ABOUT THE FACT SHEET

The Fact Sheet serves as a general resource for the USF research community. While Sponsored Research makes every effort to keep the Fact Sheet current, the majority of data is maintained centrally by other areas or external sources. Owners of the data/information are responsible for keeping their websites and associated documents current for users.

We also rely on users of the Fact Sheet to notify the contact person listed on the Fact Sheet when an update or change is needed. Kindly copy elizabethf@usf.edu on any correspondence pertaining to updates or changes needed to the Fact Sheet so that we are aware of requests.

HOW TO NAVIGATE THE FACT SHEET

The Fact Sheet consists of eight sections, organized by the area responsible for maintaining the data/information. In most instances, a link is provided in the left column which brings you to the main website or the primary source of the information. The right column provides the contact information should you have questions or require additional information. The Fact Sheet also includes a Table of Contents with page numbers for easy reference. If you require assistance navigating the Fact Sheet, or have difficulty finding the information you need, please contact Elizabeth Foster at elizabethf@usf.edu or your Sponsored Research Administrator.

RATES

Page 8 of the Fact Sheet provides links to the sources of the fringe rates as well as the actual rates to use for budgeting purposes for FY19. Rates are also built into the Sponsored Research Budget Preparation Tool. To view the rates, please see Page 8 of the Fact Sheet or the “Reference Tab” in the Budget Preparation Tool.
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- CAGE
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## SECTION I

**Owner:** USF Research & Innovation

### Who to Contact

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Sponsorship Details</th>
</tr>
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<tbody>
<tr>
<td><strong>SRA &amp; GFA Contact List</strong>&lt;br&gt;<a href="http://www.usf.edu/research-innovation/sr/documents/sr-contact-list.pdf">http://www.usf.edu/research-innovation/sr/documents/sr-contact-list.pdf</a></td>
<td><strong>Sponsored Research</strong>&lt;br&gt;Connie Carr, Administrative Specialist&lt;br&gt;<a href="mailto:ccarr1@usf.edu">ccarr1@usf.edu</a>, or 813-974-2404</td>
</tr>
<tr>
<td><strong>Sponsored Research Address</strong>&lt;br&gt;<a href="http://www.usf.edu/research-innovation/sr/contact.aspx">http://www.usf.edu/research-innovation/sr/contact.aspx</a></td>
<td><strong>Sponsored Research</strong>&lt;br&gt;Connie Carr, Administrative Specialist&lt;br&gt;<a href="mailto:ccarr1@usf.edu">ccarr1@usf.edu</a>, or 813-974-2404</td>
</tr>
<tr>
<td><strong>System for Award Management</strong>&lt;br&gt;<a href="http://www.usf.edu/research-innovation/sr/documents/sam-registration.pdf">http://www.usf.edu/research-innovation/sr/documents/sam-registration.pdf</a></td>
<td><strong>Sponsored Research</strong>&lt;br&gt;Kevin Reyes, User Application Specialist&lt;br&gt;<a href="mailto:krreyes@usf.edu">krreyes@usf.edu</a> or 813-974-8566</td>
</tr>
<tr>
<td><strong>Acquisition Resource Center</strong>&lt;br&gt;<a href="http://www.usf.edu/research-innovation/sr/documents/nsa-arc.pdf">http://www.usf.edu/research-innovation/sr/documents/nsa-arc.pdf</a></td>
<td><strong>Sponsored Research Administrator</strong></td>
</tr>
<tr>
<td><strong>Sponsored Research Highlights and Success Indicators</strong>&lt;br&gt;(Award Comparison Report and Proposal Comparison Report)&lt;br&gt;<a href="https://reports.research.usf.edu/Report/">https://reports.research.usf.edu/Report/</a></td>
<td><strong>Sponsored Research</strong>&lt;br&gt;John Cannon, Sr. ERP Analyst&lt;br&gt;<a href="mailto:jcannon@usf.edu">jcannon@usf.edu</a>, or 813-974-5343</td>
</tr>
<tr>
<td><strong>Indirect Cost Rates &amp; Rate Agreement</strong>&lt;br&gt;<a href="http://www.usf.edu/research-innovation/sr/proposal-prep/indirect-costs.aspx">http://www.usf.edu/research-innovation/sr/proposal-prep/indirect-costs.aspx</a>&lt;br&gt;<a href="http://www.usf.edu/research-innovation/sr/documents/indirect-rates.pdf">http://www.usf.edu/research-innovation/sr/documents/indirect-rates.pdf</a></td>
<td><strong>Sponsored Research</strong>&lt;br&gt;John Cannon, Sr. ERP Analyst&lt;br&gt;<a href="mailto:jcannon@usf.edu">jcannon@usf.edu</a>, or 813-974-5343</td>
</tr>
<tr>
<td><strong>Entity, Employer I.D. and Federal I.D. Numbers</strong>&lt;br&gt;59-3102112 - F5 USF Tampa Regional Institution&lt;br&gt;D1 USF St. Petersburg Regional Institution&lt;br&gt;G5 USF Sarasota-Manatee Regional Institution</td>
<td><strong>Sponsored Research Administrator</strong></td>
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<tr>
<td><strong>NAICS Number:</strong> 611310</td>
<td><strong>Sponsored Research Administrator</strong></td>
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<td><strong>CAGE:</strong> Code 1F202</td>
<td><strong>Sponsored Research Administrator</strong></td>
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<td><strong>Dun and Bradstreet:</strong> 06-968-7242 &amp; USFSP – 103917378</td>
<td><strong>Sponsored Research Administrator</strong></td>
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<td><strong>Institutional Profile Number:</strong> 0513807</td>
<td><strong>Sponsored Research Administrator</strong></td>
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<td><strong>General Information Blurb</strong>&lt;br&gt;<a href="http://www.usf.edu/research-innovation/sr/proposal-prep/general-info.aspx">http://www.usf.edu/research-innovation/sr/proposal-prep/general-info.aspx</a></td>
<td><strong>Sponsored Research</strong>&lt;br&gt;Elizabeth Foster, Program Manager&lt;br&gt;<a href="mailto:elizabethf@usf.edu">elizabethf@usf.edu</a> or 813.974.6081</td>
</tr>
<tr>
<td><strong>DHHS Animal Assurance and AAALAC International</strong>&lt;br&gt;(Accreditation: initial - 6/21/1977, current - 4/3/14)&lt;br&gt;<a href="http://www.usf.edu/research-innovation/comparative-medicine/about-cm.aspx">http://www.usf.edu/research-innovation/comparative-medicine/about-cm.aspx</a></td>
<td><strong>Research Integrity &amp; Compliance</strong>&lt;br&gt;Farah Mouli, Safety &amp; Compliance Manager&lt;br&gt;<a href="mailto:fmouli@usf.edu">fmouli@usf.edu</a>, or 813-974-0954</td>
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<td><strong>Comparative Medicine</strong>&lt;br&gt;Dr. Robert Engelman, Assistant VP&lt;br&gt;<a href="mailto:CompMed@research.usf.edu">CompMed@research.usf.edu</a>, or 813-974-9796</td>
<td><strong>Research Integrity &amp; Compliance</strong>&lt;br&gt;Adam Weaver, Radiation Safety Manager&lt;br&gt;<a href="mailto:aweaver@usf.edu">aweaver@usf.edu</a>, or 813.974.1194</td>
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<tr>
<td><strong>DHHS Human Subjects Radioisotopes:</strong> SFRML-806-1-3M</td>
<td><strong>Research Integrity &amp; Compliance</strong>&lt;br&gt;Julie Moore, Associate Director&lt;br&gt;<a href="mailto:juliemoore@usf.edu">juliemoore@usf.edu</a>, or 813.974.5452</td>
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<td><strong>Federal Wide Assurance:</strong> FWA00001669, Expires 9/16/2021</td>
<td><strong>Research Integrity &amp; Compliance</strong>&lt;br&gt;Marsha Pesch, Export Control Officer&lt;br&gt;<a href="mailto:mpesch@usf.edu">mpesch@usf.edu</a>, or 813.974.6368</td>
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<tr>
<td><strong>Export Controls</strong>&lt;br&gt;<a href="http://www.research.usf.edu/dric/export-controls/when-to-contact.asp">http://www.research.usf.edu/dric/export-controls/when-to-contact.asp</a></td>
<td><strong>Research Integrity &amp; Compliance</strong>&lt;br&gt;Farah Mouli, Safety &amp; Compliance Manager&lt;br&gt;<a href="mailto:fmouli@usf.edu">fmouli@usf.edu</a>, or 813-974-0954</td>
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<td><strong>Research Integrity &amp; Compliance</strong>&lt;br&gt;Dr. Robert Engelman, Assistant VP&lt;br&gt;<a href="mailto:CompMed@research.usf.edu">CompMed@research.usf.edu</a>, or 813-974-9796</td>
<td><strong>Research Integrity &amp; Compliance</strong>&lt;br&gt;Adam Weaver, Radiation Safety Manager&lt;br&gt;<a href="mailto:aweaver@usf.edu">aweaver@usf.edu</a>, or 813.974.1194</td>
</tr>
<tr>
<td><strong>Research Integrity &amp; Compliance</strong>&lt;br&gt;Julie Moore, Associate Director&lt;br&gt;<a href="mailto:juliemoore@usf.edu">juliemoore@usf.edu</a>, or 813.974.5452</td>
<td><strong>Research Integrity &amp; Compliance</strong>&lt;br&gt;Marsha Pesch, Export Control Officer&lt;br&gt;<a href="mailto:mpesch@usf.edu">mpesch@usf.edu</a>, or 813.974.6368</td>
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## SECTION II
**Owner: USF Business & Finance**

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<th>Who to Contact</th>
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| **W-9**  
| **Proof of Government Status/Tax Exempt Letter**  
| **Accounting & Reporting**  
Cherie Carson  
Assistant Controller General Accounting  
carsonc@usf.edu, or 813-974-7686  |
| **Tax Exempt Certificate**  
[www.usf.edu/business-finance/purchasing/staff-procedures/purchasing/pur-forms.aspx](http://www.usf.edu/business-finance/purchasing/staff-procedures/purchasing/pur-forms.aspx)  |
| **Purchasing**  
USFPurchasing@usf.edu  
813.974.2481  |
| **Supplier Diversity Program**  
| **Office of Supplier Diversity**  
osd@usf.edu  
813.974.5052  |
| **Address for research project check payments:**  
(not on UCO website)  
University of South Florida  
Attn: Research Project Receivables  
P.O. Box 864568  
Orlando, FL 32886-4568  |
| **Cashier's Office**  
Jonathan Andrews, Manager  
andrews5@usf.edu, or 813-974-5748  |
| **Student Accounting**  
| **Student Accounting Office**  
Angela Jacobs, Manager  
ajacobs@usf.edu, or 813-974-6553  |
| **FICA**  
| **Payroll and Tax Services**  

## SECTION III
**Owner: USF Administrative Services**

<table>
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<th>Who to Contact</th>
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| **Insurance Certificates - Property, Worker's Comp.**  
| **Facilities Management - Env. Health & Safety, Risk Mgmt.**  
Katherine Ogelvie, Insurance Coordinator  
kogelvie@usf.edu, or 813-974-5720  
Meica Elridge, Workers Comp. Admin.  
melridge@usf.edu, or 813-974-5775  |
| **Benefits & Monthly Premiums**  
[www.usf.edu/hr/documents/benefits/benefits-summary.pdf#page=6](http://www.usf.edu/hr/documents/benefits/benefits-summary.pdf#page=6)  |
| **Human Resources, Benefits**  
Kaitlin Powell, HR Consultant  
kpowell2@usf.edu, or 813-974-4006  |
| **Graduate Assistants Health Insurance**  
[www.usf.edu/hr/benefits/insurance/graduate-assistants.aspx](http://www.usf.edu/hr/benefits/insurance/graduate-assistants.aspx)  
| **Human Resources, Benefits**  
Angela Badell, Asst. Dir. Benefits  
adabell@usf.edu, or 813-974-3003  |
| **Post Doc Scholar Health Insurance Guide - Postdoc and USF contributions**  
[www.usf.edu/hr/documents/benefits/insurance/insurance-postdoc-guide.pdf](http://www.usf.edu/hr/documents/benefits/insurance/insurance-postdoc-guide.pdf)  |
| **Student Health Services**  
Marisol Polanco, Assoc. Dir.  
insurance@shs.usf.edu or 813-974-5407  |
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<th>SECTION IV</th>
<th>Owner: USF Academic Affairs</th>
<th>Who to Contact</th>
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| **Minimum Stipends – Master's level and Doctoral level** | [http://www.grad.usf.edu/assistantships.php](http://www.grad.usf.edu/assistantships.php) | Office of Graduate Studies  
Joseph Butts, Assistant Director  
tron@usf.edu, or 813-974-3586 |
| **USF Grant Budgeting for Postdoctoral Scholars** | [http://www.usf.edu/postdoctoral-affairs/faculty-resources/grant-budgeting-information.aspx](http://www.usf.edu/postdoctoral-affairs/faculty-resources/grant-budgeting-information.aspx) | Office of Postdoctoral Affairs  
postdoc@usf.edu, or 813-974-0795 |
| **Minimum Postdoctoral Salary** | [http://www.usf.edu/postdoctoral-affairs/faculty-resources/minimum-postdoctoral-salary.aspx](http://www.usf.edu/postdoctoral-affairs/faculty-resources/minimum-postdoctoral-salary.aspx) |  |
| **Student Tuition and Registration Fees** | [http://usfweb.usf.edu/graduate-studies/tuition-and-fee-calculator/](http://usfweb.usf.edu/graduate-studies/tuition-and-fee-calculator/) |  |

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<th>SECTION V</th>
<th>Owner: USF System Office of the General Counsel</th>
<th>Who to Contact</th>
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</table>
Ruth O’Brien  
rco@usf.edu, or 813-974-1674 |

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<tr>
<th>SECTION VI</th>
<th>Owner: External Source</th>
<th>Who to Contact</th>
</tr>
</thead>
</table>
Donna Pepper  
dpepper@usf.edu, or 813-974-9357 |
| **Medicare** | [https://www.irs.gov/taxtopics/tc751](https://www.irs.gov/taxtopics/tc751) | Payroll and Tax Services  
Help Desk, 813-974-7955 |
| **Standard Health Insurance** | [https://www.mybenefits.myflorida.com/content/download/132895/826712/DSG1_Premium_Table_Effective_December_2017_for_January_2018_Coverage.pdf](https://www.mybenefits.myflorida.com/content/download/132895/826712/DSG1_Premium_Table_Effective_December_2017_for_January_2018_Coverage.pdf) | Human Resources, Benefits  
Angela Badell, Asst. Dir. Benefits  
adabell@usf.edu, or 813-974-3003 |
| **Life Insurance Flat Rate Monthly** | [https://www.mybenefits.myflorida.com/content/download/129078/802860/2017_Securian_Brochure.pdf](https://www.mybenefits.myflorida.com/content/download/129078/802860/2017_Securian_Brochure.pdf) | Human Resources, Benefits  
Angela Badell, Asst. Dir. Benefits  
adabell@usf.edu, or 813-974-3003 |
| **Participant Identification Code (PIC) for European Collaborations** | 992108047  
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<th>SECTION VI, continued</th>
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<td><strong>Owner:</strong> External Source</td>
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<tr>
<td><strong>Carnegie Classification</strong></td>
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<td><strong>Congressional District</strong></td>
<td>Sponsored Research Administrator</td>
</tr>
<tr>
<td><a href="https://www.house.gov/">https://www.house.gov/</a></td>
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<td><strong>Audits - State of Florida Auditor General</strong></td>
<td>Sponsored Research Administrator</td>
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<td><a href="https://flauditor.gov/">https://flauditor.gov/</a></td>
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<td><strong>NIH Salary Limitations</strong></td>
<td>Sponsored Research Administrator</td>
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<td><strong>NSF Institutional Code</strong></td>
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USF Research & Innovation
Sponsored Research Fact Sheet

Section VII: Owners/Sources for Fringe Rates

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<th>FRINGE CATEGORY</th>
<th>OWNERS/SOURCES for Fringe Rates</th>
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<tr>
<td>FRS Investment Plans</td>
<td><a href="https://www.myfrs.com/FRSPro_ComparePlan_Cntnt.htm">https://www.myfrs.com/FRSPro_ComparePlan_Cntnt.htm</a></td>
</tr>
<tr>
<td>Tuition, Graduate (In-State/Out-of-State)</td>
<td><a href="http://usfweb.usf.edu/graduate-studies/tuition-and-fee-calculator/">http://usfweb.usf.edu/graduate-studies/tuition-and-fee-calculator/</a></td>
</tr>
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</table>

Regular Fringe Rates
- FICA                                   | https://www.irs.gov/taxtopics/tc751                                                            |
- Medicare                               | https://www.irs.gov/taxtopics/tc751                                                            |

OPS, Post Doc                            | http://www.grad.usf.edu/OPA-Grant.php                                                          |

Section VIII: Fringe Rates (for budgeting purposes, FY19)
Owner: Sponsored Research, Elizabeth Foster, elizabethf@usf.edu

Fringe Rates are built into the Sponsored Research **Budget Preparation Tool**. To view the rates, please see the “Reference Tab” in the **Budget Preparation Tool**. For your convenience, a screenshot is provided below.

| Retirement | 8.65 % |
| FICA       | 6.20 % |
| Medicare   | 1.45 % |
| Leave Pool | 1.70 % |
| Total      | 18.00 % |