

# KUALI RESEARCH GLOSSARY

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## **Proposal Type Definitions**

The proposal type informs sponsor reporting, internal routing, and compliance requirements.

**Kuali Research**

**Create Proposal**  
\* indicates required fields

Required

Proposal Type: \*

select

Lead Unit: \*

select

Activity Type: \*

select

Project Dates: \*

mm/dd/yyyy

to

mm/dd/yyyy

Project Title: \*

### **New**

A first-time submission of a proposal for a new project that has not previously been submitted to the sponsor.

### **Resubmission**

A revised proposal submitted in response to reviewer feedback after a previous submission was not funded.

### **Renewal**

A request for continued funding of an existing project for a new competitive period (also called a competing continuation).

### **Continuation**

A non-competitive request to receive the next increment of funding for an already awarded multi-year project, typically within the approved project period.

### **Revision**

A request to modify an existing award, often to increase funding, expand scope, or adjust project activities.

### **New – Change/Corrected**

A corrected version of a previously submitted new proposal (e.g., to fix errors identified after submission).

**Pre-Proposal**

A preliminary or concept submission required by some sponsors before inviting a full proposal

**Supplement – Changed/Corrected**

A corrected version of a previously submitted supplement request.

**Resubmission – Changed/Corrected**

A corrected version of a previously submitted resubmission application.

**Budget–SOW Update**

A modification to update the Budget and/or Statement of Work without creating a fully new proposal record; typically used for internal or sponsor-requested revisions.

**Renewal – Changed/Corrected**

A corrected version of a previously submitted renewal application.

**Task Order**

A proposal submitted under an existing master agreement, IDIQ, or contract mechanism where individual projects are issued as task orders.

**Activity Type**

The **Activity Type** identifies the primary purpose of the proposed project. This selection supports reporting, compliance tracking, and sponsor classification.

**Research – Basic**

Systematic study aimed at gaining new knowledge without a specific practical application in mind.

Example: Foundational theoretical or exploratory studies.

**Research – Applied**

Investigation directed toward solving a specific, practical problem.

Example: Applying research findings to improve a process, tool, or policy.

**Research – Development**

Systematic use of research findings to create or significantly improve products, processes, or technologies.

Example: Prototype development or product testing.

### **Clinical Trial**

A research study involving human participants to evaluate medical, behavioral, or health-related interventions.

Includes: Drug trials, device studies, behavioral interventions.

### **Training**

Projects primarily designed to enhance skills, knowledge, or competencies of participants.

Example: Workforce development programs, research training grants.

### **Instruction**

Projects that support formal teaching or curriculum development.

Example: Course redesign, instructional innovation, academic program support.

### **Fellowship – Faculty**

Support for faculty development, research, or scholarly activities.

### **Fellowship – Post-Doctoral**

Support for individuals who have completed a doctoral degree and are pursuing advanced training.

### **Fellowship – Pre-Doctoral**

Support for graduate students working toward a doctoral degree.

### **Other**

Used when the project does not clearly fall into the above categories.

Example: Conference support, equipment-only proposals, community engagement projects.

### **Important Reminder**

Select the Activity Type that reflects the **primary purpose** of the project, even if the proposal contains multiple components.

If unsure, consult ORSP before routing.

## **Sponsor Deadline Type**

|                           |                                         |                                    |                                  |
|---------------------------|-----------------------------------------|------------------------------------|----------------------------------|
| Principal Investigator: * | <input type="text"/>                    |                                    | <input type="button" value="Q"/> |
| Sponsor deadline: *       | <input type="text" value="mm/dd/yyyy"/> | <input type="text" value="hh:mm"/> |                                  |
| Sponsor Deadline Type: *  | <input type="text" value="select"/>     |                                    |                                  |
| Anticipated Award Type:   | <input type="text" value="select"/>     |                                    |                                  |

The **Sponsor Deadline Type** indicates how the sponsor defines the official submission deadline. Selecting the correct type helps ensure timely routing, approval, and submission.

### **Postmark**

The proposal must be **postmarked by the deadline date**.

- Applies to physical or mailed submissions.
- The shipping date (not delivery date) determines compliance.
- Less common today, but still used by some sponsors.

### **Receipt \*\***

The proposal must be **received by the sponsor by the deadline date and time**.

- Most common deadline type.
- Applies to electronic submissions.
- Late submissions are typically not accepted.

### **Target**

The sponsor provides a **suggested or preferred submission date**, but it is not strictly enforced.

## **Anticipated Award Type**

### **Grant**

Financial assistance provided by a sponsor to support a public purpose (research, training, or service) with substantial programmatic flexibility and limited sponsor involvement.

### **Contract**

A legally binding agreement to deliver specific goods, services, or research outcomes, typically with defined deliverables, timelines, and stricter sponsor oversight.

### **Cooperative Agreement**

Similar to a grant, but with substantial involvement from the sponsor during the project period (e.g., collaboration, technical direction).

### **Other Transaction Agreement (OTA)**

A flexible funding mechanism (commonly used by federal agencies like DoD) that is not a standard grant or contract and operates outside typical federal procurement regulations.

### **FDRC Award**

Funding associated with a Federally Funded Research and Development Center (FFRDC) or a similarly structured research center arrangement.

### **Non-Disclosure Agreement (NDA)**

A legal agreement that allows parties to share confidential information while protecting proprietary or sensitive data.

### **Teaming Agreement**

An agreement between two or more organizations to collaborate on a proposal submission or project, typically outlining roles if the proposal is awarded.

### **BSU Foundation**

Funding or project activity managed through the Bowie State University Foundation rather than directly through the university.

### **Equipment Loan**

An agreement permitting temporary use of equipment provided by an external party for research or academic purposes.

### **Memorandum of Understanding (MOU)**

A formal, non-binding agreement outlining mutual intentions, responsibilities, or collaboration terms between parties.

### **Data Use Agreement (DUA)**

An agreement governing the transfer, use, and protection of data, often including sensitive or restricted information.



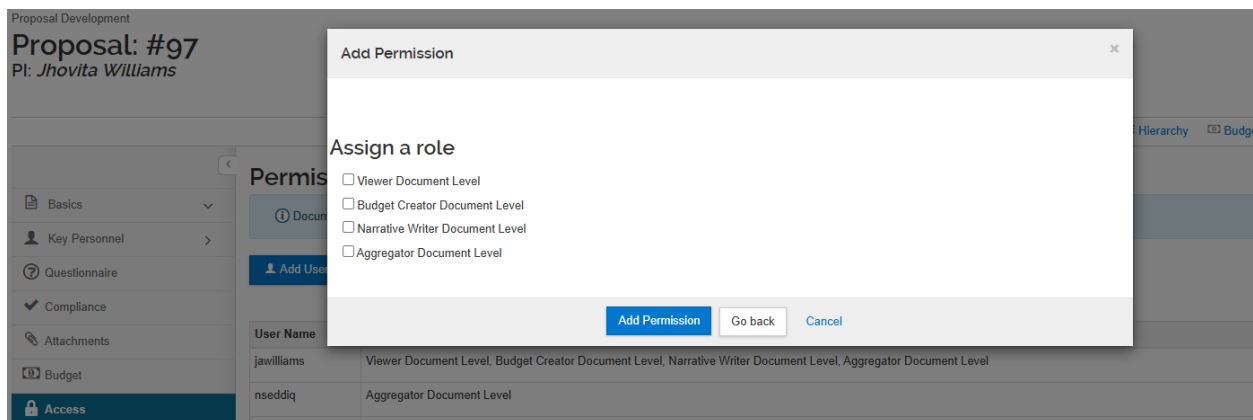
## Material Transfer Agreement (MTA)

An agreement governing the transfer of tangible research materials (e.g., biological samples, chemicals) between organizations.

## Fellowship

Funding awarded to support an individual's academic or research training, often paid directly to or on behalf of the fellow.

## Access



### Viewer – Document Level

Grants read-only access to the entire proposal, allowing the user to view all sections without the ability to make edits.

### Budget Creator – Document Level

Allows the user to create and edit the proposal budget and budget details across the entire proposal.

### Narrative Writer – Document Level

Allows the user to create and edit proposal narrative sections and attachments, such as the project description and supporting documents.

### Aggregator – Document Level

Provides full editing access to the entire proposal, including all sections, and allows the user to manage proposal content and coordinate updates prior to routing.

## **Compliance**

The screenshot shows a web application interface with a 'Compliance' sidebar menu. A modal dialog titled 'Add Compliance Entry' is open in the center. The dialog contains the following fields: 'Type' and 'Approval Status' are dropdown menus with 'select' as the current value and a search icon; 'Compliance Identifier' is a text input field; 'Application Date', 'Approval Date', and 'Expiration Date' are date pickers; 'Exemption #' is a dropdown menu with 'Nothing selected'; and 'Comments' is a text area. At the bottom of the dialog are 'Add Entry' and 'Cancel' buttons. In the background, a notification states 'Document was successfully saved' and a '+ Add compliance entry' button is visible on the sidebar.

### **Human Subjects**

Research involving living individuals where investigators obtain data through intervention, interaction, or identifiable private information, requiring IRB review.

### **Animal Subjects**

Research activities involving live vertebrate animals that require review and approval by the Institutional Animal Care and Use Committee (IACUC).

### **Biological Materials**

Research involving biological agents or materials such as microorganisms, recombinant DNA, human tissues, or other biohazards that may require biosafety review.

### **Boats Used in Research**

Research activities that involve the use of boats or watercraft, typically requiring safety review and operational approval.

**Chemicals**

Research involving hazardous chemicals that require compliance with chemical safety regulations and institutional environmental health and safety oversight.

**Conflict of Interest**

Situations where a researcher or their relative's personal, financial, or professional interests could influence or appear to influence research decisions or outcomes.

**Agent Toxins**

Research involving biological toxins that may pose health or security risks and require regulatory oversight and institutional approval.

**Data Use Agreement**

An agreement governing the sharing, access, and use of restricted or confidential data between institutions or organizations.

**Export Control**

Research involving technologies, information, or materials that may be restricted by U.S. export control laws and regulations.

**Financial COI**

Financial conflicts of interest related to research funding that must be disclosed and reviewed to ensure research integrity.

**GDPR Data**

Research involving personal data from individuals in the European Union that must comply with the General Data Protection Regulation (GDPR).

**Highly Toxic Gases**

Research involving gases that pose significant health or safety risks and require specialized safety controls and regulatory compliance.

**Lab/Safety**

Research activities that require environmental health and safety oversight to ensure compliance with laboratory safety standards.

**Radioactive Materials – Ionizing**

Research involving radioactive substances that emit ionizing radiation and require radiation safety review and approval.

**Radioactive Materials – Non-Ionizing**

Research involving non-ionizing radiation sources such as lasers or electromagnetic fields that require safety oversight.

## Scientific Diving

Research involving underwater diving activities conducted for scientific purposes that require compliance with diving safety regulations.

## Select Agent Toxins

Research involving federally regulated biological agents or toxins that have the potential to pose a severe threat to public health, agriculture, or national security.

## Research Security

Oversight ensuring that research activities comply with national security regulations and protect sensitive technologies, data, and collaborations.

## Budget

| <div>✓ Data Validation (off) ⚙ Budget Settings 👁 Summary 📄 Budget Versions ⓘ Help ▾</div> |                   |              |                    |                   |                  |                          |                  |                          |                   |
|-------------------------------------------------------------------------------------------|-------------------|--------------|--------------------|-------------------|------------------|--------------------------|------------------|--------------------------|-------------------|
| 33                                                                                        |                   |              |                    |                   |                  |                          |                  |                          |                   |
| Periods & Totals                                                                          |                   |              |                    |                   |                  | Recalculate with changes |                  | Reset to period defaults |                   |
| Period Start Date *                                                                       | Period End Date * | Months       | Total Sponsor Cost | Direct Cost       | F&A Cost         | Unrecovered F&A          | Cost Sharing     | Cost Limit               | Direct Cost Limit |
| 07/01/2026                                                                                | 06/30/2027        | 12.0         | 128,000.00         | 100,000.00        | 28,000.00        | 0.00                     | 10,000.00        | 0.00                     | 0.00              |
|                                                                                           |                   | Total: 12.00 | Total: 128,000.00  | Total: 100,000.00 | Total: 28,000.00 | Total: 0.00              | Total: 10,000.00 | Total: 0.00              |                   |

## Total Sponsor Cost

The total amount of funding requested from (or awarded by) the sponsor. This includes both Direct Costs and F&A (Indirect) Costs.

## Direct Cost

Expenses that can be specifically identified and directly attributed to the project (e.g., salaries, fringe benefits, supplies, travel, equipment).

## F&A Cost (Facilities & Administrative Cost)

Also called indirect costs. These are institutional costs that support research but cannot be directly assigned to one project (e.g., utilities, administrative support, building maintenance). Calculated using an approved F&A rate.

## Unrecovered F&A

The difference between the university's federally negotiated F&A rate and the reduced rate allowed (or paid) by the sponsor. This is often treated as institutional cost sharing.

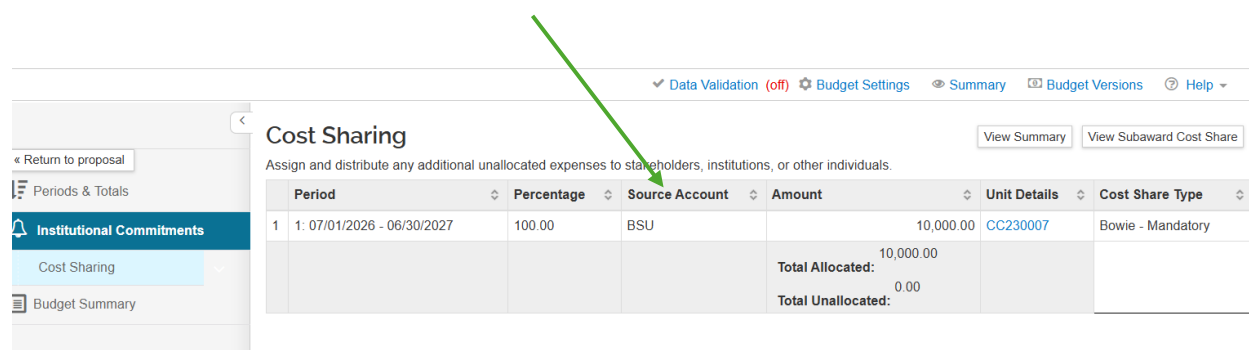
## Cost Sharing

Project costs that are not paid by the sponsor and are instead covered by the university or a third party.

## Cost Limit

A sponsor-imposed cap on the maximum budget that can be requested for the project.

## Source Account



Cost Sharing

Assign and distribute any additional unallocated expenses to stakeholders, institutions, or other individuals.

| Period                       | Percentage | Source Account | Amount             | Unit Details | Cost Share Type   |
|------------------------------|------------|----------------|--------------------|--------------|-------------------|
| 1 1: 07/01/2026 - 06/30/2027 | 100.00     | BSU            | 10,000.00          | CC230007     | Bowie - Mandatory |
|                              |            |                | Total Allocated:   | 10,000.00    |                   |
|                              |            |                | Total Unallocated: | 0.00         |                   |

The university account number that will fund cost sharing, internal commitments, or advance spending associated with the proposal. If funding by third party, the appropriate source account should be provided.

## Supplemental Information

### MTDC (Modified Total Direct Costs)

The portion of direct costs used to calculate F&A (Indirect) Costs.

MTDC excludes certain items such as equipment over \$5,000, tuition remission, participant support costs, and the portion of subawards over \$25,000.

### TDC (Total Direct Costs)

The total of all direct project expenses before adding F&A.

Unlike MTDC, TDC includes *all* direct costs without exclusions.

## NIH/AHRQ Activity Code

A funding mechanism code used by the **National Institutes of Health (NIH)** or the **Agency for Healthcare Research and Quality (AHRQ)** that identifies the type of grant program.

This code determines eligibility, budget limits, and review criteria.

### **NACUBO Function Code**

NACUBO Function Codes are standardized expense classification categories established by the National Association of College and University Business Officers (NACUBO) to ensure consistent financial reporting across higher education institutions.

#### **NF0101 – General Instruction**

Credit-bearing teaching activities that are part of the university's regular academic programs.

#### **NF0102 – Special Session Instruction**

Instruction offered outside the regular academic term (e.g., summer sessions, continuing education).

#### **NF0201 – Research Centers & Institutes**

Research activities conducted through formally established centers or institutes.

#### **NF0202 – Individual & Project Research**

Research conducted by individual faculty or project teams that is not affiliated with a formal center.

#### **NF0301 – Public Service Community Service**

Activities providing non-instructional services beneficial to individuals and groups outside the university (e.g., outreach programs).

#### **NF0302 – Public Service Cooperative Extension**

Extension activities that apply university expertise to community or statewide needs (often federally or state funded).

#### **NF0401 – Academic Support Libraries**

Library operations that support instruction and research.

#### **NF0402 – Academic Support Computing**

IT services that directly support academic programs (e.g., instructional technology, research computing).

**NF0403 – Academic Support Administration**

Administrative units that support academic functions (e.g., deans' offices, academic administration).

**NF0404 – Academic Support Other**

Other academic support services not captured in libraries, computing, or administration.

**NF0500 – Student Services**

Activities supporting students outside the classroom (e.g., admissions, counseling, registrar, financial aid administration).

**NF0700 – Operation & Maintenance of Plant**

Facilities operations, utilities, maintenance, and campus infrastructure support.

**NF1701 – Scholarships & Fellowships UG**

Financial aid awarded to undergraduate students.

**NF1702 – Scholarships & Fellowships Grad**

Financial support awarded to graduate students.

**Other Terms****Prime Sponsor**

The original source of funding for a project.

If Bowie State is receiving funds through another institution (a subaward), the Prime Sponsor is the federal, state, or primary agency providing the funds (e.g., NIH, NSF).

**NSF Science Code**

A classification code used for proposals submitted to the **National Science Foundation (NSF)** to identify the scientific discipline or field of study associated with the project.

**Key Personnel / Personnel**

**Key Personnel** are individuals who contribute in a significant, measurable way to the scientific or technical development of the project (e.g., PI, Co-PI).

**Personnel** includes all individuals budgeted on the project, such as faculty, staff, students, and postdocs.

**Credit Allocation**

The percentage distribution of proposal credit among departments, colleges, or units.  
Used for internal reporting, workload distribution, and indirect cost return allocation.

### **Compliance Entry**

Documentation within Kuali identifying regulatory requirements related to the project (e.g., IRB, biosafety, export control).

### **Data Validation**

The automated system check in Kuali that verifies required fields are complete and compliant before proposal submission.

### **Lead Unit**

The primary department or unit of the lead PI on a project

### **Protocols**

The **IRB module** within Kuali Research where Principal Investigators (PIs) initiate, prepare, and submit applications for Institutional Review Board (IRB) review of research involving human subjects.

This module supports the submission, review, approval, and ongoing management of human subjects' research protocols.