Appendix A: Glossary
AI (Assistant in Instruction). An award provided by the University that requires a specified amount of time spent in instruction.

Appointment. An assignment of a work-related award, such as an AI, AR, or AM.

AR (Assistant in Research). An award provided by the University that requires a specified percent of effort in research, usually funded by a project.

AM (Assistant Master). An award provided by the University that requires a specified percent of effort in assisting the residential college master.

Bookkeeping Entries. Entries made by the system to adjust project/grant encumbrances, for example, for sponsored project cost sharing. A lower case b on the project/grant number indicates a bookkeeping entry.

Budget Year. The upcoming fiscal year, for which you are creating a budget.

CO Approval. Central Office Approval. The Central Office involved could be the Graduate School, Human Resources, or the Office of the Dean of the Faculty.

Commitment. An amount paid, or pledged to be paid.

Contract. Admission or reenrollment contract for a graduate student that stipulates the financial support awarded to the student, and its duration. This support may come from the University or from external sponsors.

Current View. A subset of people in the personnel roster that you need to review or update, based on selections you make on the General Browse or Project Browse page.

Distribution. The assignment of a project/grant to be charged for a commitment or for a payment. All committed earnings must be distributed to a project/grant.

Encumbrance. A future commitment, or an outstanding commitment. An encumbrance may be positive or negative. If a payment will result, it is a positive encumbrance. If money will be returned as a result, it is a negative encumbrance.

Fellowship, University or Departmental. A grant to a graduate student from the University or an academic department that provides a stipend and tuition. University fellowships may be provided by endowments, general funds, centers, and programs within the University.

Fellowship Matching Tuition. A grant from the Graduate School that matches the tuition of an external fellowship which provides maintenance and partial tuition.

Fund. The high-level indicator of the source of monies or the project type. Fund 10 is for general funds. Fund 20 is for restricted funds (usually endowments or gifts). Fund 40 is for non-government sponsored projects, which are expecting something as a result. Fund 60 is for government sponsored projects.
**In Effect.** Distributions that have been fully approved and are currently active. These distributions can be seen, when changes are pending, by clicking the In Eff button.

**Offset.** A project/grant distribution created to hold funds that have been reduced until the home department can either find replacement funding or reduce the person’s pay to the new funding level. An offset occurs when a distribution to a project/grant has been approved, but is then removed or reduced, usually by a project user. Since an offset is not a real project/grant, home department and central office users cannot submit or approve changes while funds are still distributed to an offset.

**PI (Primary Investigator).** The faculty member (or other researcher) who has primary responsibility for an awarded project.

**Project/Grant.** An account to be charged for a commitment, often for a project or grant award, but also frequently a University account.

**Salary.** Support that is a remittance for work performed, such as for instruction or research, as opposed to a stipend, which is provided by a fellowship and does not require the student to work.

**Sponsored Project.** A project based on a grant for research where the sponsor is expecting some results, and where the grant usually results from a proposal. Sponsored projects are always in funds 40 and 60.

**Sponsored Tuition.** Tuition paid by sponsored projects (funds 40 and 60).

**Stipend.** Non-tuition support provided by a Fellowship, that is not a remittance for work performed (that is, the student does not have to work for it), as opposed to a salary, which is a remittance for work performed.

**TB (Teaching Budget).** The appropriations that will fund instruction; the application that is used to enter and track allocations for teaching.

**Template.** A Labor Accounting entry with standard percentages and distributions that is used as the source for copying distributions. A template does not create an encumbrance.

**Vacancy.** A Labor Accounting placeholder created to encumber funds for an expected position.