|  |  |
| --- | --- |
| **Current Terminology** | **New Terminology** |
| Budget amendment request | Contract Amendment |
| Email messages to DCJS | Correspondence |
| Email notification | Alert |
| Financial Report | Detailed Expenditures |
| Grant award approval | Final Approval |
| Grant Award/Statement of Grant Award | Contract |
| Grant Coordinator | Program Coordinator/Officer – program specific\* |
| Grant Monitor | Grant Monitor |
| Grant Program | Program Area |
| Grant Solicitation/Guideline | Funding Opportunity |
| Holds on the release of funds | Encumbrances – program specific\* |
| Agency, department, or non-profit under the authority of the Organization | Agency – department or office under the Organization |
| Progress Report | Status Report |
| Project Administrator’s Organization | Organization |
| Project change or amendment | Contract Amendment |
| Project Director | People – members of the Organization or Agency |
| Request for Funds | Claims/reimbursement |
| Site Visit correspondence and requests | Monitoring Activities |
| Solicitation posting | Announcement |

\* Some terms and activities in the new Online Grant Management System (OGMS) are defined and used differently depending on the funding opportunity / program area. Please contact your grant monitor for clarification. If you have any questions about OGMS, please email [OGMSsupport@dcjs.virginia.gov](mailto:OGMSsupport@dcjs.virginia.gov) and include your program area in the subject line.