

## **Guidelines and Definitions for USM Annual Extramural Funding Report**

**The Report is intended to be an indicator to the Regents of how well the USM is doing in obtaining extramural funding.**

- 1.** As a barometer of accomplishment, not fiscal reporting, the Extramural Awards Report provides annualized summary information on extramural funding requested and received by the USM and individual institutions. Funds reported here are given specifically to support research, training, clinical trials, professional and educational services, and public service. This report includes funds processed through the institutions' research administration offices and institutional and affiliated foundations. This report does not include state appropriations.
- 2.** The USM reporting institution should separate the sources of extramural support into five broad categories: Federal, State, Corporate, Foundations, and Other.
  - A.** "Federal" includes grants and contracts from any federal agency.
  - B.** "State" includes grants and contracts with Maryland state agencies. DRIF funds are excluded.
  - C.** "Corporate" includes restricted gifts and grants, and Center memberships used to support research and related programmatic activity.
  - D.** "Foundations" is the category for grants and contracts from established non-university philanthropic institutions. Many of these funds flow through USM-affiliated foundations. The report does not include money given to an institution, for whatever purpose, by a USM-affiliated foundation from its own unrestricted resources.
  - E.** "Other" funds include grants and contracts from associations or societies (e.g. Red Cross), international sources, other states, or other sources not otherwise reflected in the categories.
- 3.** In those instances where a grant is multiyear, funds should be reported as nearly as possible in the state fiscal year in which they are authorized to be disbursed.
- 4.** The number of proposals submitted and awards received covers submission dates and award dates within a fiscal year. The proposals include all proposals for new funding, including additions to existing awards, but excluding no-cost extensions.
- 5.** Funds received by a USM institution from another USM institution should be subtracted from the total amount of awards so as to avoid double-counting of income on a System level. This subtraction is reflected below the line for the institution's total.
- 6.** Sources of funds should be counted based on the relationship with the entity providing the funds (for example, an award from an institution, even though the sponsor may be a federal agency, should be counted based on the category of the institution).

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General Principle: To quote former Chancellor Don Langenberg, "Report everything relevant accurately and openly, understand and follow the rules, get everything you're entitled to, and don't cheat!"

**UNIVERSITY SYSTEM OF MARYLAND**  
**ANNUAL EXTRAMURAL AWARDS SURVEY**  
For the year ending June 30, 2014

**USM Institution:** \_\_\_\_\_

**Prepared by:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

<b>Source</b>	<b>Amount</b>	<b># of Awards Received</b>	<b># of Proposals Submitted</b>
<b>Federal</b>			
<b>State</b>			
<b>Corporate</b>			
<b>Foundations</b>			
<b>Other</b>			
<b>TOTAL</b>			
<b>Total less other USM</b>			