Terms & Acronyms

Caltech Procurement Services
Updated: May, 2016
Terms & Acronyms

A-21
Cost Principles for Educational Institutions
A circular published by the federal Office of Management and Budget (OMB) that establishes the principles for determining the costs applicable to grants, contracts, and other government agreements with educational institutions. Applicable to all awards (grants, contracts, cooperative agreements). Defines allowable and unallowable costs (the "J" section).

A-102
Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments.
A circular published by the federal Office of Management and Budget (OMB) that applies to grants and cooperative agreements awarded to states and local governments. Does not apply to awards made directly to colleges and universities.

A-110
Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education and Other Non-profit Organizations.
A circular published by the federal Office of Management and Budget (OMB). Applies only to grants and cooperative agreements.

A-122
Cost Principles for Non-Profit Organizations
A circular published by the federal Office of Management and Budget (OMB) that applies to awards made directly to non-profit organizations other than educational institutions.

A-133
Audits of States, Local Governments and Non-Profit Organizations
A circular published by the federal Office of Management and Budget (OMB) that establishes audit requirements for organizations receiving federal funds.

AHA
American Heart Association

AFOSR
Air Force Office of Scientific Research (part of DOD)

Allocable Costs
Those allowable costs that actually benefit the grant or contract to which they are charged.
**Allowable Costs**
Those categories of costs that are allowable as a charge on a grant or contract as determined by the terms and conditions of the award and/or appropriate cost principles.

**AMA**
American Medical Association

**AP**
Accounts Payable. The group in Payment Services responsible for the processing and payment of supplier invoices.

**ARPA**
Advanced Research Projects Agency (part of DOD) the name of this organization keeps changing. It was ARPA and is now DARPA, the Defense Advanced Research Projects Agency.

**ATC**
Administrative Technology Center
The Caltech department that develops, maintains, operates, and supports technological solutions to Caltech's administrative needs. These encompass the areas of student services, sponsored research administration, finance and accounting, purchasing, human resources, payroll, plant operations, auxiliary services and telecommunications.

**Audit**
A formal examination of an organizations or individual's accounts or financial situation. An audit may also include examination of compliance with applicable award terms, laws, regulations and policies.

**Award**
The term "award" has been used traditionally to identify a grant, contract, or other agreement derived from a sponsor. In the OGM environment, the concept of an award is expanded to encompass all funding sources for operating expenses. "Award" refers to the identifier or identification of the funding source for a given project, and is a unique award identifier for that project. The funding source of an award determines the award type. An award will be created and classified based on the purpose code for the award and the award type.

**BBE**
Biology and Biological Engineering

**BBSO**
Big Bear Solar Observatory
See PMA

**BI**
Beckman Institute
**BIO**
Division of Biology, One of the six Caltech academic divisions.

**CACR**
Center for Advanced Computing Research

**CARA**
California Association for Research in Astronomy

**CAS**
Cost Accounting Standards
Federally mandated accounting standards intended to ensure uniformity in budgeting, accounting and reporting project costs. The Cost Accounting Standards were developed for the commercial sector and not all of them apply to colleges and universities. Those that do have been incorporated into OMS Circular A-21.

**Caution Stamp or Caution Hold (see Passive Approvals)**

**CE**
Chemical Engineering. A part of the Division of Chemistry & Chemical Engineering

**CEL T**
California Extremely Large Telescope
See PMA

**CHEM**
Division of Chemistry & Chemical Engineering
One of the six Caltech academic divisions

**CFR**
Code of Federal Regulations

**Change Order**
A written order outlining specific changes to a contract.

**CIT**
Stands for California Institute of Technology

**Close Date**
The last date to perform accounting for transactions that occurred during the period of performance of the award. This date is typically 90 days after the award End Date. See documentation from sponsor for verification.
**Close Out**
The act of completing all internal procedures and sponsor requirements to terminate or complete a research project.

**Commitment**
See Encumbrance

**Conflict of Interest**
Personnel engaged in the Procurement process are expected to be free of interests or relationships that are actually or potentially detrimental to the best interests of the Institute. See Procurement Policies and Procedures at [https://procurement.caltech.edu/policies_procedures](https://procurement.caltech.edu/policies_procedures)

**CPFF**
Cost-Plus-Fixed-Fee
A form of Cost-Reimbursement contract commonly used to provide for payment of a fixed fee established through negotiations and within a maximum fee limitation set by law. Caltech is not eligible to receive CPFF awards directly or indirectly.

**CPAF**
Cost-Plus-Award-Fee
A form of Cost-Reimbursement contract commonly used to provide for payment of a fee consisting of an award amount the contractor may earn, in whole or in part, during the contract performance period. Caltech is not eligible to receive CPAF awards directly or indirectly.

**CPFF-AF**
Cost-Plus-Fixed Fee/ Award-Fee
This type combines a base fixed fee with an award fee. Caltech is not eligible to received CPFF-AF awards.

**CPIF**
Cost-Plus-Incentive-Fee
This contract type is similar to the award-fee type, except the incentive fee is tied to objective criteria. Caltech is no eligible to received CPIF awards.

**CREI**
Cost-Reimbursement to Educational Institution
A cost-reimbursable contract that Caltech uses to subcontract with other colleges/universities. Under this contract type, the subcontractor is reimbursed for costs incurred (no fee) provided those costs meet the standards of OMB Circular A-21, Cost Principles for Educational Institutions.
CTME
Center for Technology and Management Education
CTME offers programs for a broad base of industry products and sectors, including: Aerospace, Agriculture, Automotive, Chemical, Defense, Electronics, Energy, Food, Government Agencies, Manufacturing, Medical Equipment Petroleum, Pharmacy, Software, Semiconductors, and Utilities. - See more at: https://ctme.caltech.edu

DAR
Defense Acquisition Regulations
The DAR no longer exists. It has been replaced by the Federal Acquisition Regulation (FAR). DOD follows the FAR and has issued a supplementary set of regulations called the D-FARS.

DARPA
Defense Advanced Research Projects Agency (part of DOD)
Replaces ARPA

DC
Direct Costs
Clearly identifiable costs related to a specific project. General categories of direct costs include, but are not limited to, salaries and wages, fringe benefits, supplies, contractual services, travel and communication, equipment, and computer use.

DCAA
Defense Contract Audit Agency
Part of the Department of Defense. DCAA is the cognizant federal audit agency for Caltech. DCAA is the agency that performs the audit of Caltech's indirect cost rate proposal. Caltech is subject to DCAA audits on a periodic basis.

DED
Department of Education also see DoED

DFARS
Defense Federal Acquisition Regulation Supplement

DHHS
Department of Health and Human Services

Direct Deposit
A payment made by electronic means through the automated clearinghouse (ACH) system and deposited directly into a payee’s bank account.

DOD
Department of Defense (includes Air Force, Army, DARPA, and Navy
**DOE**
Department of Energy

**DOI**
Department of Interior

**DOT**
Department of Transportation

**EAS**
Division of Engineering & Applied Science. One of the six Caltech academic divisions.

**EDI**
Electronic Data Interchange

**EFT**
Electronic Funds Transfer
A process for electronic transfer of funds. Example: automatic payment to suppliers.

**Encumbrance**
A method for budgeting funds. Encumbrances are funds that have been set aside or "claimed" for projected expenses pending actual expenditure of the funds. At Caltech, funds are encumbered when an E-Requisition is sent or a Purchase Order is created. **Other terms commonly used to describe this concept are Commitment and Obligation.**

**Encumbrance Help**
The Caltech staff responsible for assistance with encumbrance issues. For assistance, email: EncumbranceHelp@caltech.edu

**End Date**
The final day of the project period, this date signifies the end of the performance period, as indicated on the Notice of Grant Award. Projects cannot incur costs after the End Date.

**EPA**
Environmental Protection Agency

**Equipment**
Equipment is defined as having/being a:
- Unit cost of $5,000 or more (including tax and freight), and
- Useful life of two years or more, and
- Stand-alone moveable item (not permanently affixed to a building or structure)
**Equipment Fabrication**
Defined as the transformation of materials, supplies, hardware costs and direct labor (including associated fringe benefit costs) into an item(s) of equipment that:
- Does not currently exist;
- Meets unique research specifications (typically as outlined in a research proposal or award)
- Has a total estimated cost in excess of $5,000;
- Has an estimated useful life of at least 2 years;
- When completed, will not be affixed permanently to a building or structure

**Expenditure Type**
The portion of the POETA that provides a categorization of expenditures. Expenditure Types are defined by Finance. Only Expenditure Types from these defined groups will be accepted by Oracle as part of a valid POETA. *For complete list see:*
https://business-query.caltech.edu:8181/apex_CNTRL/?p=100:21:462681855840106::NO

**Expenditure Type Changes**
The Caltech staff responsible for assistance with expenditure type changes. For assistance, email: Expendituretypechanges@caltech.edu

**F&A**
Facilities and Administration Costs
See IDC (Indirect Cost)

**FAA**
Federal Aviation Administration

**Fabrication**
See Equipment Fabrication

**FAR**
Federal Acquisition Regulation
The Federal Acquisition Regulations System is established for the codification and publication of uniform policies and procedures for acquisition by all executive agencies. The Federal Acquisition Regulations System consists of the Federal Acquisition Regulation (FAR), which is the primary document, and agency acquisition regulations that implement or supplement the FAR. The vision for the Federal Acquisition System is to deliver on a timely basis the best value product or service to the customer, while maintaining the public's trust and fulfilling public policy objectives. *The FAR does not apply to grants.*

**FDA**
Food and Drug Administration

**FDP**
Federal Demonstration Partnership
**FEDIX**
On-line federal database serving most federal agencies for on-line searches.

**FIC**
Fogarty International Center *(NIH)*

**FOIA**
Freedom of Information Act

**FP**
Fixed-Price
A contract/grant for which one party pays the other party predetermined prices, regardless of actual costs, for services rendered or the delivery of a final product/report. Quite often this is a fee-for-service agreement. See *Procurement Services Policies and Procedures* at: https://procurement.caltech.edu/policies_procedures

**FPI**
Fixed Price Incentive
A contract that provides for incentives based upon cost, technical and schedule incentives. See *Procurement Services Policies and Procedures* at https://procurement.caltech.edu/policies_procedures

**Fringe Benefits**
At Caltech, these are known as Staff Benefits.

**Funding Agency**
See Sponsor

**FX**
Funds Transfer or Foreign Transfer
Funds transferred from one bank to another. May be issued in US dollars or a foreign currency.

**FY**
Fiscal Year
Any twelve-month period for which annual accounts are kept (at Caltech, October 1 through September 30)

**GALEX**
Galaxy Evolution Explorer

**GL**
General Ledger
The principal ledger that contains all of the Institute balance sheet and income statement accounts.
**GPG**  
Grant Proposal Guide (for the National Science Foundation)

**GPS**  
Division of Geological & Planetary Sciences. One of the six Caltech academic divisions.

**HHMI**  
Howard Hughes Medical Institute  
See Biology

**HSS**  
Division of Humanities & Social Sciences. One of the six Caltech academic divisions.

**Honoraria or Honorarium**  
Fees in recognition of a special service or distinguished achievement on which custom or propriety forbids a price to be set. Most commonly used at Caltech for token payments to guest speakers. The IRS considers these to be income and reported as such. See Procurement Services Policies and Procedures at [https://procurement.caltech.edu/policies_procedures](https://procurement.caltech.edu/policies_procedures)

**Hotline**  
The Purchasing & Payment Services staff responsible for providing customers with a single point of contact for functional questions pertaining to payment services and purchasing transactions.  
Hotline Information:  
- Hours: Monday-Friday, 8:00a.m. - 5:00 p.m.  
- Phone: (626) 395-8900  
- FAX: (626) 577-5693  
- E-mail: ProcurementHotline@caltech.edu  
- Located: Room 101, Keith Spalding Building

**IACUC**  
Institutional Animal Care and Use Committee  
An Institute committee charged with reviewing and approving the use of animal subjects in all research projects. The IACUC serves as an institutional compliance committee and is responsible for reviewing reported instances of regulatory noncompliance related to the use of animal subjects in research.
**IDC**
Indirect Costs
Costs related to expenses incurred in conducting or supporting research or other externally funded activities, but not directly attributable to a specific project. General categories of indirect costs include general administration (accounting, payroll, purchasing, etc.), sponsored project administration, plant operation and maintenance, library expenses, departmental administration expenses, depreciation or use allowance for buildings and equipment, and student administration and services. *Note: Another term for indirect cost is "overhead" or Facilities & Administrative rates*.

**IFIS**
Institute Financial Information System
Old mainframe computer system, used by Caltech (sometimes called "legacy" system). Discontinued July 1999 when the Institute changed to the Oracle system.

**IMSS**
Information Management Systems and Services
Manages the Caltech campus network infrastructure and all Internet related services. They also provide computer consulting support, maintain facilities for educational computing and digital media creation, provide system management services to specific groups on campus, and repair computers and printers.

**Indirect Cost Rate**
The rate, expressed as a percentage of a base amount, established by negotiation with the cognizant federal agency on the basis of the institution’s projected costs for the year and distributed as prescribed in OMB Circular A-21. At Caltech, indirect costs are applied to a modified total direct cost (MTDC) base. The indirect cost rate is charged on a set of direct costs known as an indirect cost base. The current indirect cost rate can always be found on the Office of Sponsored Research web page http://www.atc.caltech.edu/OSR/forms.htm.

**Interface**
This is a term used to describe when two independent systems interact. Most often the term is used in the context of computer interfaces.

**Invoice**
A supplier’s bill or written request for payment for the purchase of goods, work or services performed.

**IPAC**
Infrared Processing & Analysis Center. Part of PMA

**IQI**
Institute for Quantum Information. Part of EAS
**IRC**
Internal Revenue Code
The codification of current federal tax statutes.

**IRS**
Internal Revenue Service
The branch of the U.S. Treasury Department concerned with enforcement and collection of the income tax.

**ISC**
Interferometry Science Center
See PMA

**JPC**
Jet Propulsion Center, Guggenheim
See EAS

**JPL**
Jet Propulsion Laboratory

**LIGO**
Laser Interferometer Gravitational-Wave Observatory
See PMA

**MPA**
Master Purchasing Agreement
An agreement containing terms and conditions and (possibly) pricing structure that is used as a reference contract for individual orders that contain specific requirements (scope, quantity).

**MS**
Materials Science
See EAS

**ME**
Mechanical Engineering
See EAS

**MURF**
Minority Undergraduate Research Fellowships
See Student-Faculty Programs Office

**NACUBO**
National Association of College and University Business Officers
**NAS**
National Academy of Sciences

**NASA**
National Aeronautics and Space Administration

**NCH GR**
National Center for Human Genome Research (NIH)

**NCI**
National Cancer Institute (NIH)

**NC URA**
National Council of University Research Administrators

**NEI**
National Eye Institute (NIH)

**NHLBI**
National Heart, Lung, and Blood Institute (NIH)

**NIA**
National Institute on Aging (NIH)

**NIAAA**
National Institute on Alcohol Abuse and Alcoholism (NIH)

**NIAID**
National Institute of Allergy and Infectious Diseases (NIH)

**NIAMS**
National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIH)

**NICHD**
National Institute of Child Health and Human Development (NIH)

**NIDA**
National Institute on Drug Abuse (NIH)

**NIDCD**
National Institute on Deafness and other Communication Disorders (NIH)

**NIDDK**
National Institute of Diabetes and Digestive and Kidney Diseases (NIH)
**NIGMS**
National Institute of General Medical Sciences (NIH)

**NIH**
National Institutes of Health
Founded in 1887, the National Institutes of Health today is one of the world's foremost medical research centers, and the Federal focal point for medical research in the U.S. The NIH, comprised of 27 separate Institutes and Centers, is one of eight health agencies of the Public Health Service, which, in turn, is part of the U.S. Department of Health and Human Services. *Listings with (NIH) indicate an entity of National Institutes of Health. Major federal funding source for Caltech.*

**NIMH**
National Institute of Mental Health (NIH)

**NINOS**
National Institute of Neurological Disorders and Stroke (NIH)

**NSF**
National Science Foundation
The National Science Foundation (NSF) is an independent agency of the U.S. Government, established by the National Science Foundation Act of 1950. The Act established the NSF's mission: To promote the progress of science; to advance the national health, prosperity, and welfare; and to secure the national defense. *Major federal funding source for Caltech.*

**Obligation**
See Encumbrance

**OFS**
Office of Financial Services

**OGC**
Office of General Counsel
Caltech's legal offices, located at JPL.

**OGM**
Oracle Grants Management
The Oracle module that contains all project information.

**OMB**
Office of Management and Budget
The White House office responsible for the President's budget and for regulations governing the use of federal funds awarded as grants, contracts, or cooperative agreements.
**OMB Circulars**
Instructions or information issued by the OMB to Federal agencies. OMB Circulars A21, A-110, and A133 apply to Caltech. *Additional OMB circulars that may impact awards to Caltech are A-87, A-122, and A-102.*

**ONR**
Office of Naval Research
The cognizant federal agency for negotiating Caltech's indirect cost rates.

**Oracle**
Corporation located in Redwood Shores, California that sells database and related software.

**Oracle Applications**
The software products purchased by Caltech as part of the official Institute Financial Systems. They include, Oracle Financials, Oracle Purchasing, Oracle Payables, Oracle HR & Payroll, Oracle Grants Management.

**Oracle Database**
The Oracle product that contains all of the information associated with running the Oracle Applications.

**QUIC**
Quantum Information & Computation
See PMA

**Overhead**
See IDC (Indirect Cost) also known as "Facilities and Administration (F & A) Costs”.

**OVRO**
Owens Valley Radio Observatory
See PMA

**Palomar**
Palomar Observatory
See PMA

**Passive Approval (formerly “Caution Hold”)**
Caltech uses $4999.99 as the threshold for requiring invoice approval. The ordering division/department must notify Accounts Payable of receipt and/or approval to pay for any invoice over $4,999.99. Invoices under the threshold are date automatically assumed approved after a period of 7 working days unless otherwise notified. These invoices are routed to the division/department for information purposes. Negative assurance is assumed unless the department notifies Accounts Payable not to issue payment within the 7 day period. Contact Payment Services for a copy of this policy.
**Payment Services**
Part of Procurement Services. Responsible for the payment of goods and services, records retention, tax reporting, and administration of the supplier management module.

**P-Card**
Purchasing Card
The Caltech program designed to increase efficiency in processing low dollar value purchases ($3,500 or less) and improve relationships with suppliers. *The P-Card program is administered by the Purchasing Services group of the Procurement Services Department.*

**PHS**
Public Health Service
Part of the Office of the Surgeon General, includes agencies that have the mission to improve the health of *every* individual by conducting research, engineering systems for safe delivery of water and disposal of waste, overseeing food and drugs, studying and developing means to contain or eliminate disease, and promoting a safe and healthful environment at work or home. *NIH is a PHS agency*

**PI**
Principal Investigator
The individual responsible for the conduct of research or other activity, described in a proposal or an award. The Principal Investigator is responsible for all programmatic and administrative aspects of a project or program. At Caltech, members of the professorial faculty are eligible to serve as Principal Investigators. With approval of the Division Chair and Vice Provost, other Caltech employees can serve as PI or Co-PI by exception.

**PMA**
Division of Physics, Mathematics & Astronomy
One of the six Caltech academic divisions.

**POETA**
POETA is an acronym for a combination of identifiers of information for the OGM module, that enables a transaction to be posted to OGM and auto accounted to the General Ledger. It is defined as follows:
- **P** Project
- **O** Organization *
- **E** Expenditure Type
- **T** Task**
- **A** Award**
  
* = Organization will be Caltech  
** = Automatically defaults if there is only one task or award for the project
**PPLT**  
Physical Plant  
Caltech department in charge of the Facilities department.

**PS**  
Procurement Services. Includes Purchasing & Payment Services  
The department responsible for providing professional, customer-focused procurement, travel and payment services to the Institute.

**Procurement**  
Process of acquiring materials, goods and services from outside the organization, beginning with determining the need for the product or services and ending with contract completion and closeout.

**PTA**  
Project, Task, Award  
The shortened version of the POET A that represent the specific project information. See POETA.

**Purchasing Services**  
Part of Purchasing & Payment Services. Responsible for procurement and PCard activity and managing the SOS Buyers Program.

**Procurement Support Services**  
Part of Procurement Services. Responsible for support activities for the P & PS department, including the Hotline.

**Reimbursement**  
To pay someone back for using his or her own funds. Generally, reimbursements should be made to Caltech employees or students only.

**RFB**  
Request for Bids  
This document is used when procuring a commercially available product or service. A definition of the materials to be supplied or the work to be performed is provided in sufficient detail so each bidder fully understand what they will be committing to, and so all the bidders have a common understanding. Quantity of material or scope of work will be stated as accurately as possible and will not knowingly be misrepresented in the bide request. The supplier will respond with a bid or price. *To initiate an RFB contact Purchasing Services.*
**RFI**  
Request for Information  
This is a document sent to a supplier requesting information about a product or service that it offers. The purpose is to gather knowledge that can assist in the planning process for the project. *To initiate an RFI contact Purchasing Services.*

**RFP**  
Request for Proposals  
This is a type of bid document used to solicit proposals from prospective suppliers for products or services. It is used when the items or services are of a complex nature, and the Institute must understand more clearly how the effort will be conducted. Normally, it also assumes that some sort of negotiation will take place between the Institute and the supplier before the contract is awarded. *To initiate an RFP contact Purchasing Services.*

**RFQ**  
Request for Quotation  
This term is used interchangeable with a Request for Bids.

**RRC**  
Records Retention Center  
Part of Payment Services. Responsible for storage of all Caltech official records.

**SADBU**  
Small and Disadvantaged Business Utilization  
As a major recipient of research funding from the Federal Government, Caltech is obligated to develop and maintain a program to promote the use of small and disadvantaged businesses (including women-owned businesses) when procuring goods and services. It is the Institute’s goal to reach out to such businesses in the community and to find responsive and responsible suppliers who can meet the purchasing needs of the Institute.

**SBA**  
Small Business Administration  
Federal agency responsible for looking out for the concerns and welfare of small businesses. In the Small Business Act of July 30, 1953, Congress created the Small Business Administration, whose function was to "aid, counsel, assist and protect, insofar as is possible, the interests of small business concerns." The charter also stipulated that the SBA would ensure small businesses a "fair proportion" of government contracts and sales of surplus property.

**SIRTF**  
Space Infrared Telescope Facility  
See PMA
**SM**
Supplier Management
The Caltech organization that is responsible for the Supplier Database. For payment to be made from the Accounts Payable system, the payee must be in the Supplier database. To maintain the separation of duties required, this group has no buying or paying responsibilities. This group reports to the Payment Services group.

**SOS**
Speedy Ordering System
Caltech’s delegated buying program. SOS Buyers are delegated authority, by the Purchasing & Payment Services organization to procure all necessary supplies and services, up to a limit of $5,000 per transaction. The purpose of the SOS Buying Program is to provide professionally managed customer-focused buying services for small procurements in support of the Institute's educational and research missions. SOS Buyers are employees of academic divisions and administrative departments, are co-located with their customer, have special knowledge of their customers’ procurement needs, and are able to complete these small dollar transactions efficiently and expeditiously. See Procurement Policies and Procedures at https://procurement.caltech.edu/policies_procedures

**SOW**
Statement of Work
A written statement that defines the work to be performed, deliverable items (if any), and reporting requirements, (if any).

**Specialty Team**
Part of Payment Services. Responsible for processing Payment Requests, reconciliation of Petty Cash, and other financial payments, tax reporting and account reconciliations.

**Sponsor**
The organization or entity that funds a research project.

**SRL**
Space Radiation Laboratory
Part of Physics, Mathematics & Astronomy

**SSC**
SIRTIF Science Center
See PMA

**Staff Benefits**
Employee benefits paid by the employer. (e.g., Worker's Compensation, Unemployment Insurance, portions of other insurances, pension contributions. Also known as Fringe Benefits.)
**Supplier**
A person or company that transfers goods or services to another by sale.

**Sundry**
The term is defined as miscellaneous. At Caltech, it is used most often in connection with Blanket Purchase Orders that are used when the project information for the charges is not known at the time of creation.

**SURF**
Summer Undergraduate Research Fellowships
See Student-Faculty Programs Office

**TDC**
Total Direct Costs
The total of all allowable direct costs of a project. See DC

**TIN**
Taxpayer Identification Number
The number assigned by the IRS to an individual or entity that serves as the legal identifier for tax reporting purposes. Examples of types of TIN's are: Social Security Number (SSN), Employer Identification Number (EIN), Individual Taxpayer Identification Number (ITIN)

**T&M**
Time-and-Material
This contract pricing type provides for acquiring supplies or services based on direct labor hours at specified fixed hourly rates and cost of materials. See Procurement Policies and Procedures at https://procurement.caltech.edu/policies_procedures

**Total Project Costs**
The total allowable direct and indirect costs incurred by the Institute to carry out an approved project or activity.

**USDA**
United States Department of Agriculture

**VA**
Veterans Administration

**Vendor**
See Supplier.
**W-9**
Request for Taxpayer Identification Number and Certification (IRS)
Caltech is required to collect taxpayer information for payments to nonemployees. This is the IRS form used to collect information for a U.S. person.

**W-8BEN**
Certificate of Foreign Status (IRS)
The equivalent to a W-9, for a foreign person or entity.

**WIC**
Web Internal Charges
The Caltech web product that is used for financial transactions internal to Caltech. Where goods or services are provided by a Caltech Service Center to another Caltech organization. See http://forms.caltech.edu/IMSS/WIC_access_form.pdf