Additional project expenses: Any proposed program expenses that do not fit into any other defined budget categories.

Allowable costs: Costs associated with running the program that are reasonable in nature and amount, allocable to the grant in accordance with relative benefits received by participants, and do not exceed what a prudent person would determine to be ordinary and necessary for successful operation of the program. The funding agency will reimburse these costs under the terms of the grant being awarded.

Audit: An official examination of accounts and records that the NSA can carry out for purposes of verification of a program’s financial situation.

Authorized financial officer: This is the person who has the authority to sign your proposed budget on behalf of your institution. At some schools, the person resides within the department, while at others this person is at the vice-president level. The authorized financial officer is the person who makes an institutional commitment to carry out the tasks proposed for the amount requested.

Award letter: The letter sent by the NSA announcing that a program has been funded and detailing the amount of the award, the length of the funding period, and the start/end dates.

Award notification: The letter sent by the National Foreign Language Center informing the applicant of the NSA’s intent to fund a proposed program.

Benefits: A collection of various benefits provided by an employer that can include health insurance, group term life coverage, childcare, etc. This is an optional budget category.

Budget: The financial plan of operation showing how each cost charged against the grant is calculated and why each cost is necessary to the program.

Budget audit: See audit.

Budget notes: An open space to enter any additional explanations or clarifications of items listed in a proposed budget. This is a tab next to the budget worksheet in the budget portion of the STARTALK online proposal.

Budget worksheet: The form used to enter budget information into the online proposal system.

CAGE code: A five-character code that identifies those companies planning to do business with the federal government. CAGE codes are assigned through SAM (www.sam.gov).
**Central contractor registration (CCR):** The central contractor registry (CCR) was the primary vendor database for the US federal government. CCR validates applicant information and electronically shares the secure and encrypted data with the federal agencies’ finance offices to facilitate paperless payments through electronic funds transfer (EFT). All CCR records have been transferred to the system for award management (SAM) at [http://www.sam.gov](http://www.sam.gov). If you had an active record in CCR, you have an active record in SAM. You do not need to do anything in SAM at this time, unless a change in your business circumstances requires updates to your entity record(s) in order for you to be paid or to receive an award or you need to renew your entity prior to its expiration.

**Conflict of interest:** Situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the professional’s judgment is likely to be compromised.

**Consultant:** A person contributing to a program during one or more brief periods of time who is not on program payroll. Some common examples are language consultants, videographers, photographers, etc.

**Date of completion:** The date when all work under an award is complete. For STARTALK grants this is generally February 28 of the following year.

**Direct costs:** Expenses associated with the operation of a program. All costs necessary for the administration and implementation of a funded program.

**DUNS number:** An identification number assigned and maintained by Dun and Bradstreet (D&B) and referred to as the global location identifier. This number enables organizations to clearly identify trading partners as well as accurately gauge risks and opportunities. STARTALK grants require this number to be listed on grant applications. A DUNS number can be obtained at [http://www.dnb.com/](http://www.dnb.com/)

**Employee (payroll):** A person holding a permanent position and performing services for a specific salary. An employee is detailed in the organization’s payroll with an implied or written contract that specifies fringe benefits to be received. This is a mandatory budget category.

**Entertainment activities:** Activities that occur outside instructional hours meant to entertain, amuse, and interest participants or other people.

**Equipment:** An item of property that is electronic and has an expected service life of more than one year (e.g., computer hardware, fax machine, answering machine, copiers, Smart-boards, etc.) For budget proposal purposes, please note that furniture is not considered equipment; thus, furniture purchases cannot be covered with grant funds.
**Facilities:** Costs related to the rental of space for program-related purposes during or at one particular point of time while the program is in session.

**Federally negotiated indirect cost rate agreement:** An agreement that establishes the indirect cost rates your institution may have with the federal government. It is usually negotiated with the Department of Health and Human Services or with the Office of Naval Research. Indicate on the budget worksheet whether or not you have a federally negotiated indirect cost rate agreement. If your institution has this agreement, please submit a copy of this agreement as a PDF document after you submit your proposal. If you do not have a federally negotiated indirect cost rate agreement and you are still including indirect costs, please submit a PDF document detailing your indirect costs.

**Fees:** Fees are charges that schools, colleges, or universities sometimes require. A detailed explanation is required to demonstrate that the costs covered by fees are not duplicated elsewhere in the budget.

**Field trip:** A short trip organized by the program in order to increase the participants’ exposure and immersion in the language. In order for this activity to be covered by grant funds, it must be performed during instructional hours.

**Financial management system standards:** As stated in OMB circular A-110, the financial management system standards are standards set forth by the federal government for obtaining consistency and uniformity among federal agencies in the administration of grants to and agreements with institutions of higher education, hospitals, and other nonprofit organizations. This is the primary guidance that nonprofit organizations must follow if they receive federal awards, including both grants and cooperative agreements. The standards are as follows:

Financial and program management

The overriding principle is that recipients’ financial management systems shall provide for the following:

- Accurate, current, and complete disclosure of the financial results of each federally sponsored project or program.
- Records that identify adequately the source and application of funds for federally sponsored activities. These records shall contain information pertaining to federal awards, authorizations, obligations, unobligated balances, assets, outlays, income, and interest. This includes records to support all amounts claimed for cost-sharing or matching requirements.
- Effective control over and accountability for all funds, property, and other assets. Recipients shall adequately safeguard all such assets and assure they are used solely for authorized purposes.
- Comparison of outlays with budget amounts for each award. Whenever appropriate, financial information should be related to performance and unit cost data.
• Written procedures to minimize the time elapsing between the transfer of funds to the recipient from the US Treasury and the issuance or redemption of checks, warrants, or payments by other means for program purposes by the recipient. It is important to note that this requires a written policy.

• Written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the provisions of the applicable federal cost principles (as set forth in circulars A-21 for universities and A-122 for other nonprofits) and the terms and conditions of the award. It is important to note that this requires a written policy.

• Accounting records including cost accounting records that are supported by source documentation.

**Fringe benefits:** See *benefits*.

**Funding agency:** The external source of additional revenue that is also referred to as the grantor or funder; in this case, the funding agency is the National Security Agency (NSA).

**Funding period:** The period of time when federal funding is available for obligation by the recipient; the date on which the NSA countersigns awards through February 28, 2014.

**Government per diem:** The allowance for lodging (excluding taxes), meals, and incidental expenses that the General Services Administration (GSA) establishes for destinations within the continental United States. For the purposes of this budget, use government per diem rates to determine travel costs to the STARTALK conferences and for any other travel:

**Lodging:** [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)

**Meals and incidentals:** [http://www.gsa.gov/portal/content/101518](http://www.gsa.gov/portal/content/101518)

**Grant:** A federal financial assistance award making payment for a specified purpose.

**Grantee:** The recipient and administrator of a grant.

**Grantor:** The agency or funding source awarding the funds to carry out a program; in this case the grantor is the National Security Agency (NSA).

**Indirect costs:** See also *federally negotiated indirect cost rate agreement*. Indirect costs are actual costs incurred to conduct the normal business of an organization that is not readily identified with, or directly charged to, a specific project or activity. These are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. The indirect costs are applied equitably across all of the business activities of the organization, according to the benefits each gain from them. Typical examples of indirect costs are the costs of operating and maintaining facilities, local telephone service, and accounting services. Your organization may have a federally negotiated indirect cost rate agreement. Check with your organization for more information. If your organization does
not have a federally negotiated indirect cost rate agreement, you are required to provide a breakdown of your indirect costs (if applicable).

**Instructional lead (IL):** See *lead instructor*.

**Insurance:** A policy through which an entity receives financial protection or reimbursement against losses. STARTALK requires a certificate of liability insurance that reflects coverage of the facilities where the course sessions will be held and, for residential programs, where participants will reside. You may include an insurance rate quote from an insurance company if you do not have a policy in effect at the time of your proposal submission. If the program will be covered by institution-wide insurance, costs should be included in the indirect costs category.

**Lead instructor:** The person responsible for the creation and review of curricula, organizing the instructors, and ensuring that the program implementation achieves all the objectives detailed in the proposal while maintaining high quality standards in accordance with STARTALK guidelines.

**Mandatory (budget proposal):** Budget sections that must be completed with the categories that suit your program’s characteristics.

**Meals & lodging:** A budget category that comprises food and housing expenses related to accommodating participants, instructors, or speakers during the program or during field trips, excursions, or similar activities. This does not include meals and lodging related to attendance at the mandatory STARTALK conferences in the spring and fall.

**OMB circular A-110:** See financial management system standards.

**Optional (budget proposal):** Budget sections that may not be applicable to all programs and may be left blank.

**Overhead (costs):** See indirect costs.

**Payroll:** The term payroll refers to the people employed by a company who receives a regular wage or other compensation. Employees on payroll generally receive benefits. Some employees may be paid a steady salary while others are paid for hours worked or the number of items produced.

**Payroll Employee Benefits:** See benefits

**Per diem:** See government per diem.

**Principal investigator (PI):** The individual responsible for leading and carrying out the terms of the award.
Program director (PD): The designated individual who is responsible for the overall day-to-day administration, coordination, implementation, and monitoring of the program. The program director ensures that the program is carried out in accordance with the final grant terms.

Program evaluation: Program evaluation costs are not allowed in STARTALK grants, as STARTALK Central conducts site visits for all programs. Program evaluation is a systematic method for collecting, analyzing, and using information to answer questions about projects, policies, and programs, particularly about their effectiveness and efficiency.

Promotional items: Articles of merchandise (often branded with a logo) used in marketing and communication. They are given away to promote a company, corporate image, brand, or event.

Proposal: The document submitted to the NFLC asking for monetary support for a specified period to carry out a specific program.

Reasonable cost per consultant: STARTALK strongly recommends that you allocate no more than 20 percent of your total budget to consultants.

SAM (system for award management): The system for award management (SAM) is the official US government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is no fee to register for this site. Entities may register at no cost directly from www.sam.gov. You must have a Cage Code from www.sam.gov to apply for a STARTALK grant.

Scholarships: See also tuition. Fees paid directly to an institution for the cost of awarding credit.

Signed budget: In addition to submitting your budget online, you will need to submit a signed copy of the entire budget (please do not submit just the last page). On the “Proposals” home page, click on the “Budget PDF” option under “View & Download.” Print out the PDF document, sign it, and upload it to your proposal.

Staff (contracted): For budget purposes staff members are people who are hired to perform specific duties during the program, usually on an hourly basis and without fringe benefits. For example, guest speakers, cultural activity leaders, nurses, janitors, bus drivers, security guards, etc., are staff. If these individuals will be working for the program and for other areas of the institution simultaneously, a prorated salary calculation should be included in the indirect cost category.

Stipends: Periodic payments, similar to allowances, made to an individual; stipends are normally intended for living expenses associated with participation in some phase of a funded program, such as a fellowship or training grant, and are usually related to academic studies. Stipends are not allowed in student and teacher programs.

Substitute teacher: A temporary teacher hired by the program to cover foreseen or unforeseen teacher absences during instructional hours only. Please note that the grant does not allow for the
hiring of substitute teachers during noncore hours (e.g., the hiring of substitute teachers for absences due to attending the STARTALK conference is not allowed).

**Supplies (classroom):** Any supplies or teaching materials that may be used in the classroom by the instructor (e.g., textbooks, art supplies, realia, software, etc.). For proposal purposes, “classroom supplies” is the only mandatory budget category. Optional categories include office/administrative supplies and miscellaneous supplies.

**Supplies (office/administrative):** All supplies used regularly in offices (e.g., postage, copy paper, post-its, binders, printer ink, toner, etc.).

**Supplies (miscellaneous):** Any additional supplies that may be purchased by the program and are not included in one of the categories cited above (e.g., graduation certificates, participant T-shirts).

**Swag:** See promotional items.

**Third-party services:** Contractors, vendors, or other service providers for the program.

**Travel allowance:** The amount of money that a program can provide to help participants reduce or offset the local commuting cost related to program attendance. Travel allowances or reimbursements offsetting airfare/rail for travel to a program site is only allowed for teacher programs.

**Travel (STARTALK conference):** This refers to air travel and local transportation per diem mileage allowance and other associated expenses related to the attendance of STARTALK’s spring and fall conferences. Attendance is mandatory for program directors and lead instructors. This is a mandatory budget category.

**Travel (all other):** All transportation, per diem, and expenses related to field trips, transportation to/from program sites, and other activities other than attendance at the STARTALK conferences. Travel allowances or reimbursements offsetting airfare/rail for travel to a program site are only allowed for teacher programs. Travel calculations should be based on government per diem rates and include airfare, room costs, and per diem for meals. Government per diem can be found at the following websites:

**Lodging:** [http://www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287)

**Meals and incidentals:** [http://www.gsa.gov/portal/content/101518](http://www.gsa.gov/portal/content/101518)

**Tuition:** A sum of money charged for instruction by a school, college, or university. It includes items such as scholarships, grants, continuing credits application, etc.
** Please note that the following costs are not allowed and should not be included in proposals:**

- Immigration fees including VISA paperwork, fingerprinting, background checks, etc.
- Gift cards
- Proposal writing and/or grant writing expenses
- Any other professional development conferences that are not STARTALK’s spring or fall conference
- Deposits or fees intended to hold a seat or “save a spot” in the program and guarantee student’s attendance and/or program completion
- Substitute teachers outside of core program hours (e.g., to cover absences during STARTALK conferences)
- Food for ceremonies
- Evening activities outside of normal instructional hours that include meals/entertainment
- Furniture purchases of any kind
- More than two program promotional items per participant
- Gifted iPods/iPads intended for students to keep after the program has ended
- Accounting services as direct costs
- Travel allowances for student program participants except for daily local commuting
- Program evaluation fees

References

http://www.grants.gov/help/glossary.jsp
https://wase-4.umd.edu/fasweb/FasHelp/index.html
http://www.businessdictionary.com/definition/travel-cost.html
http://www.investopedia.com/terms/f/fringe-benefits.asp#axzz1wwVmSYD8
http://ccnmtl.columbia.edu/projects/rcr/rcr_conflicts/foundation/index.html#1_1