



XYZs of Grant Writing

Learning about grant writing involves learning a whole new language. A language with lots of acronyms—that is, words written in short form. To successfully understand grant writing, you must know the X,Y,Zs of grant writing. Here are some of examples of frequently used words written in short form.

ADA	American Disabilities Act
AOR	Authorized Organizational Representative
CBD	Commerce Business Daily
CEO	Chief Executive Officer
CFDA	Catalog of Federal Domestic Assistance
CFO	Chief Financial Officer
CO	Contracting Officer
COF	Council on Foundations
DHS	Department of Homeland Security
EDGAR	Educational Department General Administrative Regulations
EOE	Equal Opportunity Employer
EPA	United States Environmental Protection Agency
F&A	Facilities and Administrative
FAR	Federal Acquisition Regulations
FBO	Federal Business Opportunities
FEDIX	Federal Information Act
FEMA	Federal Emergency Management Agency
FOIA	Freedom of Information Act
FR	Federal Register
FTE	Full Time Equivalent
GAN	Grant Award Notification
GCIR	Grant Makers Concerned with Immigrants and Refugees

GCS	Grant and Contracts Service Office
GEPA	General Education Provisions Act, Section 427 requires applicants for discretionary programs to ensure equitable access to programming.
GOS	General Operating Support
GPO	Government Printing Office
GPRA	Government Performance and Results Act
GSA	General Services Administration
HHS	Department of Health and Human Services
HUD	Department of Housing and Urban Development
IRS	Internal Revenue Service
NARA	National Archives and Records Administration
NCLB	No Child Left Behind
NEA	National Endowment for the Arts
NEH	National Endowment for the Humanities
NSF	National Science Foundation
OMB	Office of Management and Budget
PD	Proposal Director
PDF	Portable Document Format
PI	Principal Investigator
POC	Point of Contact
RFA	Request for Application
SBA	Small Business Administration
SF	Standard Form
SOI (c) (3)	Section of the tax code that defines nonprofit or tax-exempt organizations.
SOW	Statement of Work
SPOC	Single Point of Contact
TOC	Table of Contents
URL	Universal Resource Locators
USDOE	United States Department of Education
WBS	Work Breakdown Structure

