

The cover features a dark blue background with a decorative gold border. Several dried, brown leaves are scattered around the border, particularly in the top right and bottom corners. The text is centered and rendered in a gold, serif font.

# Research Administration Glossary

Curated by

Dr. Jyotsna Begani

Intern – Research Management

Research Development Office (RDO), BLiSC

(2023)

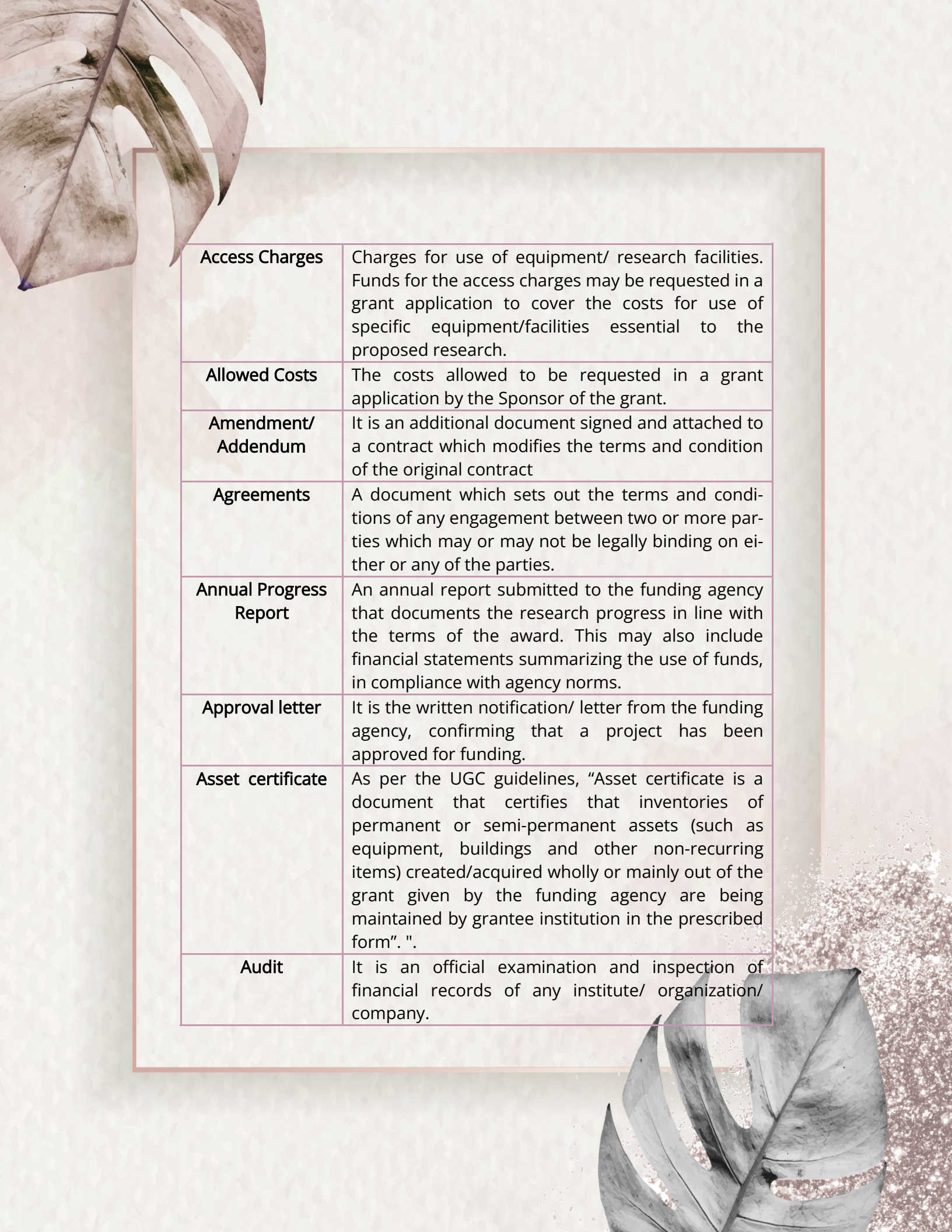
# PREFACE

The purpose of this Research Administration Glossary is to provide a comprehensive list/resource for terminology, acronyms, and concepts used in the field of research administration. It is intended as a comprehensive and a valuable resource for researchers, research administrators, and other stakeholders to understand the terminology used in research management.


The glossary is organized alphabetically for easy reference, and adapted from a variety of sources. This glossary covers all aspects of research management, from grant proposal development and submission to budget development and management, as well as compliance with regulations. It also includes terms related to agreements, institutional statutory approvals, and entrepreneurship. We hope that this glossary will serve as useful resource to improve communication with different stakeholders, facilitate compliance and smooth management of research projects.

For any feedback, please write to us at [rdo@ncbs.res.in](mailto:rdo@ncbs.res.in).

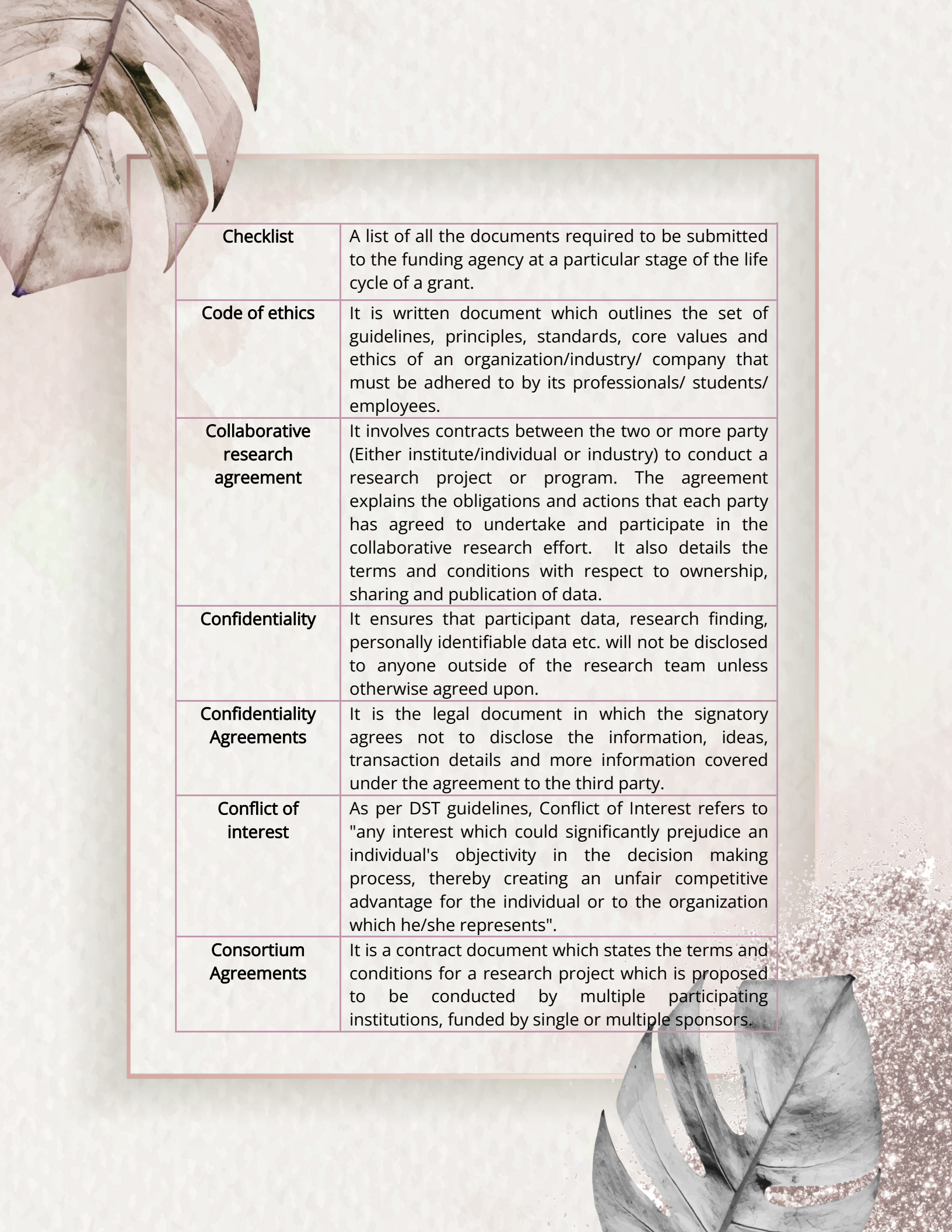





<b>Access Charges</b>	Charges for use of equipment/ research facilities. Funds for the access charges may be requested in a grant application to cover the costs for use of specific equipment/facilities essential to the proposed research.
<b>Allowed Costs</b>	The costs allowed to be requested in a grant application by the Sponsor of the grant.
<b>Amendment/ Addendum</b>	It is an additional document signed and attached to a contract which modifies the terms and condition of the original contract
<b>Agreements</b>	A document which sets out the terms and conditions of any engagement between two or more parties which may or may not be legally binding on either or any of the parties.
<b>Annual Progress Report</b>	An annual report submitted to the funding agency that documents the research progress in line with the terms of the award. This may also include financial statements summarizing the use of funds, in compliance with agency norms.
<b>Approval letter</b>	It is the written notification/ letter from the funding agency, confirming that a project has been approved for funding.
<b>Asset certificate</b>	As per the UGC guidelines, "Asset certificate is a document that certifies that inventories of permanent or semi-permanent assets (such as equipment, buildings and other non-recurring items) created/acquired wholly or mainly out of the grant given by the funding agency are being maintained by grantee institution in the prescribed form". "
<b>Audit</b>	It is an official examination and inspection of financial records of any institute/ organization/ company.



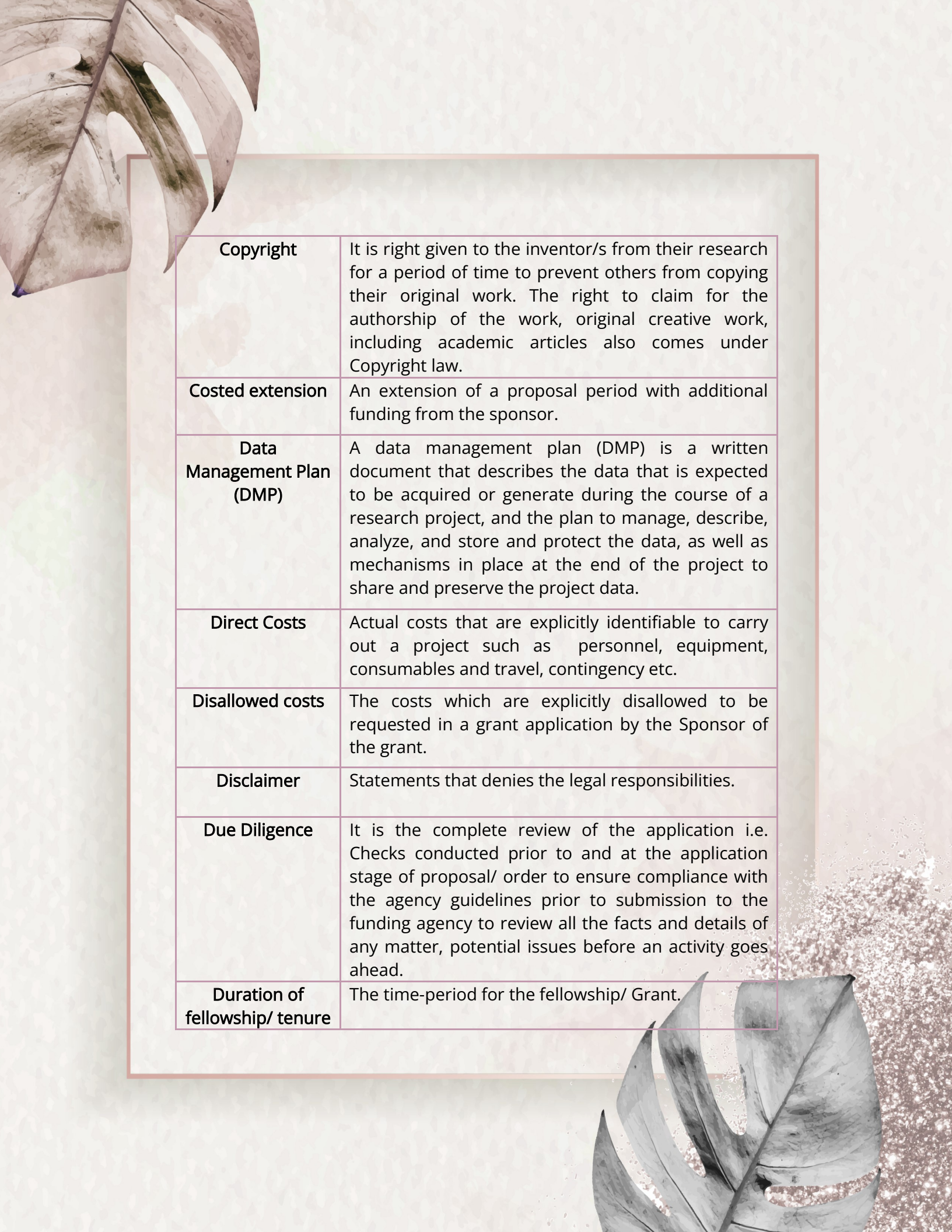
<b>Bio-Ethics</b>	Study of ethical issues that arise in biology/ biomedical research.
<b>Biological Research Regulatory Approval Portal (BioRRAP)</b>	Online Portal developed by the Department of Biotechnology (DBT), GOI, to track the regulatory approvals for a research proposal. One can access the portal using the link: <a href="https://biorrap.gov.in/">https://biorrap.gov.in/</a>
<b>Bio-safety</b>	According to the World Health Organization (WHO), "Biosafety is a strategic and integrated approach to analyzing and managing relevant risks to human, animal and plant life and health and associated risks for the environment".
<b>Breach of agreement</b>	When two or more people/ party involved in an agreement and one party does not fulfill the criteria or fails to deliver as per the terms of the agreement.
<b>Budget</b>	The detailed financial plan outlining the estimated project costs to support the sponsored project.
<b>Budget Code</b>	A unique code created by the accounts team for an awarded grant to book and track expenditure
<b>Budget head</b>	Costs allocated to specific resources in a sponsored project- such as personnel, consumables, equipment, travel, contingency etc. in a project proposal.
<b>Budget Justification</b>	A detailed clarification and explanation of the need of each item in the budget with year wise breakdown which explains how the funds for the sponsored project would be utilized.
<b>Call for proposals</b>	An announcement for Grant/ fellowships/ awards.




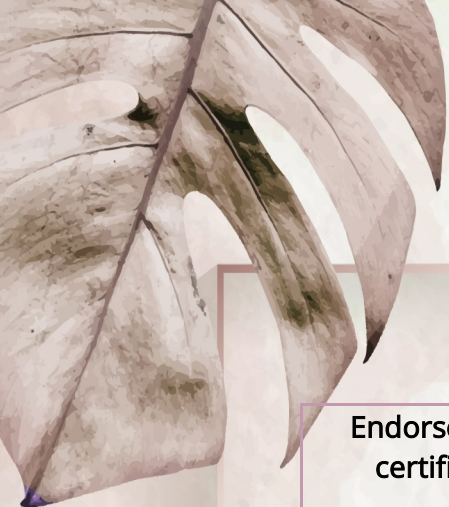
<b>Checklist</b>	A list of all the documents required to be submitted to the funding agency at a particular stage of the life cycle of a grant.
<b>Code of ethics</b>	It is written document which outlines the set of guidelines, principles, standards, core values and ethics of an organization/industry/ company that must be adhered to by its professionals/ students/ employees.
<b>Collaborative research agreement</b>	It involves contracts between the two or more party (Either institute/individual or industry) to conduct a research project or program. The agreement explains the obligations and actions that each party has agreed to undertake and participate in the collaborative research effort. It also details the terms and conditions with respect to ownership, sharing and publication of data.
<b>Confidentiality</b>	It ensures that participant data, research finding, personally identifiable data etc. will not be disclosed to anyone outside of the research team unless otherwise agreed upon.
<b>Confidentiality Agreements</b>	It is the legal document in which the signatory agrees not to disclose the information, ideas, transaction details and more information covered under the agreement to the third party.
<b>Conflict of interest</b>	As per DST guidelines, Conflict of Interest refers to "any interest which could significantly prejudice an individual's objectivity in the decision making process, thereby creating an unfair competitive advantage for the individual or to the organization which he/she represents".
<b>Consortium Agreements</b>	It is a contract document which states the terms and conditions for a research project which is proposed to be conducted by multiple participating institutions, funded by single or multiple sponsors.



<b>Consultant</b>	An independent expert in its own field that will assist in providing specialized solutions for a temporary period.
<b>Consultancy agreements</b>	It is a contract which defines the terms of services between the consultant who provides the service and the client who is receiving the service, to complete a particular work or project within a prescribed period of time. The consultant agrees to offer consultative services in exchange for payment of fees by the client.
<b>Consumables</b>	Supplies/ materials required for the proposed project that are continuously used up during the course of project. For examples- laboratory chemicals/reagents and other materials such as glassware etc.
<b>Contingency</b>	Covers the unforeseen/ miscellaneous expenses required in a project.
<b>Contract</b>	A written agreement between two parties or facilities which is enforceable by law
<b>Co-Investigator (Co-I)/ Collaborator</b>	Investigator participating in a grant/project in collaboration with the principal investigator (PI), generally without having a budget component. Typically these are individuals who will supply reagents, assist in specific protocols, provide resource services etc.
<b>Co- Principal Investigator (Co-PI)</b>	Investigator working in collaboration with Principal investigator (PI), to share scientific and administrative responsibilities for the project. Co-Principal investigators can also request for specific budget in the project.


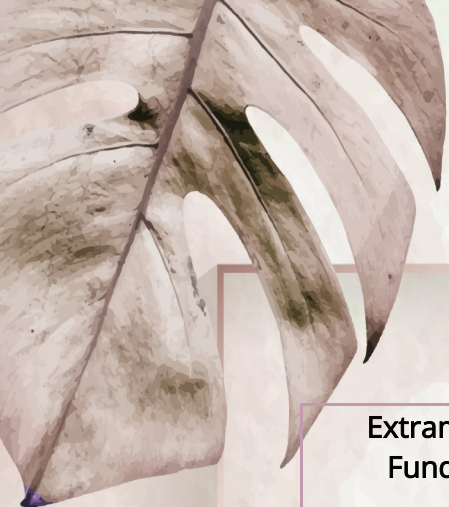


<b>Copyright</b>	It is right given to the inventor/s from their research for a period of time to prevent others from copying their original work. The right to claim for the authorship of the work, original creative work, including academic articles also comes under Copyright law.
<b>Costed extension</b>	An extension of a proposal period with additional funding from the sponsor.
<b>Data Management Plan (DMP)</b>	A data management plan (DMP) is a written document that describes the data that is expected to be acquired or generate during the course of a research project, and the plan to manage, describe, analyze, and store and protect the data, as well as mechanisms in place at the end of the project to share and preserve the project data.
<b>Direct Costs</b>	Actual costs that are explicitly identifiable to carry out a project such as personnel, equipment, consumables and travel, contingency etc.
<b>Disallowed costs</b>	The costs which are explicitly disallowed to be requested in a grant application by the Sponsor of the grant.
<b>Disclaimer</b>	Statements that denies the legal responsibilities.
<b>Due Diligence</b>	It is the complete review of the application i.e. Checks conducted prior to and at the application stage of proposal/ order to ensure compliance with the agency guidelines prior to submission to the funding agency to review all the facts and details of any matter, potential issues before an activity goes ahead.
<b>Duration of fellowship/ tenure</b>	The time-period for the fellowship/ Grant.




<b>Endorsement certificate</b>	Document duly signed by the relevant institutional authority of the grantee institution confirming the institutional support to the project proposal or to the investigator.
<b>Endowment fund</b>	An endowment is a donation of funds to a nonprofit organization, which uses the resulting investment income for a specific purpose/activity. Principal amount remains untouched and only the interest (investment income) earned is used for supporting the sponsored activities.
<b>Environmental impact assessment and risk analysis</b>	It is an important process before the approval of a proposed research plan, describing a detailed analysis of the likely and foreseeable impacts of the proposed research activity on the environment.
<b>E-stamping</b>	It is the process where the stamp duty is electronically paid to the Government.
<b>Equipment Grant / Infrastructure grant</b>	Funds allocated by the funding agencies specifically for the purchase of equipment or development of research infrastructure.
<b>Ethical/ Regulatory clearance</b>	It includes any approvals by the government, health and environmental authorities regarding any research which includes human and animal subjects.
<b>Expected research outcomes</b>	An important section in application a grant that provides an overview of what could be the potential outcome expected from the proposed research.
<b>Extension request</b>	A request made to the funding agency to extend the period of grant.






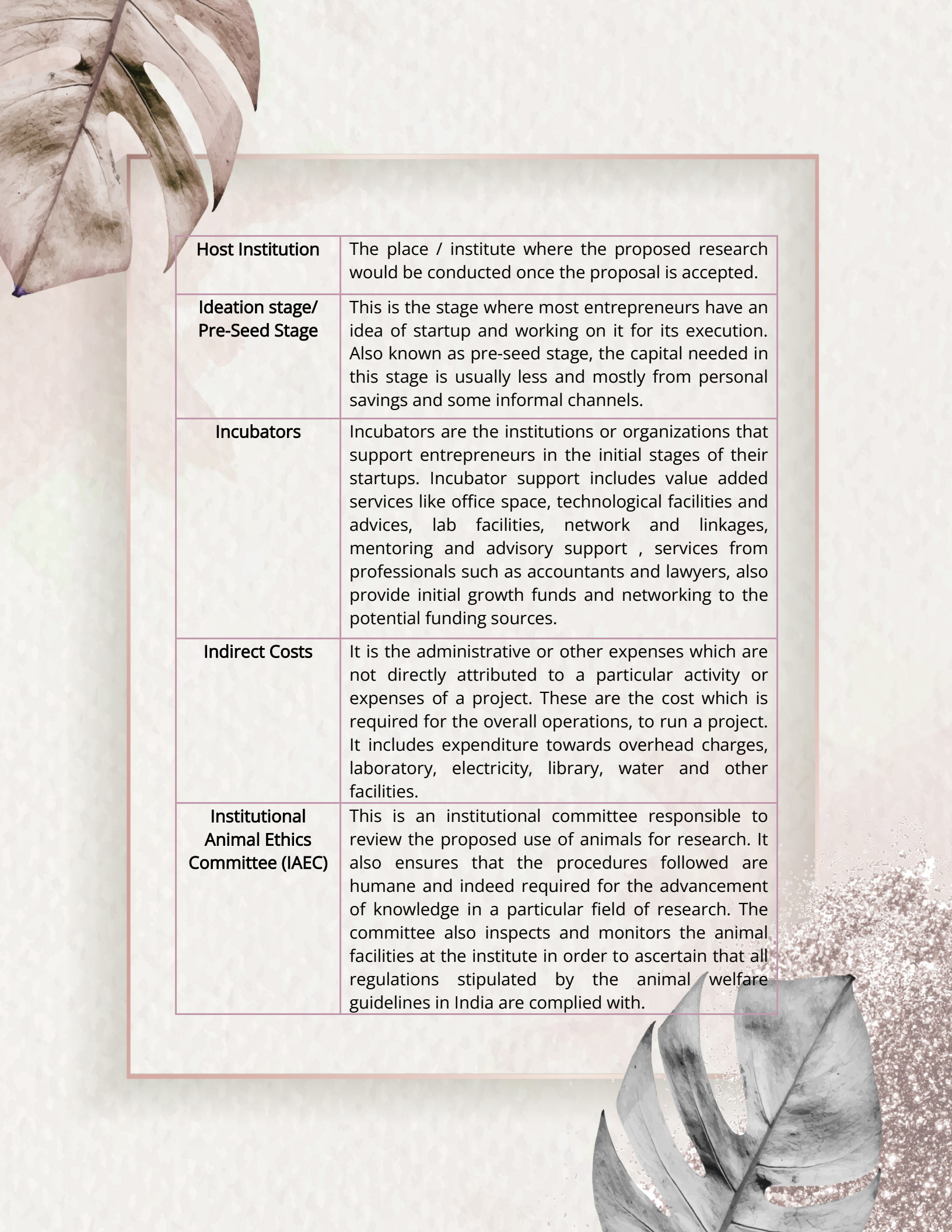
<b>Extramural Funding</b>	Funds provided by external funding agencies to researchers/organizations to support their research.
<b>Financial Reporting</b>	Grantee institutions are required to submit Statements of Accounts summarizing the expenditure incurred in a sponsored project, duly signed by relevant institutional authorities, on a regular basis (annual/ half yearly/quarterly), as per agency requirement.
<b>Financial year</b>	The calendar year in which you receive funds. In the Indian accounting system, it begins on 1 <sup>st</sup> April of each calendar year and ends on 31 <sup>st</sup> March of the next calendar year.
<b>Flexible funding Allowance</b>	These are the funds provide to cover unanticipated costs which might arise during the duration of a research project/ grants.
<b>Force majeure</b>	Force majeure is a clause or provision that is included in contracts to remove the liabilities, in case of any unforeseeable and unavoidable event that prevents one or both the parties from fulfilling the obligations as per the terms of an agreement or contract. These clauses generally cover natural disasters, such as hurricanes, tornadoes, and earthquakes, as well as human actions, such as armed conflict, man-made diseases and also pandemic like situations.
<b>Funding agencies</b>	They are the government or non-government organizations that provide grants, scholarships, fellowships or other forms of financial support to the programs, projects, and individuals in a specific area.



<b>Funding Cycle</b>	The period during which sponsor accepts the proposals and awards funding.
<b>Funding Schemes</b>	The grant-in-aid scheme for the financial assistance to carry out the research.
<b>Gantt chart</b>	It is the graphical representation of project plan over time.
<b>Grant</b>	A type of financial assistance provided to the organization or individual to carry out research or other activities as specified in the approved project proposal.
<b>Grantee</b>	Receiver of the financial assistance from a granting agency for a particular research project or specific activity/activities.
<b>Grantor</b>	A granting agency which provide financial assistance for a particular research project or a specific activity/activities.
<b>Grant activation</b>	Once a grant is approved for award, each funding agency has specific requirements for documentation, which formally binds the awardee and the host institution to the terms and conditions of the award. The grant is activated and only after all the required documents for grant activation are submitted to the agency. Once documents are found satisfactory, funding agencies issue a formal sanction letter and release funds.
<b>Grant closure</b>	Grant closure involves submission of final progress and financial reports to the sponsor/funding agencies for formal termination or closure of the sponsored research project after completion of the project tenure.





<b>Grant Extension</b>	An extension of an ongoing project.
<b>Grant management</b>	It is the process of managing and overseeing grants during its entire lifecycle.
<b>Grant management system (GMS)</b>	An archival system to store the grant related documents
<b>Grant Reporting</b>	The scientific progress report (which includes research outcomes) and financial report of the sponsored projects are submitted to the funding agencies as per agency requirement. Post the award of the grant or fellowship; both the awardee and the host institution have the obligation to adhere to the reporting requirements of the funding agency.
<b>Grant Start Certificate</b>	It is the form provided by the funding agency for the confirmation of fellowship, start date of grant and total duration by the grant holder and host institution.
<b>Grant submission</b>	The process of submitting a proposal to different funding agencies for seeking financial assistance for research projects.
<b>Grant transfer</b>	An application or award that is being transferred to or from another institution
<b>Grant-in-aid</b>	A sum of money granted by Central /state government to another body/ institution or individual for the implementation of specific projects.
<b>Guidelines</b>	These are the specific set of rules or guidelines that an applicant should follow during preparation and submission of a proposal.



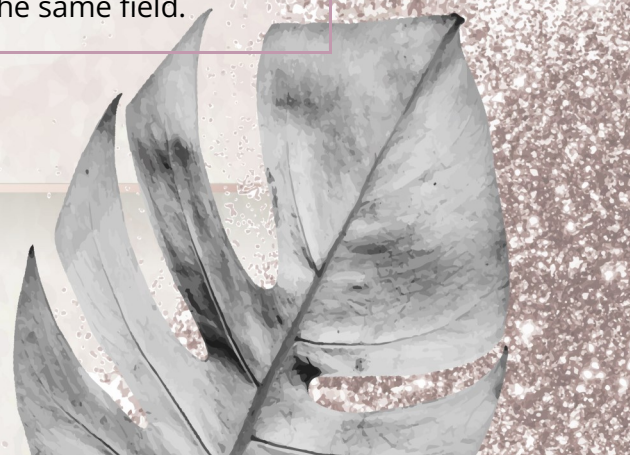

<b>Host Institution</b>	The place / institute where the proposed research would be conducted once the proposal is accepted.
<b>Ideation stage/ Pre-Seed Stage</b>	This is the stage where most entrepreneurs have an idea of startup and working on it for its execution. Also known as pre-seed stage, the capital needed in this stage is usually less and mostly from personal savings and some informal channels.
<b>Incubators</b>	Incubators are the institutions or organizations that support entrepreneurs in the initial stages of their startups. Incubator support includes value added services like office space, technological facilities and advices, lab facilities, network and linkages, mentoring and advisory support , services from professionals such as accountants and lawyers, also provide initial growth funds and networking to the potential funding sources.
<b>Indirect Costs</b>	It is the administrative or other expenses which are not directly attributed to a particular activity or expenses of a project. These are the cost which is required for the overall operations, to run a project. It includes expenditure towards overhead charges, laboratory, electricity, library, water and other facilities.
<b>Institutional Animal Ethics Committee (IAEC)</b>	This is an institutional committee responsible to review the proposed use of animals for research. It also ensures that the procedures followed are humane and indeed required for the advancement of knowledge in a particular field of research. The committee also inspects and monitors the animal facilities at the institute in order to ascertain that all regulations stipulated by the animal welfare guidelines in India are complied with.

<b>Institutional Biosafety Committee (IBSC)</b>	This is an institutional committee responsible for reviewing all the research proposals that involve the use of recombinant DNA and/or pathogenic organisms, human samples and ensuring that the proposed research complies with the Department of Biotechnology (DBT) guidelines. It also ensures the safety of the personnel and to ensure that the laboratory practices comply with the regulations.
<b>Institutional Committee for Stem Cell Research (IC-SCR)</b>	The institutional committee which, reviews projects and proposals and approves the scientific merit of all issues related to stem cell research.
<b>Institutional Human Ethics Committee (IHEC)</b>	The institutional committee which reviews, examines and approves all the research proposals involving human participants or human biological samples as per the norms of Department of Biotechnology (DBT) and Indian Council of Medical Research (ICMR) Bio-Safety and Bio-Ethics rules and guidelines.
<b>Intellectual Property or IP</b>	Intellectual property (IP) refers to creations of the human intellect such as original and novel inventions/innovations, literary /artistic work etc. IP is protected in law by, for example, patents, copyright and trademarks, which enable people to earn recognition or financial benefit from what they invent or create. ( <a href="https://www.wipo.int/about-ip">https://www.wipo.int/about-ip</a> ).
<b>Intellectual Property Rights (IPR)</b>	It is a legal and technical document which provides an exclusive right to protect and commercialize your idea.
<b>Interdisciplinary collaboration</b>	Research collaboration with professionals/ researcher from different disciplines.




<b>Interim Reporting</b>	Submission of the progress and financial reports of the sponsored project in between the Financial year.
<b>International collaboration</b>	Research collaboration with institutes or individuals based in countries other than home/host country
<b>Intramural funding</b>	Financial assistance from Host Institutions/ Organization through their internal sources to researchers to conduct research or to support specific academic activity.
<b>Invoice</b>	It is a document which maintains a record of transaction between a buyer and seller.
<b>Joint Project Proposal</b>	When a Project proposal is jointly prepared by two or more organization/ investigators for seeking funding
<b>Letter of Intent (LOI)</b>	It is a summary of a proposed project, an estimated budget and brief information about the applicant before submitting the full proposal for review.
<b>Letter of support</b>	It is a supporting letter or testimonial in support of investigator/ research proposal. It is used to convey the credibility of an applicant/application.
<b>Material Transfer agreement (MTA)</b>	It is a written contract between the provider and recipient of the research material. MTAs regularly govern the transfer of biological materials, such as reagents, cell lines, plasmids, vectors, nucleotides, proteins, bacteria, transgenic animals etc. which are the most frequently transferred materials. It can also cover some type of software.

<b>Memoranda of Agreements (MOA)</b>	A Memorandum of Agreement (MOA) is a specific and conditional agreement between two or more parties that involves transfer of funds, institutional obligations, and defines the roles and responsibilities of the participating parties on an agreed project. It is a legally binding document.
<b>Memoranda of Understanding (MOU)</b>	A Memorandum of Understanding (MOU) is an general agreement between two or more parties, that enlist the possible collaborative activities, where each party clearly specify their objectives and what they expect from one another, without creating any financial obligations. It is not legally binding document.
<b>Memorandum of Association &amp; Byelaws.</b>	It is the legal Document describes the purpose for which the company/society is formed. It contains all the basic details and the conditions under which a company operates. It also contains all the rules and regulations which govern how the company runs and what are the scope of its operations.
<b>Negotiations</b>	It is an formal and strategic discussion which is intended to resolve any issue between the parties and find a way to reach an agreement that is acceptable to both/all the parties
<b>No objection certificated (NOC)</b>	It is the certificate which is issued by an organization/ individual/ institute, to say that they have no objection to the details mentioned in the document
<b>No-cost Extension</b>	An extension of time to a project period to complete the work of the grant under that period, without additional funds.

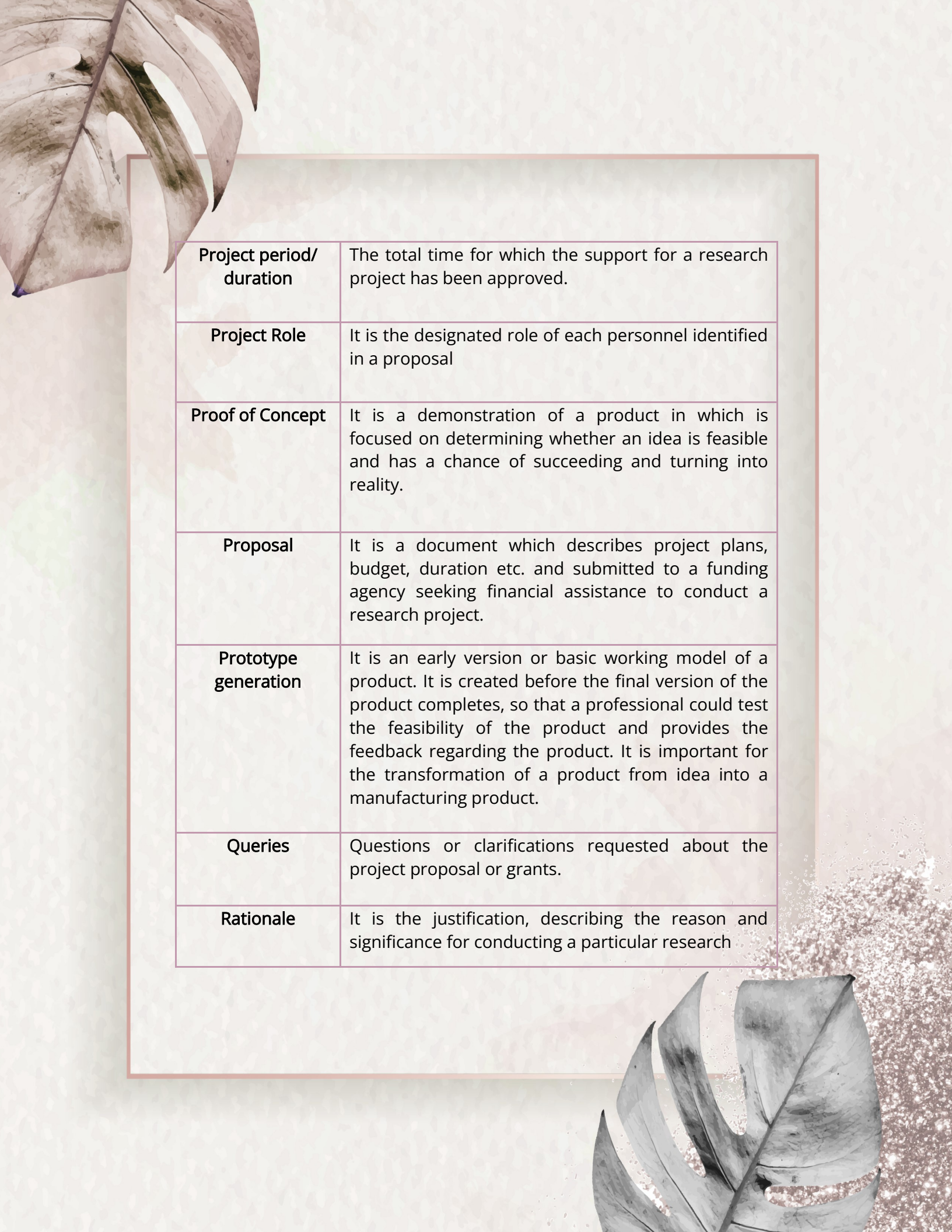


<b>Non- Recurring cost</b>	Fixed onetime expenses. Examples- equipment, other infrastructure
<b>Non-Disclosure Agreement (NDA)</b>	It is the legal contract between at least two parties, in regard to protect and share the confidential material, information or knowledge in the course of a research project.
<b>Office order/ OM (Office memorandum)</b>	It is issued by the competent authority, for communicating any policy decisions..
<b>Outreach</b>	Outreach activities are meant to engage a large audience and to bring knowledge and expertise on a particular topic to the general public.
<b>Overhead Charges</b>	Overhead charges refer to the amount provided by the agency to the host institution as part of the project budget to support grant holder's research towards meeting the cost of academic expenses including infrastructure facilities, utilities, or administrative support relating to the research project.
<b>Payment detail form</b>	This includes the full bank detail of organization where the grant payment would be sent for an approved applicant.
<b>Patent analysis, drafting and filing</b>	It is the process of writing the description of the invention in a technical and legal language so that it can be filed in a patent office. The explanation of the document will be in compliance with the patent law of a particular country for which it is filed.
<b>Peer Review</b>	It is an independent assessment of a research project/ paper by experts of the same field.







<b>Personnel</b>	Any person working on the research project.
<b>Philanthropic donation</b>	Generous donation voluntarily provided by an individual or organization (donor) to recipient organizations/ individuals to support different activities for a worthy cause including research, healthcare, education, art, culture, other social causes etc.
<b>Plagiarism</b>	It is the use or fabrication of another person's ideas, words, diagrams without giving the appropriate credit or acknowledgement.
<b>Post-Award</b>	Any or all formalities post the approval of award of financial aid for a particular research project or academic activity. This includes activation of grants, monitoring financial expenses, reporting and completing the grant closure procedures.
<b>Pre-Award</b>	It represent initiating of the grant lifecycle, which includes identifying the source of funding, drafting and submitting the proposal for funding.
<b>Pre-proposal/ preliminary/ initial/ Phase I proposal</b>	It is a brief description of a project, submitted prior to a formal full proposal.
<b>Principal Investigator (PI) / lead applicant/</b>	The individual responsible for managing the project and for the conduct of research or other activity as described in the proposed project.
<b>Progress report</b>	A periodic report required by the sponsor/ funding agency summarizing the progress on the research to- date. Technical and financial reports are required for the sponsored project.




<b>Project period/ duration</b>	The total time for which the support for a research project has been approved.
<b>Project Role</b>	It is the designated role of each personnel identified in a proposal
<b>Proof of Concept</b>	It is a demonstration of a product in which is focused on determining whether an idea is feasible and has a chance of succeeding and turning into reality.
<b>Proposal</b>	It is a document which describes project plans, budget, duration etc. and submitted to a funding agency seeking financial assistance to conduct a research project.
<b>Prototype generation</b>	It is an early version or basic working model of a product. It is created before the final version of the product completes, so that a professional could test the feasibility of the product and provides the feedback regarding the product. It is important for the transformation of a product from idea into a manufacturing product.
<b>Queries</b>	Questions or clarifications requested about the project proposal or grants.
<b>Rationale</b>	It is the justification, describing the reason and significance for conducting a particular research



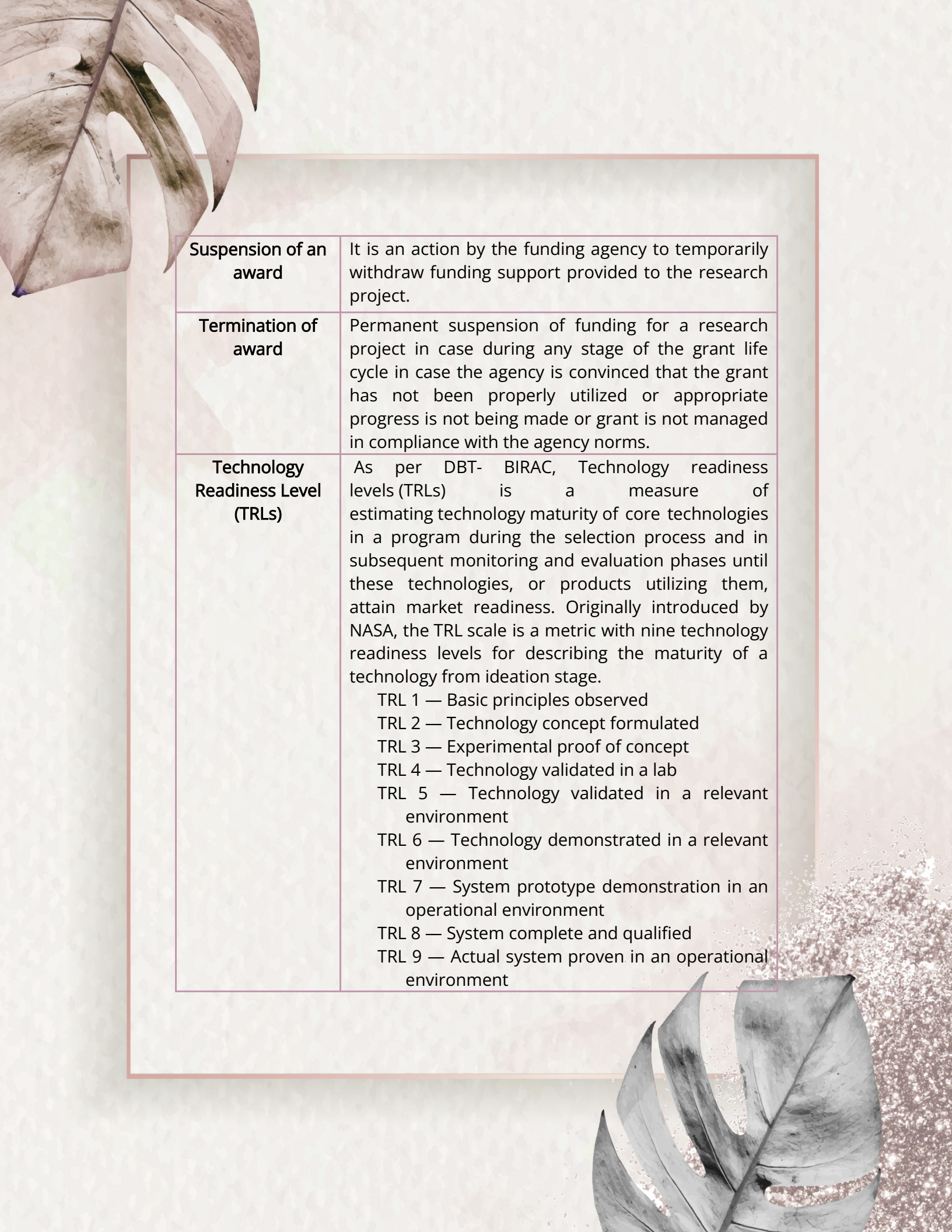
<b>Re-appropriation requests</b>	Grants are generally sanctioned with funds allocated under defined budget heads, which the awardee has to adhere to. Any deviations from this allocation will require a formal approval from the funding agency. This request seeking approval from the funding agency to transfer funds from one budget (sanctioned) head to another without increase in the overall cost of the project is generally termed as re-appropriation request.
<b>Recommendation Letter</b>	It is a letter written by a professional contact of an applicant, endorsing the necessary skills and potential of an individual.
<b>Recurring costs</b>	Ongoing expenses during the entire duration of research grant/ project. Example- personnel, consumables, travel, contingency, overheads etc.
<b>Regulatory compliance</b>	Adherence to law, regulations and guidelines created by government legislations and regulatory body applicable to an organization.
<b>Request for Proposal (RFP)</b>	A type of funding opportunity announcement that specifically define the type of project proposal desired.
<b>Research Collaboration</b>	When two or more organization/ entities or individuals work together on particular research project.
<b>Research compliance</b>	Adherence to rules, regulations, policies and standard of conduct that govern research.
<b>Research Ethics</b>	It involves the application of fundamental ethical principles in the planning, designing, implementing, reporting and publishing of the research and research activities.



<b>Research Infrastructural Facilities</b>	Facilities that further research and foster scientific innovation. It includes major scientific equipment, e-infrastructure like computing systems, data, communication networks and other entities.
<b>Research impact</b>	The contribution that research makes to the economic, social, cultural, environment, health and other aspects of the lives of the citizens and society, beyond to the contribution to academia.
<b>Research Integrity</b>	The use of honest, verifiable methods in proposing, performing, conducting, evaluating and reporting of the research work.
<b>Research Misconduct</b>	As per NIH and DBT/Wellcome Trust India alliance 'Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, reviewing research, or in reporting research results'. It also includes deliberate, negligent deviations from the accepted practices in carrying out research.
<b>Reviewer/ Committee Member</b>	A team of experts specifically selected for the purpose to review each submitted application/ grant proposal, and after careful observation select or reject the proposal.
<b>Ring-fenced funds</b>	These are the funds which should be used only for the purpose stated in the Research project proposal. These funds are non-transferable; generally it includes overhead charges, personal support to the PI or Salary.
<b>Risk assessments</b>	It consist of identification of hazards and the analysis, evaluation and controlling the risk associated with exposure of those hazards in a situation or within workplace.



<b>Sanction order</b>	It is the official order for the release of financial support of grant-in aid for a particular research project or academic activity.
<b>Scope of Work</b>	It is the description of the work to be performed on a project which describes the project's goals, deliverables and deadlines.
<b>Seed Funding</b>	Financial assistance/pilot funding for proof of concept ideas.
<b>Sponsored Research</b>	Research activities supported (funded) by an external Funding agency.
<b>Standard operating procedures (SOPs)</b>	It is a step by step written instruction for routine operations of a department/ organization.
<b>Statement of Expenditure (SoE)</b>	A document which specifies the details or breakup of expenditure incurred on the sanctioned research grant under different budgetary heads.
<b>Statutory approvals</b>	Regulatory approvals from statutory committees such animal ethics committee, Human ethics committee, biosafety, stem cell ethics committee before the start of their research projects etc.
<b>Stipend</b>	It is a form of a monetary compensation to an individual under a fellowship or training grant as per the pre-established pay levels.
<b>Submission Deadline</b>	The final date and time for submission of an application to the sponsor post which the sponsor/ funding agency will no longer accept the application.



<b>Suspension of an award</b>	It is an action by the funding agency to temporarily withdraw funding support provided to the research project.
<b>Termination of award</b>	Permanent suspension of funding for a research project in case during any stage of the grant life cycle in case the agency is convinced that the grant has not been properly utilized or appropriate progress is not being made or grant is not managed in compliance with the agency norms.
<b>Technology Readiness Level (TRLs)</b>	<p>As per DBT- BIRAC, Technology readiness levels (TRLs) is a measure of estimating technology maturity of core technologies in a program during the selection process and in subsequent monitoring and evaluation phases until these technologies, or products utilizing them, attain market readiness. Originally introduced by NASA, the TRL scale is a metric with nine technology readiness levels for describing the maturity of a technology from ideation stage.</p> <ul style="list-style-type: none"><li>TRL 1 — Basic principles observed</li><li>TRL 2 — Technology concept formulated</li><li>TRL 3 — Experimental proof of concept</li><li>TRL 4 — Technology validated in a lab</li><li>TRL 5 — Technology validated in a relevant environment</li><li>TRL 6 — Technology demonstrated in a relevant environment</li><li>TRL 7 — System prototype demonstration in an operational environment</li><li>TRL 8 — System complete and qualified</li><li>TRL 9 — Actual system proven in an operational environment</li></ul>

<b>The Clinical Trial Registry in ICMR (CTRI)</b>	In accordance with the Department of Health Research/ICMR, any researcher who plans to conduct a clinical trial involving human participants, of any intervention such as drugs, surgical procedures, preventive measures, lifestyle modifications, devices, educational or behavioral treatment, rehabilitation strategies, should registered the project with the Clinical Trial Registry in ICMR (CTRI) before Initiation of this study.
<b>The Office of Tech Transfer (OTT)</b>	This office helps the research community through strategic evaluation, protection and commercialization of innovations.
<b>Total Project Costs</b>	The total allowable direct and indirect costs incurred by an organization to carry out an approved project.
<b>Transfer request</b>	A request made to the funding agency to transfer the funds from one organization to another.
<b>Travel cost</b>	Budget allocated for travel. Can be used for attending meetings, conferences, workshops, training programs, fieldwork, sample collection and collaborative visits.
<b>Undertaking Certificate</b>	It is the certificate which is signed by the PI/ Candidate/ Personnel that the information in the prescribed application/ proposal/ document which is provided by them is authentic (Either for the project proposal or for the personal information).
<b>Utilization certificate (UC)</b>	A document which specifies the details of the funds actually utilized for the purpose for which it was sanctioned.
<b>Work plan</b>	It is the description or framework which specify the sequence of the objective or project activities

# ACKNOWLEDGEMENT

As part of my internship in research management at the RDO, BLiSC, I have created this glossary of research administration terms.

The Glossary section would not have been possible without the guidance and support of Dr. Vineetha Raghavan (Head of Research Development Office - Grants and Collaboration), Dr. Malini S Pillai (Grants Advisor), and Ms Aruna M (Senior Grants Administrator). I would like to thank each one of them for their help in compiling the list of terms, reviewing the content, and providing feedback on the draft and design of the glossary. Their contributions were invaluable, and I am grateful for their time and expertise. I would also like to thank DBT/Wellcome Trust India Alliance - India Research Management Initiative (IRMI) and National Centre for Biological Sciences for providing financial support during the internship period. I hope that this resource will be helpful to researchers and research administrators alike.

