

A0 APPLICATION - Identifies a new, renewal or revision application that **has not been amended** following the review of an application with the same project number.

A1 Application - Refers to a new, renewal, or revision application that **is amended** and resubmitted after the review of a previous application with the same project number.

Accession Number – A unique value assigned to an application when it is successfully submitted from Grants.gov to eRA. This number is assigned and visible in Grants.gov and the eRA electronic Receipt and Referral (eRR) module.

Account – A unique combination of username and password that allows an individual to log into the eRA Commons module.

Account Coordinator – Creates and maintains internal user accounts. Role-based privileges allow users to access eRA modules to perform a function based on business needs.

Administrative Requirements - The general business management practices that are common to the administration of all grants (i.e., such as financial accountability, reporting, equipment management, and retention of records). Uniform administrative requirements for grants are found in OMB Circular A-102 and OMB Circular A-110 (now found at 2 CFR Part 215).

Activity Code – A code used to identify the type of support that will be provided by awards that best meet the requirements specified in the Notice of Funding Opportunity. An activity code must be added before a NOFO can be published in Grants.gov.

Announcement Type - Refers to whether the funding opportunity is new or a reissue.

Applicant – The organization or person who applies but has not yet been awarded a grant.

Application - A request for financial support of a project or activity submitted in response to a Notice of Funding Opportunity (NOFO) that was posted on Grants.gov in compliance with the Department of Commerce instructions.

Application Identification Number (Appl ID) - A system-generated 8-digit number used for internal tracking of the application and, if appropriate, an award.

Application Type - A single-digit code that identifies the type of application. The Department of Commerce initially will use the following eRA application types:

TYPE	EXPLANATION	USED BY DOC FOR 10/23 GO-LIVE
1	New	Yes
2	Renewal	No
3	Revision	Yes
4	Extension	No
5	Non-Competing Continuation	No
6	Change of Organization Status (Successor-In-Interest)	No
7	Change of Recipient or Training Institution	No

Application Viewing Window – The two business days (excluding Federal holidays) the PD/PI (or delegated Assistants, Administrative Officials, and Signing Officials) has to view the assembled application in eRA Commons before the application is made available.

Approved Budget - The financial expenditure plan for a grant-supported project or activity. This also includes revisions approved by the Department of Commerce and permissible revisions made by the grantee. The approved budget consists of Federal (grant) funds and, if required by the terms and conditions of the award, non-Federal participation in the form of matching or cost sharing.

Assistance - The award of money, property, or services to a recipient to accomplish a public purpose as authorized by Federal statute.

Assistance Listing Number (also known as Catalog of Federal Domestic Assistance) - Detailed public description of the Federal program(s) that provide grants, loans, scholarships, insurance, and other types of assistance awards.

Automated Standard Application for Payment (ASAP) - The Department of the Treasury's electronic payment system used by Federal agencies to securely transfer money to recipient organizations.

Award - The provision of funds by the Department of Commerce, based on an approved application and budget or progress report, to an organizational entity or an individual to complete a project or activity.

Broad Agency Announcement (BAA) - A Department of Commerce notice of the availability of funds that:

- identifies areas of programmatic interest (excluding existing assistance programs)
- includes criteria for selecting proposals
- seeks the participation of any interested members of the public

Budget - The financial plan for the project or program approved by the Federal awarding agency during the Federal award process or in subsequent amendments to the Federal award. The plan may include the Federal and non-Federal share or only the Federal share, as determined by the Federal awarding agency.

Budget Period - The interval of time (typically 12 months) into which a project period is divided for budgetary and funding purposes.

Business Application Solution (BAS) - A Department of Commerce (DOC) modernization initiative that integrates financial and business management applications, including the Oracle Financials accounting system which integrates with the eRA grant system.

Carryover - Unobligated Federal funds remaining at the end of a budget period that, with the approval of the Grants Management Officer or under an automatic authority, may be carried forward to another budget period to cover allowable costs of that budget period.

Catalog of Federal Domestic Assistance (also known as Assisted Listing Number) - A comprehensive listing of all Federal programs available to State and local governments (including the District of Columbia); Federally-recognized Indian tribal governments; territories (and possessions) of the United States; domestic public, quasi-public, and private profit and non-profit organizations and institutions; specialized groups; and individuals.

Change in Scope - The objectives/goals identified in the approved grant application need to be significantly changed by the award recipient after award. This type award modification is considered a revision and requires Grants Management Officer approval.

Change of PI/PD - A process, usually initiated by the recipient, whereby the Federally-approved PD/PI is replaced by another individual, with the approval of the Grants Management Officer.

Change of Recipient Organization - Transfer of the legal and administrative responsibility for a grant-supported project or activity from one legal entity to another before the completion date of the approved project period.

Close Date - The date listed in Grants.gov by the funding agency as the last due date for the announcement.

Closeout - The process by which the Federal awarding agency or pass-through entity determines that all applicable administrative actions and all required work of the Federal award have been completed and takes actions as described in 2 CFR Part 200.344 and 45 CFR § 75.381.

Code of Federal Regulations (CFR) - A codification (arrangement of) the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government.

Commerce Business Systems (CBS) - The current financial management system for NIST, NTIA, and Census. In October 2024, BAS will be implemented as the financial management systems supporting these bureaus.

Common Account Number (CAN) [eRA] Accounting Classification Code Structure (ACCS) [CBS] Project #, Expenditure Organization, Expenditure Item, And Task # (POET) [BAS] - Accounting information used to obligate grant funds in an Agency's financial system.

Competitive Award - An award made with discretionary funds after selection of a proposal based upon merit review and established evaluation and selection criteria.

Conflict of Interest - A competing personal interest could affect, or could appear to affect, an individual's judgment or could cause the individual's impartiality to be questioned.

Congressional District - A territorial division of a state from which a member of the United States House of Representatives is elected. A congressional district is based on the United States decennial census.

Cooperative Agreement - A legal instrument of financial assistance that provides for substantial involvement between the Federal awarding agency and a non-Federal entity in carrying out the activity contemplated by a Federal award.

Cooperative Ecosystems Studies Units (CESUs) - CESUs provide research, technical assistance, and education to Federal land management, environmental, and research agencies and their partners. The multi-disciplinary structure of CESUs makes them well-suited to address Federal agency needs for sustainability science.

Cost Match - The portion of a Federally-funded award that is not borne by the Federal Government. This is also known as the non-Federal share or match.

Cost Overrun - Any amount charged in excess of the Federal share of costs for the project period (competitive segment).

Critique - An overall evaluation of a grant application prepared by a reviewer before an initial peer review meeting.

Debarment and Suspension - A person or organization that may not receive financial assistance (under a grant, Cooperative Agreement, or subaward, or contract under a grant) for a specified period of time. Debarments and suspensions carried out pursuant to 2 CFR 376 are distinct from post-award suspension action by an awarding agency.

Direct Costs - 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.

Discretionary Award - An award in which the Department of Commerce, in keeping with its statutory authority to exercise judgement ("discretion"), selects the recipient and/or the amount of funding through a competitive process.

Do Not Pay (DNP) - A Department of the Treasury tool that helps Federal agencies detect and prevent improper payments made to vendors, grantees, loan recipients, and beneficiaries.

Earmark - A Congressional requirement that a Federal Agency spend a specified amount of money for a stated purpose.

Electronic Research Administration (eRA) - The Department of Commerce's infrastructure for conducting interactive electronic transactions for the receipt, review, monitoring, and administration of the Department of Commerce grant awards. Registration is required.

Employer Identification Number - Identification of a business to the U.S. Internal Revenue Service. This is also known as the Federal tax identification number (TIN) and is the basis for the Entity Identification Number.

Entity Identification Number (EIN) - Twelve characters comprise the coding scheme used in the Program Management System (PMS) to identify an organization or individual. The position of each character is explained below:

- 1 – the recipient (may be an organization or an individual)
- 2-10 – the Employer Identification Number
- 11-12 – suffix that differentiates between organizational entities that are assigned a single EIN and those that have more than one EIN.

Environmental Compliance Review - The eRA module that addresses the National Environmental Policy Act (NEPA). Reference the definition for NEPA.

eRA Commons - The Electronic Research Administration (eRA) Commons is a virtual meeting place where the Department of Commerce recipient organizations or individuals can view and transmit award information.

eRA Grant Family - The set of all grant applications that share the same Federal Award Identification Number. A broader definition of a "grant family" incorporates any changes (revision) that have been made to the Appl ID.

Error - Business rules (often referred to as “validations”) that identify errors or warnings. Errors are significant issues (e.g., inappropriate or inconsistent information, or omissions) that must be corrected before the application workflow can proceed.

Expenditure Report -

- For non-construction grants:
 - SF-425 Federal Financial Report (FFR) or other OMB-approved equivalent report.
- For construction grants:
 - SF-425 Federal Financial Report (FFR) or other OMB-approved equivalent report.
 - SF-270 or SF-271 Request for Reimbursement" or other OMB-approved equivalent report

Expiration Date

- In context of an **Award**: the end of the current project period.
- In context of **Funding Opportunity Announcement**: the day after the last submission due date for the announcement. Generally, applications will not be accepted unless either the late policy or system issue policy is applicable.

Federal Assistance Information Sheet (FAIS) - A tool used by the Office of Legislative and Intergovernmental Affairs (OLIA) to communicate information to Congress regarding the availability of awards.

Federal Audit Clearinghouse (FAC) - Operates on behalf of the Office of Management and Budget to:

- Distribute single audit reporting packages to Federal agencies.
- Support OMB oversight and assessment of Federal award audit requirements.
- Maintain a public database of completed audits.
- Help auditors and auditees minimize the reporting burden of complying with Single Audit requirements.

Federal Award Identification Number (FAIN) - In Federal-wide systems (e.g., USASpending.gov, FFATA/FSRS) this sequence of numbers and digits is used to uniquely identify an award.

NOTE: The components of this FAIN are hypothetical; the actual FAIN will differ from those shown in this example. Example: **NA24NOSX009G0123**

- **NA** – Bureau Code
- **24** – Fiscal Year
- **NOS** – Line Office
- **X009** – DOC CFDA/AL Code
 - If the first character is an “X”, then the remaining 3 characters are a 3-digit CFDA Code Suffix meant to be preceded by prefix “11.” for DOC.
 - **X009** = CFDA Code “11.009”,
 - If the first character is a digit, then the full 4 characters are a 4-digit Assistance Listing Code meant to be preceded by a prefix “013.” for DOC.
 - **0487** = Assistance Listing Code “013.0487.
 - **G** – Grant Type “G” for Grant or “C” for Cooperative Agreement
- 0123** – System-generated 4-digit sequence of numbers

Federal Awardee Performance Integrity Information System (FAPIIS) - A Federal database intended to serve as a government-wide source of information about the prior performance of Federal procurement contractors, grantees, and Cooperative Agreement holders.

Federal Financial Report (FFR) - The Federal Financial Report (SF-425) is a single form that consolidates the collection of financial information previously collected on the Cash Transaction Report (SF-272) and the Financial Status Report (SF-269).

Federal Information Processing Standards (FIPS) - National Institute of Standards and Technologies (NIST)-issued standards and guidelines for Federal computer systems. These standards are developed when there are compelling Federal government requirements (i.e., for security and interoperability) and there are no acceptable industry standards or solutions.

Federal Share - The portion of the total project costs that are paid by Federal funds.

Financial Conflict of Interest (FCOI) - The recipient's designated official(s) reasonably determines that a reviewer's significant financial interest could directly and significantly impact the design, conduct, or reporting of a DOC-funded award.

Financial Status Report – A financial report due 90 days after the end of each award budget period. The report communicates the status of awarded funds for that period and is mandatory for continued award funding.

Fiscal Year - The annual period established for Government accounting purposes. The fiscal year begins on October 1 and ends September 30 of the following year (e.g., FY 2024 starts October 1, 2023 and ends September 30, 2024).

Funding Opportunity Announcement (FOA) - A publicly available document in which a Federal agency makes known its intentions to award a discretionary (competitive) award.

Funding Opportunity Number (FON) - The unique identifier assigned to the Notice of Funding Opportunity (NOFO). The NOFO will be posted on Gants.gov.

Grant – A financial assistance mechanism providing money, property, or both to an eligible entity to complete an approved project or activity. A grant is awarded whenever the Department of Commerce anticipates no substantial programmatic involvement with the recipient during performance of the financially-assisted activities.

Grant Number - A unique identifier for an award. Refer to the positioning of characters for the details that comprise the Grants Number (e.g., **NA24NMFx678G0012**).

Grant Number Position	Meaning
1 – 2	Bureau
3 – 4	Fiscal Year
5 – 7	Sub-Agency or Sub-Bureau
8 – 11	Assistance Number (formerly CFDA Number)
12	G = Grants or C = Cooperative Agreement
13 – 16	Sequential Number

Grant Start Date - The official date a grant award begins; it is the same as the first day of the first budget period.

Grants Enterprise Management Solution (GEMS) - a project initiated by the Department of Commerce (DOC) to revolutionize its grants systems and streamline the grant processes.

Grants.Gov - Designated by the Office of Management and Budget as the single access point for all grant programs offered by 26 Federal grant-making agencies. It provides a single interface for agencies to announce their grant opportunities and for all applicants to find and apply for those opportunities.

Grants Management Advisory Committee (GMAC) - Reviews NOAA financial assistance activities and serves as a liaison between the Grants Management Division (GMD), Line Offices, Program Offices, and Grant Recipients.

Grants Management Division - NOAA, NIST (GMD) - The final decision-maker for actions involving grants and Cooperative Agreements administered by Department of Commerce's bureaus.

Grants Management Official - The Grants Management personnel authorized to make award offers to recipients on behalf of the Department of Commerce. This role is accompanied by a system enforced approval threshold for funding.

Grants Specialist - The Grants Management personnel responsible for administrative processing of award files in preparation for the Department of Commerce's offer to the recipient.

High Risk Recipient - An organization that has a higher than normal likelihood of not completing projects on-time and within budget. The following factors are used to make that determination: financial instability, inadequate internal controls, unsatisfactory performance for other Federal awards or irresponsible key employees.

IMPAC II - The repository for application and award data used by NIH and partner agency staff for eRA's internally-facing modules.

Indirect Costs - Costs incurred for operational functions (e.g., rent, lights, water, or insurance) that cannot be specifically associated with a particular project.

Institution Profile - A central repository of information for all applicant organizations registered in eRA Commons. Each applicant organization establishes and maintains the profile data on their institution, including name(s), location(s), and other select data.

IPF Number - A unique number used by the Department of Commerce for tracking/reporting awards to grantee institutions.

Minimum Requirements Checklist (MRC) - A list of questions against which an application is evaluated to determine if the information submitted meets the initial requirements for the project communicated in the Notice of Funding Opportunity.

Multi-Year Funding - A financial assistance award with a period of performance of more than 12 months. This award is partially funded as of the award date, and is subsequently funded in increments. This term **does not** include awards with a period of performance of more than 12 months which are fully-funded as of the award date.

National Environmental Policy Act (NEPA) - A requirement that Federal agencies evaluate the environmental, social and economic effects of their proposed actions. The range of activities covered by NEPA includes:

- decisions on permit applications,
- Federal land management actions, and
- highways and other publicly-owned facilities

No Cost Extension (NCE) - An extension of time to a project period and/or budget period to complete the work of the grant under that period, without additional Federal funds or competition. Reference the Department of Commerce Standard Terms of Award and Prior Approval Requirements.

Non-Competitive Award - An award where the selection of the award recipient does not solicit competition. This type of award requires that the Federal funding agency justify why the award was made on a non-competitive basis.

Non-Discretionary Award - An award made by the Department of Commerce to specific recipients in accordance with statutory, eligibility and compliance requirements.

Non-Federal Share - When cost-sharing or matching is required as a condition of an award, the portion of allowable project/program costs not borne by the Federal government.

Not Recommended for Further Consideration (NRFC) - The status assigned to an application that lacks significant and substantial merit or presents serious ethical problems.

Notice of Award (NoA) - The official, legally binding document, signed (or the electronic equivalent of a signature) by a Grants Management Officer. This document notifies the recipient of the award of a grant and includes the terms and conditions associated with the award. The NoA replaces the CD-450/CD-451 used by the Department of Commerce.

Notice of Funding Opportunity (NOFO) - A formal announcement of the availability of Federal funding through a financial assistance program from a Federal awarding agency. The notice of funding opportunity provides information on the award, who is eligible to apply, the evaluation criteria for selection of an awardee, required components of an application, and how to submit the application.

Notice of Funds Availability (NOFA) - Includes the total amount of funding that an agency expects to award through the announcement; the anticipated number of awards; the expected amount of individual awards (which may be a range); the average amount of funding per award based upon previous years; and the anticipated start date and periods of performance for new awards. Additional information may address whether applications for renewal or supplementation of existing projects are eligible to compete with applications for new awards.

On-Time Submission - To be considered on-time, all registrations must be completed and an error free application must be submitted to and accepted by Grants.gov on or before the time specified in the NOFO.

NOTE: For both paper and electronic submissions, when these dates fall on a weekend or holiday, they are extended to the next business day.

Open Date - As specified on a NOFO, the first date an applicant can submit an electronic grant application to the Department of Commerce through Grants.gov.

Organizational Code - A two-letter code in the grant number that identifies the first major-level subdivision of the funding organization. This is also known as the PHS Code.

Passphrase [Password] - The means by which an eRA user accesses his/her account. The passphrase must have a minimum of 15 characters and must be updated at least once a year.

Performance Progress Report (PPR) - Performance Progress Reports are a Department of Commerce requirement for Federal financial assistance as codified in 2 CFR Part 200 § 200.329

The progress reports allow the program office to:

- Track progress against milestones and deliverables
- Stay informed about successes and problems
- Anticipate upcoming administrative actions

Period of Performance - The time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency must include start and end dates of the period of performance in the Federal award.

Person ID Number - A unique Identifying Number assigned to each user in eRA.

Personal Profile - The Personal Profile (PPF) in eRA Commons is the central repository of information on all eRA Commons registered users. Users maintain ownership over the accuracy of their profile information. This information is integrated throughout eRA's systems and is used for a variety of purposes (e.g., peer review and application data).

Pre-Application - A statement, in summary form, of the intent of the applicant to request funds. It is used to determine the applicant's eligibility and eliminate proposals for which there is little or no chance for funding.

Pre-Award Costs - Any cost incurred prior to the start date of the project period or the initial budget period of a competitive segment (under a multi-year award).

Project, Organization, Expenditure Type, Task (POET) - A Business Application System (BAS) mechanism for organizing and tracking expenditures within a project.

Program Official - Initiate, complete, and save the PO Checklist; view the Environmental Compliance Regulation (ECR) screen without editing; and perform most activities in the Pay Plan module.

Performance Progress Report (PPR) - A periodic report (usually annual) submitted by the grantee and used by the Department of Commerce to assess progress and determine whether to provide funding for the budget period subsequent (except for the final progress report of a project period) to that covered by the report.

Project Period - The total project period comprises the initial competitive segment, any subsequent competitive segment(s) resulting from a renewal award(s), and extensions.

Research Performance Progress Report (RPPR) - The Office of Management and Budget (OMB) mandated the Research Performance Progress Report (RPPR) to standardize recipient reporting (annual, interim, and final) for all Federally-funded research projects. The reports specify scientific progress, identify significant changes, report on personnel, and describe plans for the subsequent budget period or year.

Resubmitted Application - An unfunded application that has been modified following initial review and resubmitted for new consideration. Before a resubmission application can be submitted, the PD/PI must have received the summary statement from the previous review.

Review Event - The process whereby Reviewers evaluate and, in some cases, score the technical merits of applications and accompanying proposals against the Notice of Funding Opportunity).

Revision Supplement - A formal change (revision) to the award agreement (i.e., involves time, money, or the recipient organization).

Scope of Work - The objectives and purposes of a grant; as well as the methodology, approach, analyses or other activities; and the tools, technologies, and timeframes needed to meet the grant's objectives.

Standard Form 424 (Research & Related) SF-424 (R&R) - The application data set used by the Department of Commerce for the electronic submission of grant applications through Grants.gov to the Department of Commerce.

Status - Allows the Principal Investigator/Project Director to review the current standing of their grant application(s) and review detailed information associated with their grants. The Signing Official (SO) or Administrative Official (AO) associated with the institution can view a summary of grant applications, review the Notice of Award, and access the Progress Report cover page.

Suffix Code - Used to differentiate between applications when more than one application of the same type appears in a budget period.

Summary Statement - A combination of the reviewers' written comments and a summary of the members' discussion during the Review Event meeting. It includes the recommendations of the Review Event, a recommended budget, and administrative notes of special considerations.

Support Year - A two-digit (zero-padded) budget period for the project/award. Currently, since the DOC budget period is identical to the project period "01" would be used. The same value will be used for single-year awards, multi-year awards (annually funded), and multiple-year awards.

System for Award Management (SAM) - A government-wide registry for vendors doing business with the Federal government. SAM.gov, Grants.gov and eRA Commons registration are required to submit an application to the Department of Commerce.

Task List (Task List Model) - Defines a list of activities that will be performed to develop the Funding Opportunity Announcement. You can create an empty task list and manually specify tasks or modify a task list model that was previously created.

Termination - The ending of a Federal award, in whole or in part, prior to the planned end of the period of performance.

Terms and Conditions – The legal requirements (standard and special conditions) that may be included in the Notice of Funding Opportunity for an award or grant that are necessary to attain the grant's objectives, facilitate post-award administration of the grant, conserve grant funds, or otherwise protect the Federal Government's interests.

Uniform Guidance - In an effort to streamline the Federal government's guidance on administrative requirements, cost principles, and audit requirements for Federal awards, the Office of Management and Budget issued 2 CFR Part 200 (Uniform Guidance). This guidance supersedes for the following OMB circulars (A-21, A-87, A-110, A-122, A-89, A-102, A-133, and the guidance in circular A-50 on Single Audit Act follow-up).

Unique Entity Identifier (UEI) – When an entity registers with SAM.gov, a Unique Entity ID for doing business with the U.S. Government is assigned. The UEI was implemented in April 2022, replacing the Data Universal Numbering System.

USA Spending - USAspending.gov is the official source for U.S. Government spending data. Its primary mission is to show the American public what and how the Federal government spends its money each year.

Withdrawn Application - An application that has been removed for consideration of award by the Signing Official/Authorized Organization Representative.