Common Terms & Acronyms

**Accessnet.** This is your login name for TU Portal other Temple secure systems. It starts with TU, then a letter and ends with 5 numbers, i.e., TUA12345.

**BA.** Business Administrator in your department will be your primary contact with most of your day-to-day needs, or will be able to guide you appropriately.

**Banner or Self-Service Banner (SSB).** Temple’s finance system.

**TUPortal.** Temple’s online portal at TUPortal.temple.edu. We recommend you make this your home page. You can access all Temple systems through this site, including, TUMarketplace, Concur, ERS, etc.

**Cognos.** Financial reporting system that allows the user to pull down detailed reports on all FOAPs.

**Concur.** Online service for booking travel, and submitting reimbursements for travel and other expenses.

**EDCF & EPAF.** These are the paper (EDCF) and electronic (EPAF) version of the payroll forms used to shift payroll allocations. For example, if a grant just started, you will approve an EPAF to shift a portion of your pay onto the new grant’s FOAP.

**FOAP or FOAPAL.** This is your grant account number, or cost center. Short for Fund, Organization, Account, Program (Activity, and Location).

**Fourteen.** Incoming Tenure Track or Tenured faculty will be assigned a startup FOAP which fund number starts with 14XXXX.

**GARS.** The Guest Access Request System is the online system available from the TUPortal to request guest access for visitors to your lab. GARS will assign a TUID to your guest so they can obtain a guest card to access building without signing in with security.

**ICR.** Principal Investigators (PI) with external funding will be given a discretionary account called Indirect Cost Recovery. Per current policy, 10% of F&A or Indirect Cost from grant expenditures for each fiscal year is deposited into this account for the PIs use in research.

**JET.** Short for “Journal Entry transfer,” this is how we move charges from one FOAP to another.

**KRONOS.** Kronos is Temple’s automated time and attendance system that a centralized system for recording, approving, and reporting employee time and attendance.

**Org.** Faculty and grants are assigned to specific organizations and each organization is assigned a five-digit number for accounting purposes. The following is a breakdown of each department in CST:

<table>
<thead>
<tr>
<th>Department</th>
<th>Organization Number</th>
</tr>
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<tbody>
<tr>
<td>Physics</td>
<td>13100</td>
</tr>
<tr>
<td>Earth &amp; Environ Science</td>
<td>13140</td>
</tr>
<tr>
<td>Dean's Office</td>
<td>13110</td>
</tr>
<tr>
<td>Mathematics</td>
<td>13170</td>
</tr>
<tr>
<td>Biology</td>
<td>13120</td>
</tr>
<tr>
<td>Computer &amp; Info Science</td>
<td>13220</td>
</tr>
<tr>
<td>Chemistry</td>
<td>13130</td>
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</tbody>
</table>
**PDP.** In the Performance Development System a Performance Development Plan needs to be set up for full-time staff (does not include Post Docs or Graduate Students). The plan should be created within the first two weeks of a new employees start date, and periodically reviewed. The final annual evaluation should be conducted before June 30th and is tied to staff members’ ability to receive a raise.

**Sixteen.** Principal Investigators will be assigned an ICR FOAP which fund numbers starts with 16XXXX.

**Taleo.** This is the software that Temple uses for hiring staff and student workers.

**TAUP.** Temple Association of University Professionals; this union represents all tenured, tenure-track, non-tenure track and adjunct faculty.

**Ten.** Every organization within the University is assigned a master operating FOAP, which is 100000.

**TUGSA.** The Temple University Graduate Student Association; this union places restrictions on their length of appointment, number of hours worked, stipend levels and tuition remission.

**TUID.** Your 9-digit Temple ID number, printed on your ID card.

**TUMarketplace or TUM.** Online service for purchasing goods. It’s like Amazon but with Temple’s preferred vendors. Also used for routing contracts that require signature. It is sometimes referred to as SciQuest.

**GRANT SPECIFIC**

**eRA or eRA.Temple.edu.** Temple’s electronic research administration system. This is the official proposal record for Temple and all external funding proposals must be uploaded to this system.

**ERS.** This stands for Effort Reporting System. Temple asks PIs to verify personnel effort on external funding through this online system, accessed through TU Portal.

**eSPAF.** The eSPAF is the electronic Sponsored Projects Approval Form, Temple’s form to obtain approval from all key personnel on a project, their department chairs, and their Dean’s Offices. It is integrated into eRA.temple.edu. The form is electronical routed during which each reviewer can approve, reject, or request changes to the proposal.

**FCOI.** Financial conflict of interest. Temple has established internal policies and procedures that draw upon federal regulations to identify and monitor any financial interest that could directly affect the design, conduct or reporting of research.

**Grants Management.** This is the sponsored projects office that handles pre-award issues. They are part of the Office of the Vice President for Research (OVPR).

**RAS.** Research Accounting Services is the unit in the Controller’s Office that manages grant expenditures and close out.

**S2S.** System to System is when the proposal application is electronically generated and submitted through eRA.temple.edu directly to grants.gov.
GENERAL GRANT ACRONYMS

**CPS.** Current and Pending Support form is required by several funding agencies wherein PI discloses all current awarded funding and pending applications for funding.

**F&A.** The Facilities and Administrative rate applied to direct expenses on a grant. Also referred to as indirect costs or overhead.

**FFR.** Final Financial Report that is filed by RAS 90 days after a federal grant ends.

**JIT.** Just-in-Time is the term used by NIH and other federal agencies for their request for additional information close to when a grant will be awarded. Your pre-award contact will help you pull together what you need, such as Other Support. You will also need to submit IRB or IACUC approvals.

**LOI.** Letter of intent may apply to an initial application, such as submitted a concept paper, or it may apply to the letter that two institutions sign during the proposal process, when one institution will be a subaward.

**MTDC.** Modified Total Direct Costs are those direct costs on a grant to which F&A is applied. These are most costs, excluding major equipment (over $5,000), tuition, rent, and subawards above $25,000.

**NGA or NOA.** The Notice of Grant Award or Notice of Award. A happy item to receive!

**RFA.** Request for Applications. Can also take the forms of an RFP (request for proposals), PA (parent or program announcement), or CFP (call for proposals).

**RPPR.** The reporting forms for NIH and most other federal agencies. The federal government is trying to standardize reporting forms across agencies.

**SF424.** The standard federal forms for grant proposals.

**SOW.** Statement of Work that is prepared for each subaward or subcontract on a grant. This becomes part of the official subcontract agreement.

**SCHOOLS & COLLEGES** - It is not a comprehensive list.

- **CPH:** College of Public Health
- **FOX:** Fox School of Business
- **CLA:** College of Liberal Arts
- **CST:** College of Science and Technology
- **FCC:** Fox Chase Cancer Center
- **TUSM:** Temple University Medical School
- **STHM:** School of Tourism and Hospitality Management
- **COE:** College of Engineering or College of Education
- **Moulder:** Moulder Ctr. for Drug Discovery Research

**CST Centers and Institutions**

- **SHRO:** Sbarro Institute for Molecular Medicine & Cancer Research
- **CBCB:** Center for Biophysics and Computational Biology
- **iGEM:** Institute for Genomics and Evolutionary Medicine
- **ICMS:** Institute for Computational Molecular Science
- **CCGG:** Center for Computational Genetics & Genomics
- **TMI:** Temple Material Institute
- **Center for Information Science & Technology**
- **Center for Material Theory**
- **Center for Advance Photonics Research**
- **Center for Biodiversity Research**