



RESEARCH &  
INNOVATION  

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UNIVERSITY OF  
SOUTH FLORIDA

## USF SPONSORED RESEARCH FACT SHEET

*Updated September 11, 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](mailto: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](mailto: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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SECTION I Owner: USF Research & Innovation	Who to Contact
<b>SRA &amp; GFA Contact List</b> <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>	<b>Sponsored Research</b> Connie Carr, Administrative Specialist <a href="mailto:ccarr1@usf.edu">ccarr1@usf.edu</a> , or 813-974-2404
<b>Sponsored Research Address</b> <a href="http://www.usf.edu/research-innovation/sr/contact.aspx">http://www.usf.edu/research-innovation/sr/contact.aspx</a> <b>Research Foundation Address</b> <a href="http://www.research.usf.edu/resource/NET/usfri-rf-contacts.asp?division=4">http://www.research.usf.edu/resource/NET/usfri-rf-contacts.asp?division=4</a>	<b>Sponsored Research</b> Connie Carr, Administrative Specialist <a href="mailto:ccarr1@usf.edu">ccarr1@usf.edu</a> , or 813-974-2404 <b>Research Foundation</b> 813.974.1082
<b>System for Award Management</b> <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>	<b>Sponsored Research</b> Kevin Reyes, User Application Specialist <a href="mailto:krreyes@usf.edu">krreyes@usf.edu</a> or 813-974-8566
<b>Acquisition Resource Center</b> <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>	<a href="#">Sponsored Research Administrator</a>
<b>Sponsored Research Highlights and Success Indicators</b> (Award Comparison Report and Proposal Comparison Report) <a href="https://reports.research.usf.edu/Report/">https://reports.research.usf.edu/Report/</a>	<b>Sponsored Research</b> John Cannon, Sr. ERP Analyst <a href="mailto:jcannon@usf.edu">jcannon@usf.edu</a> , or 813-974-5343
<b>Indirect Cost Rates &amp; Rate Agreement</b> <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> <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>	<b>Sponsored Research</b> John Cannon, Sr. ERP Analyst <a href="mailto:jcannon@usf.edu">jcannon@usf.edu</a> , or 813-974-5343
<b>Entity, Employer I.D. and Federal I.D. Numbers</b> 59-3102112 -F5 USF Tampa Regional Institution D1 USF St. Petersburg Regional Institution G5 USF Sarasota-Manatee Regional Institution	<a href="#">Sponsored Research Administrator</a>
<b>NAICS Number:</b> 611310	<a href="#">Sponsored Research Administrator</a>
<b>CAGE:</b> Code 1F202	<a href="#">Sponsored Research Administrator</a>
<b>Dun and Bradstreet:</b> 06-968-7242 & USFSP – 103917378	<a href="#">Sponsored Research Administrator</a>
<b>Institutional Profile Number:</b> 0513807	<a href="#">Sponsored Research Administrator</a>
<b>General Information Blurb</b> <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>	<b>Sponsored Research</b> Elizabeth Foster, Program Manager <a href="mailto:elizabethf@usf.edu">elizabethf@usf.edu</a> or 813.974.6081
<b>DHHS Animal Assurance and AAALAC International</b> (Accreditation: initial - 6/21/1977, current - 4/3/14) <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>	<b>Research Integrity &amp; Compliance</b> Farah Moulvi, Safety & Compliance Manager <a href="mailto:fmoulvi@usf.edu">fmoulvi@usf.edu</a> , or 813-974-0954 <b>Comparative Medicine</b> Dr. Robert Engelman, Assistant VP <a href="mailto:CompMed@research.usf.edu">CompMed@research.usf.edu</a> , or 813-974-9796
<b>DHHS Human Subjects Radioisotopes:</b> SFRML-806-1-3M	<b>Research Integrity &amp; Compliance</b> Adam Weaver, Radiation Safety Manager <a href="mailto:aweaver@usf.edu">aweaver@usf.edu</a> , or 813.974.1194
<b>Federal Wide Assurance:</b> FWA00001669, Expires 9/16/2021	<b>Research Integrity &amp; Compliance</b> Julie Moore, Associate Director <a href="mailto:juliemoore@usf.edu">juliemoore@usf.edu</a> , or 813.974.5452
<b>Export Controls</b> <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>	<b>Research Integrity &amp; Compliance</b> Export Control Office <a href="mailto:exportcontrol@usf.edu">exportcontrol@usf.edu</a> or 813.974.6368

# USF Research & Innovation Sponsored Research Fact Sheet

SECTION II Owner: USF Business & Finance	Who to Contact
<b>W-9</b> <a href="http://www.usf.edu/business-finance/controller/accounting-reporting/w9.aspx">http://www.usf.edu/business-finance/controller/accounting-reporting/w9.aspx</a>	<b>Accounting &amp; Reporting</b> Cherie Carson Assistant Controller General Accounting <a href="mailto:carsonc@usf.edu">carsonc@usf.edu</a> , or 813-974-7686
<b>Proof of Government Status/Tax Exempt Letter</b> <a href="#">USF Tax Status Letter</a>	<b>Payroll and Tax Services</b> <a href="http://www.usf.edu/business-finance/controller/payroll/index.aspx">http://www.usf.edu/business-finance/controller/payroll/index.aspx</a>
<b>Tax Exempt Certificate</b> <a href="http://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</a>	<b>Purchasing</b> <a href="mailto:USFPurchasing@usf.edu">USFPurchasing@usf.edu</a> 813.974.2481
<b>Supplier Diversity Program</b> <a href="http://www.usf.edu/business-finance/supplier-diversity/">http://www.usf.edu/business-finance/supplier-diversity/</a>	<b>Office of Supplier Diversity</b> <a href="mailto:osd@usf.edu">osd@usf.edu</a> 813.974.5052
<b>Address for research project check payments: (not on UCO website)</b> University of South Florida Attn: Research Project Receivables P.O. Box 864568 Orlando, FL 32886-4568	<b>Cashier's Office</b> Jonathan Andrews, Manager <a href="mailto:andrews5@usf.edu">andrews5@usf.edu</a> , or 813-974-5748
<b>Student Accounting</b> <a href="http://www.usf.edu/business-finance/controller/student-services/tuition-rates.aspx">http://www.usf.edu/business-finance/controller/student-services/tuition-rates.aspx</a>	<b>Student Accounting Office</b> Angela Jacobs, Manager <a href="mailto:ajacobs@usf.edu">ajacobs@usf.edu</a> , or 813-974-6553
<b>FICA</b> <a href="http://www.usf.edu/business-finance/controller/payroll/payrollserviceslinks.aspx">http://www.usf.edu/business-finance/controller/payroll/payrollserviceslinks.aspx</a>	<b>Payroll and Tax Services</b> <a href="http://www.usf.edu/business-finance/controller/payroll/index.aspx">http://www.usf.edu/business-finance/controller/payroll/index.aspx</a>
SECTION III Owner: USF Administrative Services	Who to Contact
<b>Insurance Certificates -Property, Worker's Comp.</b> <a href="http://www.usf.edu/administrative-services/environmental-health-safety/programs-services/risk-management/certificates.aspx">http://www.usf.edu/administrative-services/environmental-health-safety/programs-services/risk-management/certificates.aspx</a>	<b>Facilities Management - Env. Health &amp; Safety, Risk Mgmt.</b> Katherine Ogelvie, Insurance Coordinator <a href="mailto:kogelvie@usf.edu">kogelvie@usf.edu</a> , or 813-974-5720 Meica Elridge, Workers Comp. Admin. <a href="mailto:melridge@usf.edu">melridge@usf.edu</a> , or 813-974-5775
<b>Benefits &amp; Monthly Premiums</b> <a href="http://www.usf.edu/hr/documents/benefits/benefits-summary.pdf#page=6">http://www.usf.edu/hr/documents/benefits/benefits-summary.pdf#page=6</a>	<b>Human Resources, Benefits</b> Kaitlin Powell, HR Consultant <a href="mailto:kpowell2@usf.edu">kpowell2@usf.edu</a> , or 813-974-4006
<b>Graduate Assistants Health Insurance</b> <a href="http://www.usf.edu/hr/benefits/insurance/graduate-assistants.aspx">http://www.usf.edu/hr/benefits/insurance/graduate-assistants.aspx</a>  <a href="https://www.gallagherstudent.com/faqs/3672.pdf">https://www.gallagherstudent.com/faqs/3672.pdf</a>	<b>Human Resources, Benefits</b> Angela Badell, Asst. Dir. Benefits <a href="mailto:adabell@usf.edu">adabell@usf.edu</a> , or 813-974-3003  <b>Student Health Services</b> Marisol Polanco, Assoc. Dir. <a href="mailto:insurance@shs.usf.edu">insurance@shs.usf.edu</a> or 813-974-5407
<b>Post Doc Scholar Health Insurance Guide- Postdoc and USF contributions</b> <a href="http://www.usf.edu/hr/documents/benefits/insurance/insurance-postdoc-guide.pdf">http://www.usf.edu/hr/documents/benefits/insurance/insurance-postdoc-guide.pdf</a>	

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SECTION IV Owner: USF Academic Affairs	Who to Contact
<b>Minimum Stipends – Master’s level and Doctoral level</b> <a href="http://www.grad.usf.edu/assistantships.php">http://www.grad.usf.edu/assistantships.php</a> <a href="http://www.grad.usf.edu/GA_Handbook.php">http://www.grad.usf.edu/GA_Handbook.php</a>	<b>Office of Graduate Studies</b> Joseph Butts, Assistant Director <a href="mailto:tron@usf.edu">tron@usf.edu</a> , or 813-974-3586
<b>USF Grant Budgeting for Postdoctoral Scholars</b> <a href="http://www.usf.edu/postdoctoral-affairs/faculty-resources/grant-budgeting-information.aspx">http://www.usf.edu/postdoctoral-affairs/faculty-resources/grant-budgeting-information.aspx</a>  <b>Minimum Postdoctoral Salary</b> <a href="http://www.usf.edu/postdoctoral-affairs/faculty-resources/minimum-postdoctoral-salary.aspx">http://www.usf.edu/postdoctoral-affairs/faculty-resources/minimum-postdoctoral-salary.aspx</a>	<b>Office of Postdoctoral Affairs</b> <a href="mailto:postdoc@usf.edu">postdoc@usf.edu</a> , or 813-974-0795
<b>Student Tuition and Registration Fees</b> <a href="http://usfweb.usf.edu/graduate-studies/tuition-and-fee-calculator/">http://usfweb.usf.edu/graduate-studies/tuition-and-fee-calculator/</a>	<b>Office of Graduate Studies</b> Elizabeth Fernandez, Fiscal & Business Mgr. <a href="mailto:efernand@usf.edu">efernand@usf.edu</a> , or 813-974-8356
SECTION V Owner: USF System Office of the General Counsel	Who to Contact
<b>Florida Casualty Insurance Certificate</b> <a href="http://generalcounsel.usf.edu/client-resources/pdfs/certificates-of-insurance.pdf">http://generalcounsel.usf.edu/client-resources/pdfs/certificates-of-insurance.pdf</a>	<b>Office of the General Counsel</b> Ruth O’Brien <a href="mailto:rco@usf.edu">rco@usf.edu</a> , or 813-974-1674
SECTION VI Owner: External Source	Who to Contact
<b>Retirement – ORP, FRS</b> <a href="https://www.dms.myflorida.com/workforce_operations/retirement/employers/contribution_rates">https://www.dms.myflorida.com/workforce_operations/retirement/employers/contribution_rates</a>  <a href="https://www.myfrs.com/FRSPro_ComparePlan_Contri.htm">https://www.myfrs.com/FRSPro_ComparePlan_Contri.htm</a>	<b>Human Resources, Benefits</b> Donna Pepper Retirement Administrator <a href="mailto:dpepper@usf.edu">dpepper@usf.edu</a> , or 813-974-9357
<b>Medicare</b> <a href="https://www.irs.gov/taxtopics/tc751">https://www.irs.gov/taxtopics/tc751</a>	<b>Payroll and Tax Services</b> Help Desk, 813-974-7955
<b>Standard Health Insurance</b> <a href="https://www.mybenefits.myflorida.com/health/resources">https://www.mybenefits.myflorida.com/health/resources</a>  <a href="https://www.mybenefits.myflorida.com/content/download/132895/826712/DSGI_-_Premium_Table_Effective_December_2017_for_January_2018_Coverage.pdf">https://www.mybenefits.myflorida.com/content/download/132895/826712/DSGI_-_Premium_Table_Effective_December_2017_for_January_2018_Coverage.pdf</a>	<b>Human Resources, Benefits</b> Angela Badell, Asst. Dir. Benefits <a href="mailto:adabell@usf.edu">adabell@usf.edu</a> , or 813-974-3003
<b>Life Insurance Flat Rate Monthly</b> <a href="https://www.mybenefits.myflorida.com/health/resources">https://www.mybenefits.myflorida.com/health/resources</a>  <a href="http://mybenefits.myflorida.com/content/download/129078/802860/2017_Securian_Brochure.pdf">http://mybenefits.myflorida.com/content/download/129078/802860/2017_Securian_Brochure.pdf</a>	<b>Human Resources, Benefits</b> Angela Badell, Asst. Dir. Benefits <a href="mailto:adabell@usf.edu">adabell@usf.edu</a> , or 813-974-3003
<b>Participant Identification Code (PIC) for European Collaborations</b> 992108047 <a href="http://ec.europa.eu/research/participants/portal/desktop/en/organizations/register.html">http://ec.europa.eu/research/participants/portal/desktop/en/organizations/register.html</a>	<a href="#">Sponsored Research Administrator</a>
<b>NIH Maximum Graduate Student Stipend</b> <a href="https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-084.html">https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-084.html</a> <b>NIH Minimum Salary Postdoctoral Scholars</b> <a href="https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-175.html">https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-175.html</a> <b>NSF Consultant Payment</b> <a href="http://www.nsf.gov/bfa/dias/policy/">http://www.nsf.gov/bfa/dias/policy/</a>	

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SECTION VI, continued Owner: External Source	Who to Contact
<b>Carnegie Classification</b> <a href="http://carnegieclassifications.iu.edu/lookup/lookup.php">http://carnegieclassifications.iu.edu/lookup/lookup.php</a>	<a href="#">Sponsored Research Administrator</a>
<b>Congressional District</b> <a href="https://www.house.gov/">https://www.house.gov/</a>	<a href="#">Sponsored Research Administrator</a>
<b>Audits - State of Florida Auditor General</b> <a href="https://flauditor.gov/">https://flauditor.gov/</a>  <i>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: <a href="https://flauditor.gov/pages/pdf_files/2018-189.pdf">https://flauditor.gov/pages/pdf_files/2018-189.pdf</a></i>  <i>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: <a href="https://flauditor.gov/pages/pdf_files/2018-189%20sspaf.pdf">https://flauditor.gov/pages/pdf_files/2018-189%20sspaf.pdf</a></i>  <i>Financial Audit, University of South Florida for the Fiscal Year Ended June 30, 2017, Report No. 2018-066, December 2017: <a href="https://flauditor.gov/pages/pdf_files/2018-066.pdf">https://flauditor.gov/pages/pdf_files/2018-066.pdf</a></i>	<a href="#">Sponsored Research Administrator</a>
<b>NIH Salary Limitations</b> <a href="http://grants2.nih.gov/grants/policy/salcap_summary.htm">http://grants2.nih.gov/grants/policy/salcap_summary.htm</a>	<a href="#">Sponsored Research Administrator</a>
<b>NSF Institutional Code</b> 00 1537 0000	<a href="#">Sponsored Research Administrator</a>
<b>DOD FICE Code</b> 001537	<a href="#">Sponsored Research Administrator</a>



# 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)	<a href="https://www.mybenefits.myflorida.com/content/download/132895/826712/DSGI - Premium Table Effective December 2017 for January 2018 Coverage.pdf">https://www.mybenefits.myflorida.com/content/download/132895/826712/DSGI - Premium Table Effective December 2017 for January 2018 Coverage.pdf</a>
GA/Post Doc Insurance (Health, Annual)	<a href="https://www.gallagherstudent.com/faqs/3672.pdf">https://www.gallagherstudent.com/faqs/3672.pdf</a>
Post Doc Annual Employer Contribution	<a href="http://www.usf.edu/hr/documents/benefits/insurance/insurance-postdoc-guide.pdf">http://www.usf.edu/hr/documents/benefits/insurance/insurance-postdoc-guide.pdf</a>
ORP	<a href="https://www.rol.frs.state.fl.us/forms/2018-19_contribution_components.pdf">https://www.rol.frs.state.fl.us/forms/2018-19_contribution_components.pdf</a>
FRS Investment Plans	<a href="https://www.myfrs.com/FRSPro_ComparePlan_Contri.htm">https://www.myfrs.com/FRSPro_ComparePlan_Contri.htm</a>
Tuition, Graduate (In-State/Out-of-State)	<a href="http://usfweb.usf.edu/graduate-studies/tuition-and-fee-calculator/">http://usfweb.usf.edu/graduate-studies/tuition-and-fee-calculator/</a>
Regular Fringe Rates	
- ORP	<a href="https://www.rol.frs.state.fl.us/forms/2018-19_contribution_components.pdf">https://www.rol.frs.state.fl.us/forms/2018-19_contribution_components.pdf</a>
- FICA	<a href="https://www.irs.gov/taxtopics/tc751">https://www.irs.gov/taxtopics/tc751</a>
- Medicare	<a href="https://www.irs.gov/taxtopics/tc751">https://www.irs.gov/taxtopics/tc751</a>
- Leave Pool	<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>
OPS, Student Temp	<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>
OPS, Post Doc	<a href="http://www.grad.usf.edu/OPA-Grant.php">http://www.grad.usf.edu/OPA-Grant.php</a>

## Section VIII: Fringe Rates (for budgeting purposes, FY19)

Owner: Sponsored Research, Elizabeth Foster, [elizabethf@usf.edu](mailto: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.

	Year 1	Year 2	Year 3	Year 4	Year 5	
<b>Insurance (Health &amp; Life - Monthly)</b>						
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					
<b>GA/Post Doc Insurance (Health Annual)</b>						
.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					
Post-Doc (Spouse + Children) + Dental	8600	8,858.00	9,123.74	9,397.45	9,679.38	(Amounts are for health insurance only)
<b>Retirement</b>						
ORP	8.65%					
FRS/Investment Plans	7.92%					
None	0%					
<b>Tuition</b>						
Graduate In-State	431.43					
Graduate Out-of-State	877					
<b>Other Personnel</b>						
Post Doctoral Associates						
Graduate Students						
Undergraduate Students						
Secretarial / Clerical (possible CAS Exception)						
<b>Fringe Rates</b>						
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 %
<b>Total</b>	<b>18.00 %</b>