

## PART 4 | GLOSSARY OF TERMS

**ACADEMIC REMISSIONS:** Full or partial payment of required fees, tuition, or nonresident supplemental tuition can be covered by the grant funds for personnel with academic titles that are considered eligible for these remissions by their California academic institution. Remission amounts will be based on the policy and guidelines of the academic institution for the academic title. Academic remissions are **not** considered part of the Modified Total Direct Cost base upon which indirect costs are calculated.

**ADJUSTMENT:** A minor change to an executed grant agreement not requiring a formal amendment. An adjustment constitutes the summation of all adjustments totaling ten percent (10%) or less of the Research Grant award (e.g., transferring funds between line items), or changes in contact information. An adjustment must be pre-approved in writing by the Grant Manager.

**AMENDMENT:** A formal change to an executed grant agreement, such as the term dates, Scope of Work, or due dates. An amendment is needed to move funds between line items totaling more than ten percent (10%) of the Research Grant award. An amendment must have written approval from the Grant Manager, and must be executed by the signatories for both the Department and the Grantee.

**APPLICANT:** A qualified group requesting funds to implement proposed IPM Projects in California. Applicants can be from public or private institutions (e.g., commodity boards, licensed pest control businesses, school districts, or resource conservation districts).

**BUDGET:** A detailed itemization of all eligible costs required to complete the grant project that delineates grant funds requested.

**CONTINGENCY:** Dependent upon conditions or events not yet established.

**CONTRACT:** Written agreements between the Grantee and those providing a Professional and/or Consultant Service when necessary to complete the Grant project.

**DESIGNATED SIGNATORY:** The individual(s) authorized to sign the grant application, the Grant Agreement, and other grant-related documents. Such authority may require a resolution by the local political subdivision's board or council.

**DIRECT COST:** Eligible costs specifically associated with implementation of the grant project.

**ELIGIBLE COSTS:** Costs included in the approved Budget and incurred within the grant term.

**ENDORSEMENT:** Written approval or validation.

**EQUIPMENT:** The term equipment, in relation to the Grant Agreement or line item budget, refers to any single piece of durable and reusable equipment item costing \$500 or more with residual value. Equipment purchased with grant funds are the property of DPR and shall be returned to DPR at the end of the grant term.

**ESTIMATE:** A written statement of the approximate charge for the grant work proposed, submitted by an individual or company ready to undertake the work.

**EVALUATION:** Assessment methods used to measure the success of the grant project.

**GRANT ADMINISTRATOR:** A person designated by the Department who is responsible for the administrative aspect of the grant agreement. The Administrator, along with the Grant Manager, will review, approve, facilitate payment, and track funds expended per line item.

**GRANT AGREEMENT OR GRANT:** The legally binding document enumerating the rights and duties of the Department of Pesticide Regulation and the Grantee regarding the Pest Management Research Grant. The

document consists of a cover sheet, *Terms and Conditions, Procedures, and Requirements*, the Grantee's approved Scope of Work and Budget, and attachments, and is signed by the Grantee's designated signatory and the Director of the Department of Pesticide Regulation or his or her designated signatory.

**GRANT AWARD:** Amount of money awarded by the Department to complete the proposed grant project.

**GRANT FUNDS REQUESTED:** The total number of dollars requested from the Pest Management Research Grant to conduct a project.

**GRANT MANAGER:** The Grant Manager's role is to provide support and technical oversight for grant projects. Along with the Grant Administrator, the Grant Manager will review and approve project expenditures.

**GRANTEE:** The organization receiving an award from the Department to conduct a Research Grant project.

**INELIGIBLE COSTS:** Includes but is not limited to costs incurred before the Notice to Proceed, after the end of the grant term, and costs not included in the approved budget or specifically listed in the Grant Agreement under *Ineligible Project Costs*.

**IN-KIND SERVICES:** Project activities by team members that have been approved by their employers to be compensated with existing employer funds at the time of proposal submission.

Allowed:

- Personnel time given to project by team members.
- Use of team member's existing equipment or facilities.
- Donation of materials by team members.

Not allowed:

- Project tasks that are simultaneously funded by more than one source.
- Project tasks reliant on labor or outcomes of activities that are not part of the DPR-funded project.

**MATCHING FUNDS:** Funding provided by the Grantee or the Grantee's organization. This does not include third party funding. DPR does not allow matching funds. Projects must be stand-alone (see footnote 5)

**MODIFIED TOTAL DIRECT COST (MTDC):** The sum of the Personnel, Operating Expenses, and Travel line items.

**NOTICE TO PROCEED:** The formal letter from the Department authorizing the Grantee to start work on the grant project.

**OPERATING EXPENSES:** Includes but is not limited to printing, postage, office and field supplies, and equipment of a durable/re-usable nature costing less than \$500.

**OVERHEAD COSTS:** Expenditures that cannot be assigned to a particular task or project activity, but are considered necessary for the operation of the organization and the performance of the grant such as administrative support services, accounting support services, contract support services, and legal services. Overhead is not to exceed fifteen percent (15%) of the MTDC

**PERSONNEL:** Personnel is defined as the staff directly involved in the planning and implementation of the project. To be included as personnel, staff must receive their grant funds (salary, travel, operating expenses, or equipment) through the same organization as the principal investigator<sup>25</sup>. If they cannot receive funds

<sup>25</sup> Exceptions may exist for federal agencies that establish Research Service Agreements (RSAs) with State Cooperative Institutions and other colleges or universities for the acquisition of goods and services.

through the principal investigator's organization, they are not considered personnel staff. They may still receive grant funds, however, if they are listed in the budget under Contracts. Benefits for personnel are calculated as a percentage of salaries and may include contributions made for sick leave, retirement, insurance, or similar. Personnel costs do not include administrative support services, accounting support services, contract support services, legal services, or salaries for office support staff involved in activities such as procurement, billing, accounting, and other administrative functions. Instead, those activities should be considered in the budget under Overhead.

**PEST MANAGEMENT ADVISORY COMMITTEE (PMAC):** A broad group of stakeholders established in law (Food & Ag. Code, § 12536) to advise the Department on pest management issues. It is comprised of growers, processors, industry, public interest groups, public and private research and educational institutions, government agencies, and individuals knowledgeable about pest management.

**PRINCIPAL INVESTIGATOR:** An employee designated by the Grantee's organization, responsible for the management of the technical and administrative aspects of the Grant Agreement. The Principal Investigator is ultimately responsible for the completion of the project and adhering to the terms of the agreement.

**PROFESSIONAL AND CONSULTANT SERVICES (CONTRACTS):** Budget line item used when the grant recipient contracts out services that require a recommended course of action or personal expertise needed to complete project tasks, including team members paid through a different organization than applicant) (see entry 'Contract').

**PROJECT COST:** All costs incurred by the Grantee in performing the grant project. (The Research Grant will only reimburse eligible costs incurred by the Grantee.)

**REASONABLE COSTS:** Moderately priced for the geographical location.

**REPORTS:**

- **QUARTERLY PROGRESS REPORT** ([Attachment 2](#)<sup>26</sup>)—A one- to two-page summary of work completed in the previous quarter (three month period) that includes an indication of the state of completion of all the tasks listed in the Scope of Work, a discussion of any milestones achieved, a description of any changes in personnel, an explanation of any large or unusual expenditures, and a discussion of problems or special situations encountered during the reporting period and the Grantee's response to those problems or situations. Additional information may be requested by the Grant Manager(s).
- **FINAL REPORT**—Details that were appropriate for annual reports but not previously reported; an explanation of all project activities and accomplishments and how they met the project's goals and objectives; recommendations for future outreach and research; and a copy of all final public education, advertising, or promotional materials produced, purchased, and/or distributed with grant funds.

**RESOLUTION:** A formal authorization by the local political subdivision with authority to participate in, or apply for, and accept this grant, as applicable.

**RÉSUMÉ OR CURRICULUM VITAE:** A brief, written account of personal, educational, and professional qualifications and experience.

**SCOPE OF WORK:** The detailed listing of all tasks and subtasks necessary to complete the proposed grant project.

**SIGNATORY AUTHORITY:** The person duly authorized and empowered to execute in the name of the applicant all grant-related documents.

<sup>26</sup> <http://www.cdpr.ca.gov/docs/pestmgmt/grants/research/solicitation/attach2.pdf>

**TASKS:** The specific activities conducted to complete a grant project.

**THIRD PARTY FUNDING SOURCE:** Funding provided by a source other than the Grantee or the Grantee's organization.

///