated spending after the end date must follow the agency's prior approval procedure. Please contact our office if you anticipate any spending outside of the effective dates.
- **Cayuse**: this is an electronic research management system that USD uses for documentation, submission, routing and approval of proposals.
- **Consultant**: somebody who provides a service. The consultant is different from a subcontractor (aka subawardee) primarily because they do not have any strategic decision-making or reporting requirement responsibilities involved in the research project. Consultants are considered vendors that are able to provide these same services to others within regular business operations. Consultants cannot be USD employees.
- **Contracts**: these are documents that bind USD to specific terms and conditions.
- **Costshare**: this represents funds that USD must input into a project. There are two types of costshare that must be carefully tracked: cash match and in-kind. Costshare can either be mandatory due to an agency requirement, or voluntary. USD discourages voluntary costshare.
- **Equipment**: an equipment item is anything that has a useful life for over a year, and costs \$5,000 or more per unit.
- **Indirect costs**: these are costs paid to USD as overhead. USD has a specific overhead rate that must be applied to each proposal.
- **Fringe benefits**: benefits provided by USD which supplement a person's salary. These benefits are important to consider in the budget calculation for proposals.
- **Participant support costs**: fees paid to or on behalf of participants or trainees most frequently in connection with conferences or training projects.
- **Period of performance**: this is the full time that an award has been approved, and is broken up by budget periods.
- **Preaward cost**: any costs incurred prior to the effective date on an award
- **Private investigator**: the primary point of contact for an award or proposal submission, and takes on full responsibility for project direction
- **Senior personnel**: USD faculty or staff that have specific responsibilities in the goals and timeline of the project
- **Subawards**: subawards go out to organizations that will complete a portion of the research project. Subawardees are under the contractual obligations of

the prime award to USD, and they have reporting requirements. USD requires a signature from the subawardee's Authorized Representative to show approval of the budget and scope of work.

- Tuition remission: a benefit for Graduate Assistants that waives a portion of their tuition, and applied as per the South Dakota Board of Regents policy number 5:22
- Uniform guidance: rules and regulations that pertain to the award administration and submission of proposals as published by the Office of Management and Budget
- Unrecovered indirect costs: these are overhead costs that may be used as costshare, dependent upon specific agency costshare requirements