

## COMMON LANGUAGE & CONCEPTS

University Research Administrator (URA)	Provides standard services to units to support streamlined grants acquisition and administration at Baylor. This position serves as a primary conduit for communication between units and central administrative offices in all matters related to sponsored programs, including labor distribution. Collaborates with PIs to determine project-related labor distribution changes and submits those changes to the Departmental LD Analyst, while retaining required documentation.
Principal Investigator (PI)	Holds primary responsibility for the successful completion of sponsored projects. Responsibilities include determining workload and staffing needs for projects, communicating necessary project labor distribution changes to the URA, and collaborating with the Departmental LD Analyst
Graduate Program Director (GPD)	Work with graduate program faculty and PIs to manage graduate assistantships (GAs), including GA compensation and the funding of GA compensation. Collaborates with the Departmental LD Analyst to ensure that GA costing is accurate.
Departmental LD Analyst	Individual with primary responsibility for managing labor distribution processing for a department, including gathering costing information from all department stakeholders, entering transactions in a timely manner, and verifying the accuracy of transaction entries. Either a Financial Administrator or a Financial Manager will serve in this role.
Financial Administrator (FA)	Gathers, analyzes, and interprets relevant financial information to process financial transactions in compliance with University policies and procedures and federal and state guidelines. When serving as Department LD Analyst, performs the duties outlined for this role.
Financial Manager (FM)	Conducts financial planning and monitoring of funds available to the department, including sponsored program funding and labor costs. Collaborates with internal and external customers of the department on budget preparation, expense management, and other financial services. When serving as Department LD Analyst, performs the duties outlined for this role.
Labor Distribution Accountant (LDA)	Responsible for managing the labor distribution process and maintaining accurate costing for all University faculty, staff, and students. Consults with BO, Departmental LD Analysts, HCMs, and URAs on LD matters. May serve as Departmental LD Analyst for departments without an FA or FM.
Business Officer (BO)	Acts as a strategic partner/advisor to the Dean, Chair, or Vice President of the entity, including division workforce planning and labor cost management. Collaborates with Departmental LD Analysts, HCMs, URAs, PIs, GPDs, and LDAs to ensure efficient communication flow within the unit for labor distribution changes.
Business Office	Refers to the Business Officer, Financial Manager(s), and Financial Administrator(s) directly supporting the division
Labor Distribution (LD)	An allocation of labor costs, both salary/wages and benefits, based on each individual's work effort.
Labor Schedule	Specifies the rules to be applied when distributing a person's labor costs.
Labor Costing	Used interchangeably with labor distribution.