

AC	Analytical - one of the six academic divisions in the Chemistry Department
Account Adjustment	Accounting aciton used to move transactions from one account to another
ACCT	Accounting (abbreviation for)
ACS	American Chemical Society (abbreviation for)
AJ1	Account Adjustment (abbreviation for) hard copy
ALI	Additional Liability Insurance - extra insurance on car rentals that is not reimbursable
AOB	Administrative Office Building - located at 104 Airport Drive
ARO	Army Research Office
ATN	Academic Technology and Networks now called Information Technology Services
BBA	Budget Balance Available (abbreviation for) Accounting term meaning that there is enough money in the object line to cover the expense. If there is "no BBA" then adjustments should be made prior to submitting a request for payment
BBA	Budget Balance Available if the account/object line as no BBA there is not enough funds to process the request
BC	Blind Copy (abbreviation for) often seen as an option for email addressee meaning that no one else receiving the email message knows that the recipient designated as the BC also received the email
BIO	One of the six academic divisions in the Chemistry Department (Biological)
BLACKBOARD	A program used to post syllabus, class work course outlines, questions, tests, etc for classes. Being replaced by Sakai in the Fall of 2011.
BOG	Board of Governors - this is the body that governs the entire University of North Carolina System http://www.northcarolina.edu/content.php/bog/index.htm
BOT	Board of Trustees http://www.unc.edu/depts/trustees/
BUDGET TEMPLATE	A template that is located on the research tab of Chemistry's intranet site. This template is used to help put together proposals. https://www.chem.unc.edu/intranet/shared_documents/grants/grantinfo.htm
BUDGET YEAR	Any given year in an award (beginning of a budget year depends on the award start date)
C/C	Cost Center (abbreviation for), one of the breakdowns in identifying the source of money. Not used as often any more. If a cost center is needed for a particular grant you will be notified.
CABS	Central Airline Billing System (abbreviation for) a system that uses a T# and an authorized travel agency to book tickets for UNC authorized travel in which the ticket is billed directly to an account. The electronic request is found in Finance Central https://www-s3.ais.unc.edu/frs/FRSLogin
CB	Campus Box (part of the mailing address) - the Chemistry Department's CB # is 3290
CBT	Computer Based Training - an electronic classroom that enables you to take classes on computer programs at your desk. The UNC CBT program no longer exists
CC	Carbon copy (abbreviation for) often seen as an option for an email

	addressee
CCI	Carolina Computer Initiative, see: http://www.unc.edu/cci/
CDW	Collision Damage Waiver - extra insurance on car rentals that is not reimbursable
CITRIX	The AIS-DC Citrix Application Hosting (Citrix Services) provides a fault-tolerant, highly available system using terminal services to deliver AIS developed applications to University departments.
Co-PI	Co-Principle Investigator, those with the standing of Professor who agree to participate in a research project documented in a proposal
Cost Center Code	Cost Center (abbreviation for), one of the breakdowns in identifying the source of money. Not used as often any more. If a cost center is needed for a particular account you will be notified.
Cost Code	A further breakdown to identify charges being charged to accounts in the DAS system. The appropriate description also needs to be chosen for each cost code option. These are found at the bottom of each funding tab.
CTL	Center for Teaching and Learning, see: http://ctl.unc.edu/
D&B	Dunn & Bradstreet (abbreviation for) UNC-CH DUNS # is 608195277 found at website http://research.unc.edu/offices/sponsored-research/resources/DATA_RES_OSR_INFOSHEET
DAS	Department Accounting System (abbreviation for) An on-line program used to process Payment Requests, Travel Request, Travel Expense and Purchase Order requests web address is: www.ais.unc.edu/das
Department #	Chemistry's department number is 3265
Detailed Receipt	The receipt from a restaurant that gives the detail breakdown of what was ordered and how much each item cost. The required supporting documentation for a meals and entertainment reimbursement rather than the receipt that just shows the total amount.
DOE	Department of Energy
DPS	Department of Public Safety, see: http://www.dps.unc.edu/dps/
DTH	Daily Tar Heel (student newspaper)
DUNS	Data Universal Numbering System (UNC-CH DUNS # is 608195277 found at website http://research.unc.edu/offices/sponsored-research/resources/DATA_RES_OSR_INFOSHEET
EHS	Environment, Health and Safety, Dept of. See http://ehs.unc.edu/
EIN	Federal Tax (EIN) ID # is 56-6001393 found at web site http://research.unc.edu/offices/sponsored-research/resources/DATA_RES_OSR_INFOSHEET
Encumbrance	money set aside for a future payment
Eprint	Found in Finance Central to print out monthly MMD statements and FBMO statements
Epro	Short for eprocurement. A program that allows lab and office purchases to be made online and allows University tracking of what has been purchased. This program is accessible through Finance Central with an ONYEN log in.
Equipment	For definition see: http://financepolicy.unc.edu/Glossary/index.htm This is very important in setting up proposal budgets and determining if expenses can come from the equipment line or if the

	expense has to come from the supply line
eRA Commons	Electronic Research Administration Commons - portal for NIH
Escalation Rate	The percentage increase used to calculate the budget for multiple year proposals. The average is 3 - 5%
eSNAP	Electronic Streamlined Non-competitive Award Process - used for NIH renewals
F & A	Facilities and Administrative Costs AKA overhead. A cost figured into a proposal budget (currently- 2011 - it is 48% of the modified direct). This money is used to help pay for non research expenses of the university.
FACS	Function Control Access System
FACS Coordinator	The person assigned in accounting to this position. Support staff request the services of the FACS Coordinator to access Finance\$eer, Finance Central, access to certain accounts etc.
FBM	Financial Budget Month XXX. Also refers to the monthly printout of expenses available in Finance Central eprint
Final Report (technical)	A report due (usually) 90 days after the end of a grant to the funding agency, submitted by the P.I., documenting the results of the research funded.
Finan\$eer	An electronic program that updates financial information on accounts on a nightly basis - ID and Password protected
Finance Central	Accounting program that allows users to process: CABS, Check requests, E print, access Finan\$eer, Purchasing Card and IT purchases
Finance Division Glossary	http://financepolicy.unc.edu/Glossary/index.htm
FRED	Flexible Routing of Electronic Documents your portal for retrieving, creating, and approving FRS documents.
Fringe	aka Fringe Benefits The monies that covers Health Insurance and Social Security, is seen as a separate line in a proposal budget
FRS	The Financial Records System (FRS) is the software system used by UNC-CH for its accounting needs. The system meets North Carolina legislative requirements.
FRS	Finance Record System
FY	Fiscal Year (starts July 1 and ends June 30)
FYI	For Your Information (abbreviation for)
GIF	Graphics Interchange Format (abbreviation for)
grants.gov	Portal for 26 (and counting) different federal agencies for submitting research proposals http://research.unc.edu/osr/electronic/documents/grantgovsteps.pdf
GRC	Gordon Research Conference (abbreviation for)
Help Desk	962-HELP, computer help desk
HR	Human Resources See: http://www.ais.unc.edu/hr/
HTML	Hyper text markup language (abbreviation for)
HTTP	Hyper text transport protocol (abbreviation for)
IAM	Institute for Advanced Materials Nanoscience and Technology. Dr. DeSimone is Director of this interdisciplinary venture. http://www.advancedmaterials.unc.edu/

IMAP	internet message access protocol (abbreviation for)
InDepth	A Departmental Accounting System. The DAS help desk - phone number 962-9231, email is indepth@unc.edu. Used to process some payment requests, travel, purchase orders and Independent Contractor payments
INORGANIC	One of the six academic divisions in the Chemistry Department
Intranet	Chemistry Department's web page for internal communication https://www.chem.unc.edu/intranet/
INVOICE	An invoice is a vendor generated list of goods or services, showing prices, terms, quantities, shipping charges, and other particulars sent to a purchaser in request for payment (aka Bill). Needed as supporting documentation for a payment request and P card charges
IPAS	Internal Prior Approval System. Used to obtain prior approval from OSR for expenses not originally listed in the proposal. Examples: purchase of equipment or foreign travel See http://research.unc.edu/offices/sponsored-research/forms/index.htm#post (note: submission of the form does not guarantee approval)
IPF	(for UNC-CH) Internal Processing Form. This is the document needed to route a proposal through campus. See RAMSES.
IT	Information Technology (abbreviation for)
IT Response Center	help desk - call 962-HELP
ITN	Information Technology Services, see: http://its.unc.edu/its/index.htm
ITRC	Information Technology Response Center (abbreviation for)
ITS	Information Technology Services, see: http://its.unc.edu/
JE	Journal Entry - rocessed in FREDand used to make correcting entries to accounts
JPEG	Joint Photographic Experts Group (abbreviation for)
K#	The payment request number. DAS and the payment request system in Finance Central automatically assigns the K#
Kirchstein Fellowship	NIH - Ruth L. Kirschestein Fellowship http://fellowshipoffice.niddk.nih.gov/audience/Instructions-phs416-1.pdf
LDW	Loss Damage Waiver - extra insurance on car rentals that is not reimbursable
Letter of Guarantee	A request that the Department guarantee to cover research expenses while waiting for awarded funds to come in. Documentation that funds are being delivered is required (ex. an email). See: http://research.unc.edu/offices/sponsored-research/forms/index.htm . Form is filled out and turned into the Accounting Manger
LOG	See Letter of Guarantee
MM&D	Materials Management and Distribution
Modified Direct	The calculation which F&A is based on. Total direct less (equipment + tuition)
MTDC	Modified Total Direct - see Modified Direct
NASA	National Aeronautics and Space Administration
NCE	See No Cost Extension
NIH	National Institutes of Health

No Cost Extension	A request that a PI submits for the ending of a proposal project be extended to finish the goals of the proposal without any additional funds being requested
NSF	National Science Foundation (abbreviation for)
OASIS	Office of Arts & Sciences Information Services
Object Code	a more detailed breakdown identifying an expense or budget line, see: http://www.unc.edu/finance/busman/act/actapp2.html for a listing
One Card	UNC's identification card, can also have money applied for various needs around the university
ONR	Office of Naval Research
ONYEN	Only Name You'll Ever Need - ID used for logging into various programs, see: https://onyen.unc.edu/cgi-bin/unc_id/services
ORGANIC	One of the six academic divisions in the Chemistry Department
OSBM	Office of State Budget and Management
OSR	Office of Sponsored Research See: http://research.unc.edu/osr/
Overhead	aka Indirect, F&A. The portion of the budget that is used to pay for things such as lights, staff salaries, office supplies etc.
P card	Purchasing Card - A visa card assigned to each PI by the University used to purchase (mostly) lab supplies. Limitations of dollar amounts and items that can be purchases do exist. http://finance.unc.edu/procurement-services/purchasing-card-pcard/welcome.html
PAI	Personal Accident Insurance - extra insurance on car rentals that is not reimbursable
PARS	Personnel Activity Reports A system HR uses to confirm those paid off of grants were paid correctly, percentage wise, every quarter
Payment Request	An request for a check to be cut for payment. The department of Chemistry uses the request found in the DAS system and Epro
PBB	Performance Based Budgeting
PD	post doc (doctoral) A person who has already earned their PhD and (usually) works in a research .Per University policy, the maximum number of years as a PD is 5.
PDF	Portable Document Format - one of the formats used in scanning and posting on a web site
PEC	Personal Effects Coverage - extra insurance on car rentals that is not reimbursable
Per Diem	set amount allowed for travel expenses (usually meals) see: http://finance.unc.edu/procurement-services/travel-services/allowances.html (also called Travel Allowances)
PHS	PHS Entity Identification is 1566001393A1
PHYSICAL	One of the six academic divisions in the Chemistry Department
PI	Principle investigator - the lead investigator in a research project
PID	Personal Identification (number) Assigned by the university to staff, students and employees. Is noted on the identification card.
PO	Purchase Order - a request to purchase a piece of equipment. Also used to purchase radio active materials and bottled research gas. Is also used to set up standing orders.
PO#	The Purchase Order number assigned by the Purchasing Department to a R# once the request has been approved.
POLY/MATS	One of the six academic divisions in the Chemistry Department (polymer/materials)

PRF	Petroleum Research Fund
Progress Report	Generally a yearly report that needs to be turned into the funding agency by the PI on the research. Usually turned in 90 days before the end of the budget year. Usually a pre-requisite to received the next year's funding.
Purchase Order	A request for Purchasing department to purchase a piece of equipment. This request is processed through DAS
R#	The request for a purchase order number. DAS automatically assigns the R#
RAMSeS	Research Administration Management System & eSubmission. Program and process for the routing of research proposals through the University. Part of the application process for Grant, Contract, or Cooperative Agreement. IPF is located under the RAMSeS system.
RFA	Request for Application
S#	The number assigned to a small order payment in epro (similar to the K# found in DAS)
SAKAI	Sakai is a collaboration and learning environment for classes that replaces blackboard Fall 2011
SMAR	Sigma Aldrich (listed this way on FBM)
Sole Source Justification	aka Sole Source Letter. A letter written to document that the vendor requested in a Purchase Order Request is the only vendor that is able to provide what is being requested. If a Sole Source Letter is accepted by Purchasing that the request will not be sent out for bid.
Sole Source Letter	same as Sole Source Justification
SPGRE	Summer Pre-Graduate Research Program http://www.irss.unc.edu/odum/jsp/content_node.jsp?nodeid=365
SPLS	Staples (listed this way on FBM)
Standing Order	A Purchase Order in which the same item is purchased at regular intervals. This eliminates the need to submit a payment request each time and is the preferred method for handling repeat purchases/invoices. One example is a standing order for gases.
Stipend	Salary
Student Stores	Store on campus that supplies books, contains the computer RAM shop, a gift shop
Subcode	DAS term for object code
Supplies	Lab supplies are purchased by the professor's grants. Office supplies (for support staff) are requested through the main office
T#	A number that is assigned to a Travel Request. The same number is given to the Travel Expense when it is the same trip. DAS automatically assigns the T#.
TIM	Time Information Management - time sheet program
TRA	Travel (abbreviation for)
Travel Allowances	see Per Diem
Travel Expense	Processed after a trip to reconcile any travel advance requested and other expenses incurred during a trip
Travel Request	Used within DAS to request a travel advance or obtain a T# to be used with CABS for a traveler
Tuition Remission	The difference between instate and out of state tuition costs
URL	Uniform Resource Location

WPPR	Work Planning and Performance Review. Work evaluation is performed twice a year and is based on the job description
WWW	World Wide Web
WYSIWYG	What you see is what you get