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RESEARCH & INNOVATION
UNIVERSITY OF SOUTH FLORIDA

USF SPONSORED RESEARCH FACT SHEET

Updated June 27, 2018

USF Research & Innovation
Sponsored Research Fact Sheet

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.

Table of Contents

Section I
Owner: USF Research and Innovation **Page 4**

Sponsored Research

- SRA & GFA Contact List
- Sponsored Research Address
- Research Foundation Address
- System for Award Management
- Acquisition Resource Center
- Sponsored Research Highlights and Success Indicators
- Indirect Cost Rates & Rate Agreement
- Entity, Employer I.D. and Federal I.D. Numbers
- NAICS Number
- CAGE
- Dun and Bradstreet
- Institutional Profile Number
- General Information Blurb

Research Integrity & Compliance

- DHHS Animal Assurance and AAALAC International
- DHHS Human Subjects Radioisotopes
- Federal Wide Assurance
- Export Controls

Section II
Owner: USF Business & Finance **Page 5**

- W-9
- Proof of Government Status/Tax Exempt Letter
- Tax Exempt Certificate
- Supplier Diversity Program
- Address for research project check payments:
- Student Accounting
- FICA

Section III
Owner: USF Administrative Services **Page 5**

- Insurance Certificates -Property, Worker's Comp.
- Benefits & Monthly Premiums
- Graduate Assistants Health Insurance
- Post Doc Scholar Health Insurance Guide-
  Postdoc and USF contributions

Section IV
Owner: USF Academic Affairs **Page 6**

- Minimum Stipends – Master's level and Doctoral level
- USF Grant Budgeting for Postdoctoral Scholars
- Minimum Postdoctoral Salary
- Student Tuition and Registration Fees

Section V
Owner: USF System Office of the General Counsel **Page 6**

- Florida Casualty Insurance Certificate

Section VI
Owner: External Source **Page 6-7**

- Retirement – ORP, FRS
- Medicare
- Standard Health Insurance
- Life Insurance Flat Rate Monthly
- Participant Identification Code (PIC) for European Collaborations
- NIH Maximum Graduate Student Stipend
- NIH Minimum Salary Postdoctoral Scholars
- NSF Consultant Payment
- Carnegie Classification
- Congressional District
- Audits - State of Florida Auditor General
- NIH Salary Limitations
- NSF Institutional Code
- DOD FICE Code

Section VII
Owner/Sources for Fringe Rates **Page 8**

- Insurance Health & Life (Monthly)
- GA/Post Doc Insurance (Health, Annual)
- Post Doc Annual Employer Contribution
- ORP
- FRS Investment Plans
- Tuition, Graduate (In-State/Out-of-State)
- Regular Fringe Rates
    - ORP
    - FICA
    - Medicare
    - Leave Pool
- OPS, Student Temp
- OPS, Post Doc

Section VIII: Fringe Rates (for budgeting purposes, FY19) **Page 8**

USF Research & Innovation
Sponsored Research Fact Sheet

SECTION I Owner: USF Research & Innovation	Who to Contact
SRA & GFA Contact List http://www.usf.edu/research-innovation/sr/documents/sr-contact-list.pdf	**Sponsored Research** Connie Carr, Administrative Specialist ccarr1@usf.edu, or 813-974-2404
Sponsored Research Address http://www.usf.edu/research-innovation/sr/contact.aspx **Research Foundation Address** http://www.research.usf.edu/resource/NET/usfri-rf-contacts.asp?division=4	**Sponsored Research** Connie Carr, Administrative Specialist ccarr1@usf.edu, or 813-974-2404 **Research Foundation** 813.974.1082
System for Award Management http://www.usf.edu/research-innovation/sr/documents/sam-registration.pdf	**Sponsored Research** Kevin Reyes, User Application Specialist krreyes@usf.edu or 813-974-8566
Acquisition Resource Center http://www.usf.edu/research-innovation/sr/documents/nsa-arc.pdf	Sponsored Research Administrator
Sponsored Research Highlights and Success Indicators (Award Comparison Report and Proposal Comparison Report) https://reports.research.usf.edu/Report/	**Sponsored Research** John Cannon, Sr. ERP Analyst jcannon@usf.edu, or 813-974-5343
Indirect Cost Rates & Rate Agreement http://www.usf.edu/research-innovation/sr/proposal-prep/indirect-costs.aspx http://www.usf.edu/research-innovation/sr/documents/indirect-rates.pdf	**Sponsored Research** John Cannon, Sr. ERP Analyst jcannon@usf.edu, or 813-974-5343
Entity, Employer I.D. and Federal I.D. Numbers 59-3102112 -F5 USF Tampa Regional Institution D1 USF St. Petersburg Regional Institution G5 USF Sarasota-Manatee Regional Institution	Sponsored Research Administrator
NAICS Number: 611310	Sponsored Research Administrator
CAGE: Code 1F202	Sponsored Research Administrator
Dun and Bradstreet: 06-968-7242 & USFSP – 103917378	Sponsored Research Administrator
Institutional Profile Number: 0513807	Sponsored Research Administrator
General Information Blurb http://www.usf.edu/research-innovation/sr/proposal-prep/general-info.aspx	**Sponsored Research** Elizabeth Foster, Program Manager elizabethf@usf.edu or 813.974.6081
DHHS Animal Assurance and AAALAC International (Accreditation: initial - 6/21/1977, current - 4/3/14) http://www.usf.edu/research-innovation/comparative-medicine/about-cm.aspx	**Research Integrity & Compliance** Farah Moulvi, Safety & Compliance Manager fmoulvi@usf.edu, or 813-974-0954 **Comparative Medicine** Dr. Robert Engelman, Assistant VP CompMed@research.usf.edu, or 813-974-9796
DHHS Human Subjects Radioisotopes: SFRML-806-1-3M	**Research Integrity & Compliance** Adam Weaver, Radiation Safety Manager aweaver@usf.edu, or 813.974.1194
Federal Wide Assurance: FWA00001669, Expires 9/16/2021	**Research Integrity & Compliance** Julie Moore, Associate Director juliemoore@usf.edu, or 813.974.5452
Export Controls http://www.research.usf.edu/dric/export-controls/when-to-contact.asp	**Research Integrity & Compliance** Marsha Pesch, Export Control Officer mpesch@usf.edu, or 813.974.6368

USF Research & Innovation
Sponsored Research Fact Sheet

SECTION II Owner: USF Business & Finance	Who to Contact
W-9 http://www.usf.edu/business-finance/controller/accounting-reporting/w9.aspx	**Accounting & Reporting** Cherie Carson Assistant Controller General Accounting carsonc@usf.edu, or 813-974-7686
Proof of Government Status/Tax Exempt Letter USF Tax Status Letter	**Payroll and Tax Services** http://www.usf.edu/business-finance/controller/payroll/index.aspx
Tax Exempt Certificate http://www.usf.edu/business-finance/purchasing/staff-procedures/purchasing/pur-forms.aspx	**Purchasing** USFPurchasing@usf.edu 813.974.2481
Supplier Diversity Program http://www.usf.edu/business-finance/supplier-diversity/	**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 http://www.usf.edu/business-finance/controller/student-services/tuition-rates.aspx	**Student Accounting Office** Angela Jacobs, Manager ajacobs@usf.edu, or 813-974-6553
FICA http://www.usf.edu/business-finance/controller/payroll/payrollserviceslinks.aspx	**Payroll and Tax Services** http://www.usf.edu/business-finance/controller/payroll/index.aspx
SECTION III **Owner: USF Administrative Services**	**Who to Contact**
Insurance Certificates -Property, Worker's Comp. http://www.usf.edu/administrative-services/environmental-health-safety/programs-services/risk-management/certificates.aspx	**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 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 http://www.usf.edu/hr/benefits/insurance/graduate-assistants.aspx https://www.gallagherstudent.com/faqs/3672.pdf **Post Doc Scholar Health Insurance Guide-** **Postdoc and USF contributions** http://www.usf.edu/hr/documents/benefits/insurance/insurance-postdoc-guide.pdf	**Human Resources, Benefits** Angela Badell, Asst. Dir. Benefits adabell@usf.edu, or 813-974-3003 **Student Health Services** Marisol Polanco, Assoc. Dir. insurance@shs.usf.edu or 813-974-5407

USF Research & Innovation
Sponsored Research Fact Sheet

SECTION IV Owner: USF Academic Affairs	Who to Contact
Minimum Stipends – Master's level and Doctoral level http://www.grad.usf.edu/assistantships.php http://www.grad.usf.edu/GA_Handbook.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 **Minimum Postdoctoral Salary** http://www.usf.edu/postdoctoral-affairs/faculty-resources/minimum-postdoctoral-salary.aspx	**Office of Postdoctoral Affairs** postdoc@usf.edu, or 813-974-0795
Student Tuition and Registration Fees http://usfweb.usf.edu/graduate-studies/tuition-and-fee-calculator/	**Office of Graduate Studies** Elizabeth Fernandez, Fiscal & Business Mgr. efernand@usf.edu, or 813-974-8356
SECTION V **Owner: USF System Office of the General Counsel**	**Who to Contact**
Florida Casualty Insurance Certificate http://generalcounsel.usf.edu/client-resources/pdfs/certificates-of-iurance.pdf	**Office of the General Counsel** Ruth O'Brien rco@usf.edu, or 813-974-1674
SECTION VI **Owner: External Source**	**Who to Contact**
Retirement – ORP, FRS https://www.dms.myflorida.com/workforce_operations/retirement/employers/contribution_rates https://www.myfrs.com/FRSPro_ComparePlan_Contri.htm	**Human Resources, Benefits** Donna Pepper Retirement Administrator dpepper@usf.edu, or 813-974-9357
Medicare https://www.irs.gov/taxtopics/tc751	**Payroll and Tax Services** Help Desk, 813-974-7955
Standard Health Insurance https://www.mybenefits.myflorida.com/health/resources https://www.mybenefits.myflorida.com/content/download/132895/826712/DSGI_-_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/health/resources http://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 http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html	Sponsored Research Administrator
NIH Maximum Graduate Student Stipend https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-084.html **NIH Minimum Salary Postdoctoral Scholars** https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-175.html **NSF Consultant Payment** http://www.nsf.gov/bfa/dias/policy/	

USF Research & Innovation
Sponsored Research Fact Sheet

SECTION VI, continued Owner: External Source	Who to Contact
Carnegie Classification http://carnegieclassifications.iu.edu/lookup/lookup.php	Sponsored Research Administrator
Congressional District https://www.house.gov/	Sponsored Research Administrator
Audits - State of Florida Auditor General https://flauditor.gov/ *State of Florida Compliance and Internal Controls Over Financial Reporting and Federal Awards in Accordance with the Uniform Guidance for the Fiscal Year Ended June 30, 2017, Report No. 2018-189, March 2018:* https://flauditor.gov/pages/pdf_files/2018-189.pdf *State of Florida Summary Schedule of Prior Audit Findings Submitted in Accordance with the Uniform Guidance for the Fiscal Year Ended June 30, 2017, Report No. 2018-189:* https://flauditor.gov/pages/pdf_files/2018-189%20sspaf.pdf *Financial Audit, University of South Florida for the Fiscal Year Ended June 30, 2017, Report No. 2018-066, December 2017:* https://flauditor.gov/pages/pdf_files/2018-066.pdf	Sponsored Research Administrator
NIH Salary Limitations http://grants2.nih.gov/grants/policy/salcap_summary.htm	Sponsored Research Administrator
NSF Institutional Code 00 1537 0000	Sponsored Research Administrator
DOD FICE Code 001537	Sponsored Research Administrator

USF Research & Innovation
Sponsored Research Fact Sheet

Section VII: Owners/Sources for Fringe Rates

FRINGE CATEGORY	OWNERS/SOURCES for Fringe Rates
Insurance Health & Life (Monthly)	https://www.mybenefits.myflorida.com/content/download/132895/826712/DSGI - _Premium_Table_Effective_December_2017_for_January_2018_Coverage.pdf
GA/Post Doc Insurance (Health, Annual)	https://www.gallagherstudent.com/faqs/3672.pdf
Post Doc Annual Employer Contribution	http://www.usf.edu/hr/documents/benefits/insurance/insurance-postdoc-guide.pdf
ORP	https://www.rol.frs.state.fl.us/forms/2018-19_contribution_components.pdf
FRS Investment Plans	https://www.myfrs.com/FRSPro_ComparePlan_Contri.htm
Tuition, Graduate (In-State/Out-of-State)	http://usfweb.usf.edu/graduate-studies/tuition-and-fee-calculator/
Regular Fringe Rates	
- ORP	https://www.rol.frs.state.fl.us/forms/2018-19_contribution_components.pdf
- FICA	https://www.irs.gov/taxtopics/tc751
- Medicare	https://www.irs.gov/taxtopics/tc751
- Leave Pool	http://www.usf.edu/research-innovation/sr/documents/indirect-rates.pdf
OPS, Student Temp	http://www.usf.edu/research-innovation/sr/documents/indirect-rates.pdf
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.

Insurance (Health & Life - Monthly)	Year 1	Year 2	Year 3	Year 4	Year 5	
Individual	685	705.55	726.72	748.52	770.97	(Amounts are for health insurance only)
Family	1530	1,575.90	1,623.18	1,671.87	1,722.03	(Amounts are for health insurance only)
Spouse	765	787.95	811.59	835.94	861.01	(Amounts are for health insurance only)
No Health - Life Only	3.58					
None	0					
GA/Post Doc Insurance (Health Annual)	Year 1	Year 2	Year 3	Year 4	Year 5	
.50 GA Annual	2371	2,442.13	2,515.39	2,590.86	2,668.58	
.25 GA Annual	2371	2,442.13	2,515.39	2,590.86	2,668.58	
.50 GA Fall	901	928.03	955.87	984.55	1,014.08	
.25 GA Fall	901	928.03	955.87	984.55	1,014.08	
.50 GA Spr/Sum	1470	1,514.10	1,559.52	1,606.31	1,654.50	
.25 GA Spr/Sum	1470	1,514.10	1,559.52	1,606.31	1,654.50	
None	0	-	-	-	-	
	Year 1	Year 2	Year 3	Year 4	Year 5	
Post-Doc (Spouse + Children) + Dental	8600	8,858.00	9,123.74	9,397.45	9,679.38	(Amounts are for health insurance only)
Retirement						
ORP	8.65%					
FRS/Investment Plans	7.92%					
None	0%					
Tuition						
Graduate In-State	431.43					
Graduate Out-of-State	877					
Other Personnel						
Post Doctoral Associates						
Graduate Students						
Undergraduate Students						
Secretarial / Clerical (possible CAS Exception)						
Fringe Rates						
Regular	18.00%					
OPS, Post Doc	1.65%					
Student Temporary	0.20%					

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