

## Glossary of Terms

Term	Definition
Ad-Hoc Report	A report that the end user can create themselves.
Agency	A separate department of the client's organization.
Alert	Automated notification from WebGrants to a user.
Amendment	A contract amendment is a grant sub-component that is used to initiate and approve a contract amendment process.
Announcement	Information that is posted on the login page.
Application	A document in the WebGrants system. Applicants apply for a grant through a posted funding opportunity.
Appropriation	A system component of the grant that is used to associate a fund source from the awards module to the grant.
Attachment	An electronic file that is uploaded to the Web Grants system.
Award	Actual money DBDHS receives from other entities
Claim	Grantee's submit this document to request grant monies from DBHDS.
Contract	An agreement document between the grantee and DBHDS.
Correspondence	This is a system grant component.
Dashboard	Is a module in the WebGrants system that displays important information for each user. There are several sections included on the Dashboard.
Data Export	A custom function that allows clients to export a variety of data for various purposes.
Data Only Reports	These reports reside in the report's module. These reports are created when the requested report cannot be developed when other information is needed.



Virginia Department of Behavioral Health  
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Term	Definition
Distribution List	A dynamic list of people from the people's database that the client can use to send mass emails.
Document	A form in the system which can be an Award, Application, Grant, Status Report, Claim, Site Visit, etc.
Document Repository	A place to store uploaded documents into the system.
Drop Down List	A user defined list of options that can be utilized on a form.
Final Approval	A module in the WebGrants system that allows staff to ultimately award or reject applications.
Fund Source	A subdivision of an award.
Funding Opportunity	This allows an applicant to apply for grant funding via the application process.
Grant	A document that is created after an application is approved.
Grant Tracking	A module in the WebGrants system that stores all of the grants in the system.
My Profile	A module in the WebGrants system that allows users to update their personal contact information.
My Reviews	A module in the WebGrants system that allows reviews.
New User	A user that has recently registered in the WebGrants system.
Online Help	A system wide support function that allows users to receive screen specific help.
Organization	A module in the WebGrants system that stores the information for the Organization.
People	A module in the WebGrants system that stores personal information for system users.
Program Area	Determines the current grant type. A user has to be associated with at least one program area.
Report	A module for a user to run specific reports to get their grant information.
Review	An assessment of an application.
Reviewer	A person who can review applications.



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Site Visit	This is a grant sub-component that is used when visiting a grantee and allows reports to be added or uploaded to the system.
Status Reports	This is a grant sub-component that is used by the grantee to report their activity.
Submitted Applications	A module in WebGrants that houses the applications to be reviewed.
Work Assignments	This shows the user upcoming deadlines, recent negotiations, recent correspondence & organization compliance.