

Term	Other Frequently Used Terms	Definition	Examples
<u>Application Types</u>			
New		An application that is being submitted to an agency, or if unfunded, to the GCO for the first time.	You are submitting a brand new project to the NIH or other funding agency.
Competitive Renewal	Renewal (NIH), Competing Continuation	An application requesting additional funding for a period subsequent to that provided by a current award. A renewal application competes with all other applications and must be developed as fully as though the applicant is applying for the first time.	Your award, which was funded for 5 years is coming to an end. You are applying for 5 additional years to continue the research.
Resubmission		An application that has been previously submitted, but was not funded, and is being resubmitted for new consideration.	Your grant was not funded the first time around and you are applying again.
Non-Competitive Continuation	Yearly Renewal, RPPR (NIH), Continuation, Progress Report	An application that is not competing with other applications receives additional funding for a budget period within a previously approved project period. Mount Sinai also treats unfunded projects and yearly renewals of clinical trials paid on a per patient basis in this category.	Your grant is for 5 years of funding and you are submitting the required yearly progress report to the agency before the 2nd year begins.
No-Cost Extension		An application requesting the extension of the award end date without additional funds from the extramural funding agency	Your grant end date is approaching, you are not done with your research, you would like to continue, and are not requesting any additional funds from the agency to do so.
Supplement	Revision (NIH)	An application that is requesting additional funding from funding agency beyond what is already approved.	You are requesting funds to replace a piece of equipment that broke or add an additional post-doc.
Final Report	Close Out	An application closing out the project.	Your grant is over and it's now time to submit the close out documents.
Transfer	Change of Grantee Organization	An application that is requesting that the legal and administrative responsibility is transferred from one legal entity to another.	You are a new recruit to Mount Sinai and are transferring your grant here.

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<u>Award Instruments</u>		
Grant	Assistance Mechanism	A type of financial assistance mechanism providing money, property, or both to Mount Sinai to carry out research or other approved project or activity.
Cooperative Agreement	U-series (NIH)	A type of grant award in which there is substantial scientific or programmatic involvement from the extramural funding agency. Substantial involvement means that, after award, scientific or program staff will assist, guide, coordinate, or participate in project activities.
Contract	Acquisition Mechanism	A mechanism for procurement of a product or service with specific obligations for both Mount Sinai and the extramural funding agency and recipient. Typically, there are greater performance expectations associated with contracts, including project milestones and detailed deliverables (e.g., reports). The arrangement is usually designed to benefit the extramural funding agency by achieving an expected outcome or product.
Subaward	Consortium Agreement, Subcontract	A legal instrument by which a recipient (i.e., the prime institution) provides funds (or property in lieu of funds) to an eligible sub-awardee (or a lower-tier transaction) to perform a substantive portion of an externally sponsored program or project. The term includes such financial assistance when provided by any legal agreement (even if the agreement is called a contract).

Term	Other Frequently Used Terms	Definition
<u>Software Terms</u>		
InfoEd		The software program Mount Sinai uses to internally route and manage all research and sponsored project applications.
System to System	S2S	A type of InfoEd submission in which Mount Sinai submits competitive NIH and other federal grants electronically to these agencies.
Non System to System	non-S2S	A type of InfoEd submission in which Mount Sinai uses InfoEd internally at ISMMS only and not to submit an application to an extramural funding agency.
Sinai Central		A Mount Sinai electronic system in which personnel complete Conflict of Interest (COI) and Suspension and Debarment (S&D) forms as applicable.
Ideate		The software program Mount Sinai uses to internally route and manage applications to IACUC and some types of projects to PPHS/IRB.

Term	Other Frequently Used Terms	Definition
<u>Personnel Types</u>		
Key Personnel	Senior/Key Personnel	The PI and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way. This is regardless of whether or not they receive salaries or compensation from the project. Typically these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level may be considered key personnel if their involvement meets this definition. Consultants and those with a postdoctoral role also may be considered key personnel if they meet this definition. "Zero percent" effort or "as needed" is not an acceptable level of involvement for key personnel.
Non-Key Personnel		Individuals who do not contribute to the scientific development or execution of a project in a substantive, measurable way. This is regardless of whether or not they receive salaries or compensation from the sponsored project. Typically research assistants and technicians are considered non-key personnel.
Co-Investigator	Investigator, Collaborator (NIH)	An individual involved with the PI in the scientific development or execution of a project. The investigator may be employed by, or be affiliated with, Mount Sinai or another organization participating in the project under a subaward agreement. A investigator typically devotes a specified percentage of time to the project and is considered senior/key personnel.
Investigator (COI)	See definition.	<p>Refer to this definition when determining which personnel complete the COI form each year for your InfoEd application.</p> <p>An individual responsible for the design, conduct or reporting of the study. Since Federal Conflict of Interest regulations require that all investigators complete Conflict of Interest Forms, the definition of who meets this criteria is of special importance. ISMMS' policy is that the following personnel always meet this definition:</p> <ul style="list-style-type: none"> - PI - Key Personnel - Anyone with a role that includes the word Investigator (Example: Sub-Investigator) - Primary Mentor on a Fellowship or Mentored Career Development Award - Faculty Personnel, either key or non-key (with some very limited and well documented exceptions where the non-key faculty is not engaged in the research)
		<p>Other ISMMS personnel may meet the Investigator definition. ISMMS leaves the following to the discretion of the PI:</p> <ul style="list-style-type: none"> - Other Significant Contributor - Consultant - Non-faculty, non-key personnel

Investigator (COI) - continued	Please consider the role, rather than the title, of those involved in research and the degree of independence with which those individuals work. When the definition of investigator is limited to titles or designations (e.g., to principal investigators, key personnel, faculty), the risk increases of an unidentified FCOI that may compromise the research enterprise.
Other Significant Contributor (NIH)	<p>OSC, Collaborator, Consultant</p> <p>A term only used by the NIH and other funding agencies in which it is explicitly stated in their policy. Individuals who have committed to contribute to the scientific development or execution of the project, but are not committing 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 (OSCs). Consultants should be included if they meet this definition.</p>
Collaborator	The NIH uses the term "Collaborator" to mean "Investigator," "Consultant," or "Other significant contributor." On NIH and other sponsored projects, it may also refer to an individual who provides technical advise or a necessary supply (e.g. reagents) but is not involved in the day to day execution of the project.
Consultant	<p>An individual who provides professional advice or services for a fee. On NIH and other Federal grants, consultants are typically "Key Personnel." A Mount Sinai employee cannot be a paid consultant on a sponsored project conducted at Mount Sinai. Example: Dr. Smith in Pediatrics has an NIH grant and would like to pay Dr. Howell in Neurology as a consultant. This is not allowed. For the policy on faculty as consultants for an external entity (e.g., consultant on a NIH grant that is not conducted at Mount Sinai), please click on link below and go to Section E.</p> <p>http://icahn.mssm.edu/about-us/services-and-resources/faculty-resources/handbooks-and-policies/faculty-handbook/faculty/full-time-faculty</p> <p>A Mount Sinai employee can be an unpaid consultant on a sponsored project conducted at Mount Sinai. Example: Dr. Smith in Pediatrics is applying to the American Cancer Society and would like to include Dr. Kim in Oncological Sciences as an unpaid consultant. Assuming that the time commitment is minimal (i.e., less than 1%), this is allowable.</p>
Principal Investigator / Project Director	<p>PI, PD</p> <p>The individual designated by ISMMS to have the appropriate level of authority and responsibility to direct the project. All full-time, part-time, emeritus, and voluntary faculty of ISMMS and its affiliates are eligible to serve as PIs. Other professional staff, who hold titles typically associated with independent work, and whose appointments are subject to a rigorous review of credentials, may also serve as a PI.</p> <p>All PIs must have the approval of their departments indicated by the Chair's and/or Departmental Administrator's electronic signature via InfoEd.</p>

Co-Principal Investigator (NSF)	Co-PI	A term only used by the NSF and other funding agencies in which it is explicitly stated in their policy. NIH does not allow use of this term or recognize this status. The NSF definition is as follows: "... the individual(s) designated by the proposer, and approved by NSF, who will be responsible for the scientific or technical direction of the project. NSF does not infer any distinction in scientific stature among multiple PIs, whether referred to as PI or co-PI. If more than one, the first one listed will serve as the contact PI, with whom all communications between NSF program officials and the project relating to the scientific, technical, and budgetary aspects of the project should take place. The PI and any identified co-PIs, however, will be jointly responsible for submission of the requisite project reports.
Multiple Principal Investigator/Project Director (NIH)	MPI/MPD	A term only used by the NIH and other funding agencies in which it is explicitly stated in their policy. Multiple PI/PD awards are an opportunity for multidisciplinary efforts and collaboration through a team of scientists under a single grant award. All PI/PDs share equally the authority and responsibility for leading and directing the project, intellectually and logistically. Each PI/PD is responsible and accountable to the applicant organization, or as appropriate to a collaborating organization, for the proper conduct of the project or program, including the submission of all required reports. The presence of more than one PI/PD on an application or award diminishes neither the responsibility nor the accountability of any individual PI/PD.
Mentor	Sponsor	An individual who guides, advises, and provides feedback on the applicant's research and professional development. The NIH sometimes refers to mentors as sponsors.

Term	Other Frequently Used Terms	Definition
<u>Other Basic Terms</u>		
Sponsored Project	Grant, Contract, Cooperative Agreement	Externally-funded activities in which a formal written agreement, i.e., a grant, contract, or cooperative agreement, is entered into by Mount Sinai and the extramural funding agency generally after a competitive peer review process.
Extramural Funding Agency	Sponsor, External Funding Agency	External entity that provides funding for a project or activity.
ISMMS Sponsored	In House Study, Mount Sinai Sponsored Study, Unfunded Study	A project in which Mount Sinai is not receiving external sponsored program funding to carryout the associated activities. However, in certain circumstances, the project may be externally funded and those funds are associated with an already registered GCO project. Please contact GCO with any questions.
Multi-Project Grant	Program Project Grant, NIH P-Series	A single submission with multiple, interrelated components (i.e., cores/projects) with defined work, personnel, sites and budgets that share a common focus or objective.
Research		For purposes of application and registration with the GCO, research is defined as systematic investigation designed to develop or contribute to generalizable knowledge. Activities meet this definition, even when the overall purpose is not primarily research, but may include training, demonstration, or service programs.

Sponsor		A term that has a range of meanings that are used in different research contexts. It can mean extramural funding agency in sponsored project administration, IND or IDE holder in FDA regulated research, as well as mentor of a fellowship.
Budget Period	Increment	The interval of time, generally 12 months, into which a project period is divided for budgetary and funding purposes. Many times a budget period may also correspond with an IRB or IACUC approval period. Since they are not interchangeable, a PI must track different periods for reporting purposes.
Project Period		The total time interval for which an extramural funding agency has approved the project. For NIH sponsored projects, it includes the initial competitive segment, any subsequent competitive segments, and extensions.

Notes

Many of these terms were adapted or excerpted from NIH documentation.

If the "(NIH)" or "(NSF)" appears next to a term, that means that the NIH or NSF use that term.