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 rsch-awards@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 bookmarked 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. Click on any "Section" in the Table of Contents to go directly to that Section’s page. If you require assistance navigating the Fact Sheet, or have difficulty finding the information you need, please contact rsch-awards@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 FY20. 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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<th>SECTION I</th>
<th>Who to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Owner:</strong> USF Research &amp; Innovation</td>
<td><strong>Sponsored Research</strong></td>
</tr>
<tr>
<td><strong>SRA &amp; GFA Contact List</strong></td>
<td>Stephanie Rios, Assistant Director</td>
</tr>
<tr>
<td><a href="https://www.usf.edu/research-innovation/sr/contact.aspx">https://www.usf.edu/research-innovation/sr/contact.aspx</a></td>
<td><a href="mailto:srios@usf.edu">srios@usf.edu</a> or 813-974-6095</td>
</tr>
<tr>
<td><strong>Sponsored Research Address</strong></td>
<td>Stephanie Rios, Assistant Director</td>
</tr>
<tr>
<td><a href="http://www.usf.edu/research-innovation/sr/contact.aspx">http://www.usf.edu/research-innovation/sr/contact.aspx</a></td>
<td><a href="mailto:srios@usf.edu">srios@usf.edu</a> or 813-974-6095</td>
</tr>
<tr>
<td><strong>Research Foundation Address</strong></td>
<td><strong>Research Foundation</strong></td>
</tr>
<tr>
<td><strong>System for Award Management</strong></td>
<td><strong>Sponsored Research</strong></td>
</tr>
<tr>
<td><strong>Acquisition Resource Center</strong></td>
<td><a href="https://www.research.usf.edu/directory/contacts.php?division=4">Sponsored Research Administrator</a></td>
</tr>
<tr>
<td><strong>Sponsored Research Highlights and Success Indicators</strong></td>
<td><strong>Sponsored Research</strong></td>
</tr>
<tr>
<td>(Award Comparison Report and Proposal Comparison Report)</td>
<td>John Cannon, Sr. ERP Analyst</td>
</tr>
<tr>
<td><a href="https://reports.research.usf.edu/Report/">https://reports.research.usf.edu/Report/</a></td>
<td><a href="mailto:icannon@usf.edu">icannon@usf.edu</a>, or 813-974-5343</td>
</tr>
<tr>
<td><strong>Indirect Cost Rates &amp; Rate Agreement</strong></td>
<td><strong>Sponsored Research</strong></td>
</tr>
<tr>
<td><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><a href="mailto:icannon@usf.edu">icannon@usf.edu</a>, or 813-974-5343</td>
</tr>
<tr>
<td><strong>Entity, Employer I.D. and Federal I.D. Number</strong></td>
<td><strong>Sponsored Research Administrator</strong></td>
</tr>
<tr>
<td>59-3102112</td>
<td><a href="https://www.research.usf.edu/directory/contacts.php?division=4">Sponsored Research Administrator</a></td>
</tr>
<tr>
<td><strong>NAICS Number:</strong> 611310</td>
<td><a href="https://www.research.usf.edu/directory/contacts.php?division=4">Sponsored Research Administrator</a></td>
</tr>
<tr>
<td><strong>CAGE:</strong> Code 1F202</td>
<td><a href="https://www.research.usf.edu/directory/contacts.php?division=4">Sponsored Research Administrator</a></td>
</tr>
<tr>
<td><strong>Dun and Bradstreet:</strong> 06-968-7242 &amp; USFSP – 103917378</td>
<td><a href="https://www.research.usf.edu/directory/contacts.php?division=4">Sponsored Research Administrator</a></td>
</tr>
<tr>
<td><strong>Institutional Profile Number:</strong> 0513807</td>
<td><a href="https://www.research.usf.edu/directory/contacts.php?division=4">Sponsored Research Administrator</a></td>
</tr>
<tr>
<td><strong>General Information Blurb</strong></td>
<td><a href="https://www.research.usf.edu/directory/contacts.php?division=4">Sponsored Research Administrator</a></td>
</tr>
<tr>
<td><strong>DHHS Animal Assurance and AAALAC International</strong></td>
<td><strong>Research Integrity &amp; Compliance</strong></td>
</tr>
<tr>
<td><a href="http://www.usf.edu/research-innovation/comparative-medicine/aboutcm.aspx">http://www.usf.edu/research-innovation/comparative-medicine/aboutcm.aspx</a></td>
<td><a href="mailto:fmoulvi@usf.edu">fmoulvi@usf.edu</a>, or 813-974-0954</td>
</tr>
<tr>
<td><strong>Comparative Medicine</strong></td>
<td>Dr. Robert Engelman, Assistant VP</td>
</tr>
<tr>
<td><a href="mailto:CompMed@research.usf.edu">CompMed@research.usf.edu</a>, or 813-974-9796</td>
<td></td>
</tr>
<tr>
<td><strong>DHHS Human Subjects Radioisotopes:</strong> SFRML-806-1-3M</td>
<td><strong>Research Integrity &amp; Compliance</strong></td>
</tr>
<tr>
<td><strong>Federal Wide Assurance:</strong> FWA00001669, Expires 9/16/2021</td>
<td>Adam Weaver, Radiation Safety Manager</td>
</tr>
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<td><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><a href="mailto:aweaver@usf.edu">aweaver@usf.edu</a>, or 813.974.1194</td>
</tr>
<tr>
<td><strong>Export Controls</strong></td>
<td><strong>Research Integrity &amp; Compliance</strong></td>
</tr>
<tr>
<td><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></td>
</tr>
<tr>
<td><strong>Research Integrity &amp; Compliance</strong></td>
<td>Julie Moore, Associate Director</td>
</tr>
<tr>
<td><a href="mailto:julemoore@usf.edu">julemoore@usf.edu</a>, or 813.974.5452</td>
<td></td>
</tr>
<tr>
<td><strong>Research Integrity &amp; Compliance</strong></td>
<td>Export Control Office</td>
</tr>
<tr>
<td><a href="mailto:exportcontrol@usf.edu">exportcontrol@usf.edu</a>, or 813.974.6368</td>
<td></td>
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### SECTION II
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<table>
<thead>
<tr>
<th>Who to Contact</th>
</tr>
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</table>
| **W-9**  
| **Accounting & Reporting**  
Cherie Carson  
Assistant Controller General Accounting  [carsonc@usf.edu](mailto:carsonc@usf.edu), or 813-974-7686  |
| **Proof of Government Status/Tax Exempt Letter**  
[USF Tax Status Letter](http://www.usf.edu/business-finance/purchasing/staffprocedures/purchasing/purchforms.aspx)  |
| **Payroll and Tax Services**  
[http://www.usf.edu/businessfinance/controller/payroll/index.aspx](http://www.usf.edu/businessfinance/controller/payroll/index.aspx)  |
| **Tax Exempt Certificate**  
| **Purchasing**  
[USFPurchasing@usf.edu](mailto:USFPurchasing@usf.edu)  
813.974.2481  |
| **Supplier Diversity Program**  
| **Office of Supplier Diversity**  
[osd@usf.edu](mailto: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](mailto:andrews5@usf.edu), or 813-974-5748  |
| **Student Accounting**  
| **Student Accounting Office**  
Angela Jacobs, Manager  [ajacobs@usf.edu](mailto:ajacobs@usf.edu), or 813-974-6553  |
| **FICA**  
| **Payroll and Tax Services**  
[http://www.usf.edu/businessfinance/controller/payroll/index.aspx](http://www.usf.edu/businessfinance/controller/payroll/index.aspx)  |

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

<table>
<thead>
<tr>
<th>Who to Contact</th>
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| **Insurance Certificates - Property, Worker’s Comp.**  
Note: Worker’s Compensation Certificate must be requested by sending an email to melridge@usf.edu. This document is not available on a website.  |
| **Facilities Management - Env. Health & Safety, Risk Mgmt.**  
Katherine Ogelvie, Insurance Coordinator  [kogelvie@usf.edu](mailto:kogelvie@usf.edu), or 813-974-5720 Meica Elridge, Workers Comp. Admin.  [melridge@usf.edu](mailto:melridge@usf.edu), or 813-974-5775  |
| **Benefits & Monthly Premiums**  
[http://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](mailto:kpowell2@usf.edu), or 813-974-4006  |
| **Graduate Assistants Health Insurance**  
[http://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](mailto:adabell@usf.edu), or 813-974-3003  |
| **Post Doc Scholar Health Insurance Guide - Postdoc and USF contributions**  
| **Student Health Services**  
Marisol Polanco, Assoc. Dir.  [insurance@shs.usf.edu](mailto:insurance@shs.usf.edu) or 813-974-5407  |
### SECTION IV  
**Owner:** USF Academic Affairs  

<table>
<thead>
<tr>
<th>Topic</th>
<th>Who to Contact</th>
</tr>
</thead>
</table>
| **Minimum Stipends – Master’s level and Doctoral level**  
http://www.grad.usf.edu/GA_Handbook.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/grantbudgeting-information.aspx | Office of Postdoctoral Affairs  
postdoc@usf.edu, or 813-974-0795 |
| **Minimum Postdoctoral Salary**  
http://www.usf.edu/postdoctoral-affairs/facultyresources/minimum-postdoctoral-salary.aspx | |
| **Student Tuition and Registration Fees**  
http://usfweb.usf.edu/graduate-studies/tuition-and-fee-calculator/ | |

### SECTION V  
**Owner:** USF Office of the General Counsel  

<table>
<thead>
<tr>
<th>Topic</th>
<th>Who to Contact</th>
</tr>
</thead>
</table>
| **Florida Casualty Insurance Certificate**  
Ruth O’Brien  
rco@usf.edu, or 813-974-1674 |

### SECTION VI  
**Owner:** External Source  

<table>
<thead>
<tr>
<th>Topic</th>
<th>Who to Contact</th>
</tr>
</thead>
</table>
| **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  
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  
Angela Badell, Asst. Dir. Benefits  
adabell@usf.edu, or 813-974-3003 |
| **Life Insurance Flat Rate Monthly**  
https://www.mybenefits.myflorida.com/health/resources  
Angela Badell, Asst. Dir. Benefits  
adabell@usf.edu, or 813-974-3003 |
| **Participant Identification Code (PIC) for European Collaborations**  
992108047  
https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-toparticipate/participant-register | Sponsored Research Administrator |
| **NIH Maximum Graduate Student Stipend**  
| **NIH Minimum Salary Postdoctoral Scholars**  
| **NSF Consultant Payment**  
<table>
<thead>
<tr>
<th>SECTION VI, continued</th>
<th>Who to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Owner:</strong> External Source</td>
<td>Sponsored Research Administrator</td>
</tr>
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</table>

**Carnegie Classification**

http://carnegielclassifications.iu.edu/lookup/lookup.php

**Congressional District**

https://www.house.gov/

**Audits - State of Florida Auditor General**

https://flauditor.gov/


**NIH Salary Limitations**


**NSF Institutional Code**

00 1537 0000

**DOD FICE Code**

001537

Sponsored Research Administrator

Sponsored Research Administrator

Sponsored Research Administrator

Sponsored Research Administrator

Sponsored Research Administrator
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<tr>
<th>FRINGE CATEGORY</th>
<th>OWNERS/SOURCES for Fringe Rates</th>
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</thead>
<tbody>
<tr>
<td>GA/Post Doc Insurance (Health, Annual)</td>
<td><a href="https://www.gallagherstudent.com/faqs/4232.pdf">https://www.gallagherstudent.com/faqs/4232.pdf</a></td>
</tr>
<tr>
<td>FRS Investment Plans</td>
<td><a href="https://www.myfrs.com/FRSPro_ComparePlan_Contri.htm">https://www.myfrs.com/FRSPro_ComparePlan_Contri.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>
<tr>
<td>Regular Fringe Rates</td>
<td></td>
</tr>
<tr>
<td>OPS, Post Doc</td>
<td><a href="https://www.usf.edu/postdoctoral-affairs/faculty-resources/grant-budgetinginformation.aspx">https://www.usf.edu/postdoctoral-affairs/faculty-resources/grant-budgetinginformation.aspx</a></td>
</tr>
</tbody>
</table>

### Section VIII: Fringe Rates (for budgeting purposes, FY21)

Owner: Sponsored Research - any questions please contact rsch-awards@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**.

<table>
<thead>
<tr>
<th>Retirement * FRS PLAN</th>
<th>10.0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA</td>
<td>6.20%</td>
</tr>
<tr>
<td>Medicare</td>
<td>1.45%</td>
</tr>
<tr>
<td>Leave Pool</td>
<td>1.60%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>19.25%</strong></td>
</tr>
</tbody>
</table>