

## Appendix A

### Ohio Co-op and Internship Program – Definitions

**Collaborator** – An individual not employed by or related to the Lead Applicant or an organization, institution, company or other legal entity that is not an affiliate of the Lead Applicant which is participating in the proposed project as submitted by the Lead Applicant.

**Controlling Board** – A committee comprised of members from both houses of the General Assembly and the executive branch that has the authority to approve and transfer state funds.

**Effective Date** – The date upon which a Grant Agreement between a Lead Applicant and the State of Ohio is effective.

**Equipment** – Any item of equipment which both costs \$5,000 or more and has a useful life of more than one year.

**Fiscal Agent** – The single organizational entity responsible for managing state funds and submitting required reports under the terms of the grant agreement.

**Grant Accounts** – Accounts established and maintained by a Grantee to record separately in its books and records receipt and use of Grant Funds and Local Match.

**Grant Agreement** – A legal agreement setting forth the terms and conditions upon which Grant Funds are awarded and the respective rights and obligations of the Lead Applicant(s) and the State of Ohio with respect to Grant Funds and the project for which they are to be used.

**Grant Funds** – Financial assistance in the form of money awarded by a government agency to an eligible applicant in order to accomplish a public purpose of support or stimulation of development authorized by the state.

**Grantee** – Once the Grant Agreement is executed, the Lead Applicant is considered and will be referred to as “Grantee.” In the case of multiple Lead Applicants, the Grantee shall be the organization designated as the fiscal agent.

**Indirect Cost** – A cost that is incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project but nevertheless is necessary to the operation of the organization.

**Key Personnel** – Individuals from the Lead Applicant and/or Collaborators who represent a project’s leadership from a technical, business or managerial perspective.

**Lead Applicant** – an organization eligible under the terms of this RFP that is submitting a proposal. It is possible to have more than a single Lead Applicant under this RFP. In the case of multiple Lead

Applicants, all such applicants shall be termed “Co-lead Applicants.” Lead applicants shall be legally and financially responsible for the administration of any resulting award of Grant Funds.

**Minority** – Defined by O.R.C. §3333.79 as an individual who is a United States citizen and who is a member of one of the following economically disadvantaged groups: Blacks or African Americans, American Indians, Hispanics or Latinos, and Asians.

**Nontraditional Student** – Adults 25 years of age or older enrolled in an undergraduate degree or certificate program.

**Ohio Business** – A business that is based in Ohio or that has branches located in Ohio and that has employees based in Ohio. For purposes of this RFP, the following organizations qualify as Ohio businesses: federal research facilities; for-profit businesses; and not-for-profit businesses designated as 501(c)(3) organizations under the Internal Revenue code.

**Ohio Resident Attending Out-of-state Institutions of Higher Education** – Any student that is a graduate of an Ohio high school or any student eligible to receive in-state tuition rates pursuant to Administrative Rule 3333-1-10.

**Ohio Student** – a high school student enrolled in an Ohio high school or a student enrolled in an Ohio nonprofit or state-assisted institution of higher education.

**Placement** – a co-op or internship position with an Ohio business to which a student has been assigned.

**Pledge of Private Funds (or “Match”)** – a letter on an organization’s letterhead signed by a representative authorized to obligate the organization and identifying an intent to participate at a certain financial or other quantitative level (See also Appendix B for detailed requirements for Match.)

**Program Administrator** – Personnel from the Ohio Board of Regents assigned to monitor the progress of a Project awarded Grant Funds.

**Project** – The plan of activity or activities that make up the total scope of work for which an award of Grant Funds is requested and for which a Proposal is approved.

**Project Completion Date** – The date by which the Grantee shall complete the Project and incur all eligible expenses.

**Project Period** – The period of time from the Effective Date until the Project Completion Date.

**Proposal** – A proposal as submitted by a Lead Applicant seeking an award of Grant Funds in response to this Request for Proposals.

**STEMM** – Science, Technology, Engineering, Math and Medicine

**Subcontract/Subgrant** – A subcontract/subgrant is a legal agreement between a Grantee and an individual or entity that has expertise in a particular area or access to specialized resources or materials that the Grantee lacks. A subcontract/subgrant is identified in the proposal for performance of a specific function.

**Supplies** – Materials, including equipment, which both costs less than \$5,000 and/or has a useful life of less than one year.