# MyFunding Glossary of Terms

**Activity -** An action performed within the MyFunding module which executes a process on a funding proposal and can move the funding proposal from one state to another. For example, "Submit for Department Review".

**Approve –** Activity available to the department or school reviewers to approve a funding proposal and allow it to continue through the solution for processing.

**Attachments Tab -** The area within the funding proposal workspace where the attachments related to a funding proposal are located when uploaded using the *Upload Attachments* activity.

**Awarded –** State to indicate that a funding proposal was selected for funding by a sponsor.

**Budget Grid** - The worksheet within MyFunding where users can enter budget figures and data such as personnel costs and general costs.

**Bypass Validations** - Activity used to allow the SF-424 to move forward with the inclusion of warnings on a funding proposal.

**Carrot Arrows -**  Allows users to move backwards throughout the funding proposal. Carrot arrows are located in the top-left corner of the screen.

**Change Log** – Location where all changes to a funding proposal are tracked and recorded.

**Clarification Requested** – Activity used by a reviewer to clarify or request information related to a funding proposal and/or a budget.

**Create Additional Budget –** Activity used to create additional budgets within a funding proposal.

**Create-Update SF-424 -** Activity used to build the grant application for a funding proposal being submitted system-to-system.

**Department Review –** Activity used to approve a funding proposal at the level of the department or school.

**Disapprove -** Activity used to withdraw a proposal in its entirety. This activity should only be used if a proposal will not be submitted to the sponsor.

**Email Proposal Team –** Activity used by the specialist in the Office of Research to email members of the proposal team in a department. The email will be visible in the History tab and will become part of the file of record.

**Email Specialist –** Activity used to send an email to the specialist in the Office of Research who is processing the funding proposal. The email will be visible in the History tab and will become part of the file of record.

**Funding Proposal** - An application for funding that contains all necessary information to describe project plans, staff capabilities, and funds requested. Formal proposals are officially approved and

submitted by an organization in the name of a principal investigator. In MyFunding, this information is provided within a series of SmartForms that create an electronic record of each project.

**Funding Proposal Number (FP#) -** The unique identifier assigned to a funding proposal.

**Hide/Show Errors –** Activity that allows users to see potential errors or warnings within a funding proposal, budget, and/or SF-424 application.

**History Tab -** The area within the funding proposal workspace where of all the activities and actions completed on a funding proposal are time stamped and stored.

**Jump To –** Activity that allows a user to go to a specific section of a funding proposal.

**MyFunding** - The module within the PERIS™ solution that is used to process proposal applications and to retain all of the proposal data, attachments, and other correspondence.

**My Inbox -** The area in the MyFunding module that houses the list of current actions to be taken within the MyFunding module.

**Other (Submitted by Office of Research) –** State of a submission where a portion of the submission will be completed in the MyFunding module and a portion completed by the Office of Research. The Office of Research submits the proposal directly to the sponsor, but not as a System-to-System submission.

**Other (Submitted by Department) –** State of a submission where a department will be responsible for the final submission of the proposal to the sponsor after all reviews, approvals, and endorsement by the Office of Research have been completed.

**PERIS™** - Pitt Electronic Research Information Solution

**Reviewer Note –** Activity that allows a note to be placed in a funding proposal by a reviewer to request clarification or notify the proposal team of important information regarding a funding proposal.

**Save** – Activity that allows users to keep data entered into a funding proposal, budget, and/or SF-424 without using the 'continue' feature.

**SF-424** - A standard form required for use as a "cover sheet" for submission of pre-applications and applications and related information that includes both federal-wide and agency-specific forms.

**SF-424 Summary Tab -** Area within the funding proposal workspace where the actual SF-424 is located.

**SmartForm -** An electronic form with capabilities beyond a paper form, which include electronic data entry, electronic submission, and logic to allow users to provide information relevant to the submission.

**Specialist** - The individual in the Office of Research who is currently reviewing and processing the funding proposal.

**State -** The status of a funding proposal, for example, "Draft", "Pending Department Review", and "Awarded".

**System–to–System / Grants.gov via Click Grants (SF-424) -** An electronic submission where all components will be completed and submitted within the MyFunding module to Grants.gov.

**Submit Proposal Documents -** Activity used by the proposal team to finalize a funding proposal that is not being submitted system-to-system and to trigger the PI certification.

**Update SF-424 Research Plan –** Activity used by the proposal team to finalize a funding proposal that is being submitted system-to-system and triggers the PI certification.

**Validate Submission** - Activity used to check the SF-424 for errors and warnings prior to submission to a federal sponsor.

**Withdrawn –** State of a funding proposal to show that the funding proposal was retracted and not submitted to a sponsor.

**Workspace -** The "home" page for funding proposals, budgets, and/or the SF-424 application. The workspace gives an overview of the funding proposal, budget, or SF-424 application and houses the activities relevant to the portion of the application that a user is working on.