

Grants Management Terminology

Common System Terms

Grantee: Euna Grants Powered by eCivis; State of Indiana as recipient of funds

Grantor: Euna Grants Powered by eCivis; State of Indiana as funder

Grant Maker: Euna Grants Powered by AmpliFund; State of Indiana as funder

Bridge Integration: system integration of eCivis Grantee approved projects into AmpliFund Grant Maker Funds

Terminology Crosswalk

Term	eCivis Grantee	eCivis Grantor	AmpliFund Grant Maker	Other
Notice of Funding Opportunity		Solicitation	Opportunity	Application, Request for Applications
Expense		Payment	Expense	Cash Receipt
Subrecipient			Subrecipient, Lead Recipient	Subgrantee
Fund	Approved Project		Fund	

2 CFR 200 Definitions

For a full list of 2 CFR 200 Acronyms and Definitions, click here: [eCFR :: 2 CFR Part 200 Subpart A -- Acronyms and Definitions](#)

Assistance Listings refer to the publicly available listing of Federal assistance programs managed and administered by the General Services Administration (GSA) at [SAM.gov](#).

Assistance Listing number means a unique number assigned to identify an Assistance Listing.

Assistance Listing program title means the title that corresponds to the Assistance Listing number.

Budget means the financial plan for the Federal award that the Federal agency or pass-through entity approves during the Federal award process or in subsequent amendments

to the Federal award. It may include the Federal and non-Federal share or only the Federal share, as determined by the Federal agency or pass-through entity.

Budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion, during which recipients and subrecipients are authorized to incur financial obligations of the funds awarded, including any funds carried forward or other revisions pursuant to [§ 200.308](#).

Closeout means the process by which the Federal agency or pass-through entity determines that all applicable administrative actions and all required work of the Federal award have been completed and takes actions as described in [§ 200.344](#).

Contract means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient conducts procurement transactions under a Federal award. For additional information on subrecipient and contractor determinations, see [§ 200.331](#). See also the definition of *subaward* in this section.

Contractor means an entity that receives a contract.

Continuation funding means the second or subsequent budget period within an identified period of performance.

Cost sharing means the portion of project costs not paid by Federal funds or contributions (unless authorized by Federal statute). This term includes *matching*, which refers to required levels of cost share that must be provided. See [§ 200.306](#).

Discretionary award means an award in which the Federal agency, in keeping with specific statutory authority that enables the agency to exercise judgment (“discretion”), selects the recipient or the amount of Federal funding awarded through a competitive process or based on merit of proposals. A discretionary award may be selected on a non-competitive basis, as appropriate.

Expenditures means charges made by a recipient or subrecipient to a project or program for which a Federal award is received.

Grant agreement or grant means a legal instrument of financial assistance between a Federal agency and a recipient or between a pass-through entity and a subrecipient, consistent with [31 U.S.C. 6302](#), [6304](#):

(1) Is used to enter into a relationship, the principal purpose of which is to transfer anything of value to carry out a public purpose authorized by a law of the United States (see [31 U.S.C. 6101\(3\)](#)); and not to acquire property or services for the Federal agency or pass-through entity's direct benefit or use;

(2) Is distinguished from a cooperative agreement in that it does not provide for substantial involvement of the Federal agency in carrying out the activity contemplated by the Federal award.

(3) Does not include an agreement that provides only:

- (i) Direct United States Government cash assistance to an individual;
- (ii) A subsidy;
- (iii) A loan;
- (vi) A loan guarantee; or
- (v) Insurance.

Indirect cost means those costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. It may be necessary to establish multiple pools of indirect costs to facilitate equitable distribution of indirect expenses to the cost objectives served. Indirect cost pools must be distributed to benefitted cost objectives on basis that will produce an equitable result in consideration of relative benefits derived. For Institutions of Higher Education (IHE), the term facilities and administrative (F&A) cost is often used to refer to indirect costs.

Indirect cost rate proposal means the documentation prepared by a recipient to substantiate its request to establish an indirect cost rate as described in appendices III through VII and appendix IX to this part.

Non-discretionary award means an award made by the Federal agency to specific recipients in accordance with statutory, eligibility, and compliance requirements, such that in keeping with specific statutory authority, the Federal agency cannot exercise judgment (“discretion”). A non-discretionary award amount could be specifically determined or by formula.

Notice of funding opportunity means a formal announcement of the availability of Federal funding through a financial assistance program from a Federal agency. The notice of funding opportunity provides information on the award, such as who is eligible to apply, the evaluation criteria for selecting a recipient or subrecipient, the required components of an application, and how to submit the application. The notice of funding opportunity is any paper or electronic issuance that an agency uses to announce a funding opportunity, whether it is called a “program announcement,” “notice of funding availability,” “broad agency announcement,” “research announcement,” “solicitation,” or some other term.

Pass-through entity means a recipient or subrecipient that provides a subaward to a subrecipient (including lower tier subrecipients) to carry out part of a Federal program. The authority of the pass-through entity under this part flows through the subaward agreement between the pass-through entity and subrecipient.

Performance goal means a measurable target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared, including a goal expressed as a quantitative standard, value, or rate. In some instances (for example, discretionary research awards), this may be limited to the requirement to submit technical performance reports (to be evaluated in accordance with agency policy).

Period of performance means the time interval between the start and end date of a Federal award, which may include one or more budget periods. Identification of the period of performance in the Federal award consistent with [§ 200.211\(b\)\(5\)](#) does not commit the Federal agency to fund the award beyond the currently approved budget period.

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to contribute to the goals and objectives of the project by carrying out part of a Federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant. A subaward may be provided through any form of legal agreement consistent with criteria in with [§ 200.331](#), including an agreement the pass-through entity considers a contract.

Subrecipient means an entity that receives a subaward from a pass-through entity to carry out part of a Federal award. The term subrecipient does not include a beneficiary or participant. A subrecipient may also be a recipient of other Federal awards directly from a Federal agency.

Euna Grants Powered by AmpliFund Terminology

Objects: The core data categories in Euna Grants that represent distinct types of grant-related entities. Each Object has its own set of fields, sub-items, and behaviors. Think of Objects as the "types of things" you manage in the system. See the below table for a few common system objects.

Common Object Types	Description
Grant/Funding Opportunities	The open competitions or solicitations a funder creates or a recipient tracks
Awards	Active grant awards — the funded agreement between a funder and recipient after a grant is made
Grants	Recipient-side grant records (for recipient/seeker use)
Sub-Awards	Awards issued by a primary recipient to a sub-recipient/sub-grantee
Programs	Organizational groupings that link related Opportunities, Awards, and Recipients together under a common initiative
Applications	Submissions made by applicants in response to a funding opportunity
Amendments	Formal changes made to an existing award record
Payment Requests / Authorizations	Financial transactions associated with an award

Records: A single, specific instance of an Object.

- **Example:** if "Awards" is an Object, then one individual award — such as "FY2025 Community Development Block Grant" — is a Record.
- Records contain all the details, fields, and sub-items associated with that specific item.

Activity: This module is used to access tasks and Euna Grants functionality quickly in the system. Here you can find the following:

- **Calendar:** Where tasks and event due dates are visually represented.
- **Events:** Where event records are housed in the system.

- **Message Center:** Where you can read and organize system generated notifications.
- **Tasks:** Where tasks assigned to the individual are housed, can be updated, created, and completed. For Admin users, all tasks throughout the organization can be viewed here as well.
- **Workflow Assignments:** If a grant is actively enrolled in a Workflow and the individual using the system is assigned to an action within that workflow, they can access it here.
- **Workflow Classic Actions:** If a grant is actively enrolled in a Workflow Classic workflow and the individual using the system is assigned to a workflow action, they can access it here.
- **Achievements:** This is used for quick entry of achievements against goals an individual has been assigned.
- **Expenses:** Access to all the expenses that have been added to the system.
- **Timesheets:** Where an individual would go to record their time worked on specific grants.
- **Timesheet Approvals:** Where supervisors can access their employees' timesheets and approve them.
- **Payment Request Approvals:** If there are payment requests that have been submitted internally by staff or externally by recipients, they can be accessed and approved here.
- **Tracking Periods:** Here one can set up and view periods of time in which they want to track information.
- **Reporting Periods:** Here one can view budget and performance time periods that have been created for reporting.
- **Views:** This section houses all activity custom views created and available to the individual.

Contacts: Houses information regarding all people and organizations that are apart of the grant process.

- **Organizations:** Organizations are external groups that can be categorized as Federal Government, State Government, Local Government, Foundations, Corporations, Vendors, or Other.

- **Individuals:** Individuals are individual contacts that are external to your organization.
- **Staff:** Staff are individuals internal to your organization. Staff records include compensation and benefit history and funding details.
- **Subrecipients:** Subrecipients are recipients of grant subawards.
- **Lead Recipients:** Lead recipients are recipients of awards through the Fund Management or the Competitive Award Management modules.
- **Federal Government, State Government, Local Government, Foundation, Corporation:** Groups or entities entered in the organizations section under contacts will be sorted into the following categories based on the entity type entry.
 - **Federal Government:** Create and view federal government organizations and contact information.
 - **State Government:** Create and view state government organizations and contact information.
 - **Local Government:** Create and view local government organizations and contact information.
 - **Foundation:** Create and view contact information of entities defined as a foundation.
 - **Corporation:** Create and view contact information of entities defined as Corporations.
- **Vendors:** Houses contact information for entities external to your organization that you buy and receive a good or service.
- **Favorites:** Any contacts marked as a favorite will be displayed here.
- **Views:** This section houses all contacts custom views created and available to the individual.

Grant Management: Primarily used to manage grants received by the Organization. A user can access grant record and use pre and post award functionality.

- **Grants:** Houses all grant records, grant data, and grant documents. This list of grants is often referred to as the *grant portfolio*.
- **Grants Awarded:** Houses all the grants that an organization has awarded out to recipients.

- **Sub-Awards:** Grants that your organization or funder has passed down to a sub-recipient.
- **Favorites:** Access grant records that you have marked as your favorites.
- **Views:** This section houses all grant portfolio custom views created and available to an individual.

Program Management: Houses data related to distributing and awarding funds. Used to manage Opportunities and Grants Awarded by the Organization.

- Programs
- Opportunities
- Awards
- Recipients
- Views

Fund Management:

- **Funds:** This section holds the different fund records that have been added to the system from the bridge integration between Grantee and Grant Maker. Funds will only appear in Grant Maker once they have received all approvals in Grantee.
- **Awards:** Grants that your organization has awarded to recipients. Each of these records are broken down by the recipient and their specific award. When one clicks on the \$ they will be able to access the details of each specific award.
- **Favorites:** Access fund records that you have marked as your favorites.
- **Views:** This section houses all fund portfolio custom views created and available to an individual.

Project Management:

- **Project:** Where grants that have multiple functionalities and budgets are stored and rolled up into one overall project.
- **Favorites:** Access project records that you have marked as your favorites.
- **Views:** This section houses all project portfolio custom views created and available to an individual.

Reports:

- **Reporting Home:** Where all reports in your account can be accessed.

- **Federal:** System included reports that are specific to the United States Federal Government.
- **Fund and Opportunity:** System included reports that refer to funding opportunities, scoring, and sub-awards.
- **Pre-Award:** System included reports in your account that are associated with the grant status': "Internal Review", "To be Submitted", and "Pending".
- **Post-Award:** System included reports in your account that are associated with the grant status': "Approved", "Denied", "Extended", "Cancelled", "Completed", "Closed".
- **Project:** System included reports in your account that are associated with project budgets.
- **Recipient:** System included reports in your account that are associated with recipient financial and performance monitoring and tracking.
- **Time and Effort:** System included report for time and effort certification. This will only be useful to clients who have opted to track employee time in the system.
- **Custom Reports:** Houses all reports created by Euna Grants to meet a clients Specific Needs.

Documents: Pre-set folders for document storage. This documentation is account wide and not separated on a grant-by-grant basis.

- **Administrator:** Documents that are visible to Users with the Security Role of Organization Admin.
- **Funds:** Documents that have information regarding funds.
- **Grants:** Documents that refer to the general grant process of an organization.
- **Individuals:** Documents that contain information regarding an individual.
- **Opportunities:** Documents that hold information regarding potential grants.
- **Organizations:** Documents that contain information about a certain organization.
- **Projects:** Documents that are in relation to projects in the Euna Grants system.
- **Public:** Documents for everyone in your organization to view and access.
- **Staff:** Documents that information regarding the organization's staff.

- **Favorites:** Documents and folders that have been marked as a favorite by an individual.
- **Views:** This section houses all document portfolio custom views created and available to an individual.