

Glossary of Terms

This Glossary encompasses the key terms used within the Research Grant Expenditure application. In the event of any queries, or to request an addition to this document please contact: [Research Expenditure Support@admin.cam.ac.uk](mailto:Research_Expenditure_Support@admin.cam.ac.uk)

Term	Description
Accounting Period	The financial period that the transaction belongs to. The University's accounting periods are defined by the Finance Division.
Award	A formal agreement between the University, the PI and an external Sponsor (or <i>sponsors</i>) wherein the PI commits to researching a particular area for the sponsor in exchange for the sponsor reimbursing the eligible costs. A "research grant" consists of two main parts - the Award represents the Sponsor funding, while the Project(s) describes the way in which the funds are spent. Also sometimes referred to as a Grant .
Award Budget	The amount awarded by the Sponsor to be spent undertaking the research. The budget is set according to sponsor's 'heads of expenditure', also known as Expenditure Categories .
Award Close Date	The award close date is set to be two months after the Award End Date . This will allow any Expenditure, which relates to the research, where the Expenditure was incurred during the active dates of the research (before the sponsor's end date) to be posted during the two-month period between the Award End Date and Award Close Date.
Award Commitment	There is no facility for direct Award Commitment . Any commitments shown at the Award level have been aggregated from the Project(s) that are parented by the Award . NOTE: This figure includes both CUFS Commitments and Manual Commitments .
Award Delegate	Person(s) who have been delegated access at an Award level. An Award delegate is able to drill down to all Projects that are parented by the Award. There are 3 levels of delegation – as follows: <ul style="list-style-type: none"> • View Only (able to view but not add manual commitments) • Update (able to view and also add manual commitments) • Full (Able to add commitments and also delegate)
Award Description	The description of the Award . Also known as the Award Title .
Award End Date	This is when the research will finish as agreed with the Sponsor . After this date, no new Expenditure can be incurred and this date cannot be extended without the permission of the Sponsor .
Award Expenditure	The total amount of Expenditure against the award. There is no facility for spending against the award directly. Any Expenditure shown at the Award level has been aggregated from the Project(s) that are parented by the Award .
Award Funds Available	The remaining balance – i.e. the amount of funds that can still be spent against the Award , taking into account Expenditure and Commitments (both CUFS and Manual).
Award Manager	The individual identified on CUFS as being ultimately responsible for the Award . The Award Manager can be different to the Project Manager(s) . Often referred to generically as the Principal Investigator or (PI)

Term	Description
Award Months Left	The number of months left to the end of the Award . This is field is calculated by the application and is reported in whole months.
Award Number (RG #)	As well as having a title, each Research Grant has a unique alphanumeric identifier, which commences with 'RG' and is followed by 5 numbers – e.g. RG12345.
Award Start Date	The start date of the award, as agreed with the Sponsor . This is the earliest date that Expenditures can be charged.
Award Status	The Award status. The application allows Awards to be filtered by the following values: 'Active', 'On Hold', 'Closed', 'At Risk' or 'All Awards'. The default setting is 'Active'.
Award Total Cost	The sum of Expenditure to date, plus CUFS Commitments and Manual Commitments . At an Award level, this is an aggregation from all of the Project(s) parented by the Award .
Award Title	See Award Description
Commitment	An outstanding Expenditure . Commitments can either be from CUFS (in the way of outstanding Purchase Orders), or made manually within the application. See also CUFS Commitment and Manual Commitment .
CUFS	(Cambridge) University Finance System – the University's system for managing awarded Grants as well as processing Expenditure .
CUFS Commitment	An outstanding expenditure on CUFS . Purchase Orders placed in the CUFS Purchasing Module are transferred into the CUFS Grants module and funds are then committed (i.e. reserved) for the purchase.
Delegate	See Award Delegate and Project Delegate .
Department	A department is an element of the organisational hierarchy of the University. Each department is defined by a two letter reference in the Cambridge University Financial System (CUFS).
Direct Expenditure	Any cost directly incurred as a result of carrying out the research. For example: Equipment, Consumables, Travel & Subsistence, Staff costs and Subcontracting.
Expenditure	Costs directly or indirectly incurred by the University through the process of carrying out research.
Expenditure Category	Overall budgets are split down into Expenditure Categories in line with the Sponsors terms. These categories typically include: Equipment, Other Costs, Travel and Subsistence, Staff Costs, Pooled Labour, Overheads or Non Direct Costs, Exceptional items, Contingency, Co-Ordination Costs
Expenditure Comment	The narrative that is entered onto the Purchase Order and explains what the expenditure was for. For journal entries, this will be the journal reference.
Expenditure Type	The next level of categorisation below Expenditure Category .
Funds Available	The amount of available budget remaining once Expenditure and Commitments (both CUFS and Manual) have been taken into account
Grant	Research Grant is an alternative name for Award .
Indirect Expenditure	Any cost incurred by supporting the research e.g. premises/estates costs, or central administration such as payroll & personnel. These are normally recorded against Task 100 .

Term	Description
Invoice ID	The suppliers invoice number for an Expenditure Item
Manual Commitment	A commitment (i.e. future expense) that is manually entered into the system by an approved user and is not extracted from CUFS . See also CUFS Commitment
PI (Principal Investigator)	The lead academic on a research project who is responsible for overseeing the research for the University and managing the relationship with the Sponsor. See also Award Manager and Project Manager
Project	A "research grant" consists of two main parts - the award represents the sponsor funding, while the project describes the way in which the funds are allocated and spent. A project may consist of one or more tasks , which are used to break down the project into separate areas of activity if required. Although most grants will consist of a single award and project, one award may fund several projects, and conversely, a project may have funding from several different awards.
Project Balance Percent	The funds available, represented as a percentage of the budget. This takes into account both expenditure and commitments and acts as a 'fuel gauge' to display what proportion of the budget is still 'left in the tank'.
Project Budget	The maximum amount that can be spent against the project.
Project Commitment	Any expenditure that has been committed against the project. See also Manual Commitment and CUFS Commitment
Project Delegate	Person(s) who have been delegated access at a Project level. A project delegate is not able to navigate up the tree to the Award that parents the project. There are 3 levels of delegation – as follows: <ul style="list-style-type: none"> • View Only (able to view but not add manual commitments) • Update (able to view and also add manual commitments) • Full (Able to add commitments and also delegate)
Project Description/Title	As well as a unique identifier, each project also has a description/title. In the vast majority of cases, this is the same as the Award Description/Title .
Project End Date	The end date of the Project as agreed with the Sponsor . This is usually the same as the Award End Date
Project Expenditure (Spend to Date)	The amount that has been spent to date against the project. This does not take into account any Commitments .
Project Expenditure Category	See Expenditure Category
Project Expenditure Date	The date that the Expenditure was incurred.
Project Expenditure Description	A free type description for the Expenditure - which is drawn from either the Purchase Order or the journal entry.
Project Expenditure Type	See Expenditure Type
Project Funds Available	The amount of remaining funds at a Project level, having taken into account Expenditure to date as well as any CUFS Commitments and Manual Commitments
Project Manager (PI Name)	The individual identified on CUFS as being ultimately responsible for the Project .
Project Months Left	The number of months left to the end of the Project . This is field is calculated by the application and is reported in whole months.

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Project ID	Projects have a separate unique alphanumeric identifier that relates to the Department – e.g. JCAG/123
Project Start Date	The start date of the Project as held on CUFS. This is the earliest date that expenditure can be posted to the project.
Project Status	The current Project Status, which users are able to filter on. The default Status is 'Active', but other values available for selection include: 'At Risk', 'Pending Close', 'Unapproved', 'Approved', 'Submitted', 'Closed' and 'All '
Project Total Cost	The sum of Expenditure to date, plus CUFS Commitments and Manual Commitments .
Purchase Order	A document authorising a vendor/supplier to ship specified goods or provide specified services. Each Purchase Order (PO) has a unique identifier on CUFS .
Research Grant (RG#)	As well as having a title/description, each Research Grant has a unique alphanumeric identifier, which commences with 'RG' and is followed by 5 numbers – e.g. RG12345.
Sponsor	A billable entity external to the University. Also known as <i>Funder</i> . Sponsors are a source of funding to Principal Investigators in the form of Awards (Grants) to support their research. Sponsorship can come from a variety of sources including (<i>but not limited to</i>) Industrial, Research Council and overseas.
Task	A Project may consist of one or more tasks , which are used to break down the project into separate areas of activity if required. This allows Budgets and Expenditure to be controlled at a more granular level in line with Sponsor terms.
Task 100	Task 100 is for the use of the Research Operations Office (ROO) only. Departments should not charge any expenditure to task 100. The budget for the non-direct costs will be split between the Chest and Department and the costs will be posted to General Ledger (GL) codes as appropriate.
Total Commitment	The sum of CUFS Commitment and Manual Commitment .
Total Cost	See Award Total Cost and Project Total Cost
University Funded	Where the Sponsor is not funding all of the cost of the research an entry will be posted as a negative value under Task 100 on the category 'University Funded' to reflect the funds the University is contributing to the research project. This means that 100% of the direct and non-direct costs will be charged to the award. The proportion of the costs the sponsor will not meet will be reflected under the University Funded expenditure category as a negative entry. The total costs on the award (including the University Funded category) will equal the total costs the sponsor will fund.
Vendor	The name of the Vendor (aka Supplier) who has been provided with a purchase order to deliver goods and/or services to the project.