

Grant Proposal Writing 101:

Budget Terms

1. **Direct costs:** Costs associated with performance of specific activities and the equipment and supplies necessary for the project
2. **F & A (indirect):** “Hidden costs” associated with the project, i.e. electricity, administrative support
3. **Modified F & A:** Exclusion of certain direct budget categories that cannot be included in the calculation of F & A costs
4. **Unobligated funds:** Funds unused at the end of the period of performance
5. **Obligated funds:** Funds committed to a particular grant activity by the end of the period of performance
6. **Carryforward/carryover:** Unspent funds in a grant year that the project manager would like to spend in the subsequent funding year
7. **No-cost extension:** A request to carry forward funds unspent at the end of a period of performance
8. **Level funding:** Total budget request in the first year is the same as the amount that would be awarded in subsequent years
9. **Reimbursable grant:** The grantee must invoice the funder (usually quarterly) for grant-related expenses; the funder “holds” grant funds until they are spent
10. **Cost sharing:** A portion of the total project costs that an institution agrees to support; illustrates institutional commitment
11. **In-kind contribution:** Funds an organization agrees to support if the proposal is funded