

# Facts Sheet

(Updated 4/22/2019)

## FSU Organizational Codes and Numbers

DUNS #: <b>790877419</b>	CAGE Code: <b>3S772</b>	NAICS Codes: <b>611310, 541330</b> (North American Industry Classification System)
FEIN / FEID: <b>59-1961248</b> Federal Employer Identification Number and Federal Tax Identification Number		Congressional District: <b>2</b> Use <b>FL-002</b> in Grants.gov
DHHS Animal Welfare Assurance #: <b>D16-00491 (A3854-01)</b>		NSF Institution Code: <b>0014894000</b>
HHS Federal Wide Assurance (FWA) # for Human Subjects: <b>00000168</b> for Grants.Gov		NIH Institution Profile #: <b>513804</b>
HHS Colleges and Universities <b>F&amp;A Rate Agreement</b> is dated: <b>07/09/2018</b>		FICE Code: <b>001489</b> (Federal Interagency Committee on Education)
<b>SAM</b> (System for Award Management) – FSU Sponsored Research Administration maintains an active SAM registration under DUNS # <b>790877419</b> . <b>The current expiration date is March 3, 2020.</b>		
MyFloridaMarketPlace (formerly SPURS) Vendor ID #: <b>F591961248-101</b>		FBI Originating Agency Identification (ORI) #: <b>FL037600</b>
USDA-NIFA Automated Standard Application for Payments (ASAP) Number <b>2U3OP</b> .		

## Cognizant Audit Office

DHHS Director of Cost Allocation

Cohen Building Room 1067

330 Independence Avenue SW

Washington DC 20201

(202) 401-2808

## Cognizant Contract Administration Office

Office of Naval Research Atlanta

100 Alabama Street Suite 4R15

Atlanta Georgia 30303-3104

(404) 562-1600

## Sponsor Salary Limitations

### **NIH, OJP, NIFA:**

Based on the U.S. Office of Personnel Management's (OPM) Executive and Senior Executive Service Level Employee Pay Tables for 2019, effective January 2019, the following annual salary limits (exclusive of fringe benefits and F&A) apply for an individual's salary charged to projects: HHS NIH: \$192,300; DOJ OJP: \$211,530; USDA NIFA: \$164,200.

**Patient-Centered Outcomes Research Institute (PCORI):** \$200,000

### **NIH Graduate Student:**

The maximum amount awarded by the NIH for the support of a graduate student on a research grant or a cooperative agreement is tied to the 'zero level' National Research Service Award (NRSA) stipend in effect at the time the grant award is issued. The amount provided for compensation includes salary or wages, fringe benefits, and tuition remission. The schedule for NRSA stipends can be found at <http://grants.nih.gov/training/nrsa.htm> (see Kirschstein-NRSA Stipend Levels near the bottom of the NRSA web page).

### **NSF Senior Personnel:**

As a general policy, NSF limits salary compensation for senior project personnel to no more than two months of their regular salary in any one year (Summer through Spring semesters). This limit includes salary compensation received from all NSF-funded grants.

## **Escalation Factors for Proposal Budgets**

Sponsored Research Administration encourages investigators to include a reasonable increase in all budget categories to account for inflation in subsequent budget years. Typical increases for salaries and fringe benefits are 1-3% per year. The section on **Graduate Tuition Waivers** suggests a 1% escalation factor. Escalation rates may be limited by the sponsor. Consult the sponsor's guidelines or ask the appropriate SRA administrator what rate is generally accepted by a particular sponsor.

## **Fringe Benefits**

**The following information regarding Fringe Benefits Rates is for proposal budget development purposes:** Fringe benefits and insurance rates should be clearly stated in every proposal's budget explanation (a.k.a. narrative, justification), and the accuracy of those fringe benefit and insurance figures is the responsibility of the PI. The PI should include sufficient funds in the proposed budget to ensure that fringe benefits associated with sponsor-paid salaries are sufficient. The following rates should be used in calculating fringe benefits on proposals. See insurance rates in the next section for additional costs. Rates obtained from [http://www.rol.frs.state.fl.us/forms/ir18-203\\_rates\\_only.pdf](http://www.rol.frs.state.fl.us/forms/ir18-203_rates_only.pdf).

- **The cost of health and/or life insurance should be added to the fringe benefit cost**, if applicable to the employee.
- **OPS appointments:** If the person being appointed to an OPS position also has a regular job at FSU, fringe and health must be budgeted at the same rate as the regular job.
- **Terminal Leave** applies only to leave-earning employees.

## 2018-2019 Fringe Benefit Rates

<b>Applicable to:</b>	<b>Retirement</b>	<b>Social Security</b>	<b>Medicare</b>	<b>Workers Comp</b>	<b>Terminal Leave</b>	<b>TOTAL</b>
Faculty/A&P/USPS <b>FRS</b>	8.26%	6.20%	1.45%	.20%	.60%	<b>16.71%</b>
Faculty/A&P <b>ORP</b>	8.65%	6.20%	1.45%	.20%	.60%	<b>17.10%</b>
Faculty/A&P/USPS <b>DROP</b>	14.03%	6.20%	1.45%	.20%	.60%	<b>22.48%</b>
OPS Students	--	--	--	.20%	--	<b>.20%</b>
OPS Non- Students/Postdocs	--	--	1.45%	.20%	--	<b>1.65%</b>

## Health Insurance Rates

<b>Coverage</b>	<b>Code</b>	<b>Effective 07/01/18</b>		<b>Effective 01/01/19</b>		
		<b>Annual \$</b>	<b>Biweekly \$</b>	<b>Annual \$</b>	<b>Biweekly \$</b>	<b>Cost for FY19*/FY20</b>
Individual	01	3,214	321	4,791	342	8,005/8,208
Spouse (insured)	22	3,824	382	5,681	406	9,505/9,744
Spouse (dependent)	89	3,824	382	5,681	406	9,505/9,744
Family	02	6,898	690	10,312	737	17,210/17,688
Individual/Family Average (for TBAs)		5,056	506	7,552	539	12,608/12,936

\*Annual cost for 2018-19 includes 5 months (10 biweeklies) at the 7/1/2018 rate and 7 months (14 biweeklies) at the 1/1/2019 rate.

OPS

FSU offers health insurance coverage to OPS employees working 30 hours or more per week across all appointments, in accordance with state law. SRA recommends including such costs in proposal budgets, basing the cost on the Individual or Family rate for regular employees.

## Health Insurance Subsidy for Graduate Assistants

A subsidy towards the purchase of the university-sponsored health insurance plan will be provided to qualifying graduate assistants in accordance with the Policy published at <http://www.gradschool.fsu.edu/Funding-Awards/Subsidy-Benefit>.

Qualifying Graduate Student Appointment FTE	Annual Salary Supplement	
	Domestic \$	International \$
.50 (20+ hrs/wk) both fall & spring semesters	\$1,883	\$1,920
.25 - .49 (10 - 19 hrs/wk) both fall & spring semesters	\$1,233	\$1,270
.50 for one semester & .25 - .49 for one semester	\$1,433	\$1,470

## Graduate Tuition Waivers

Out-years' rates beginning with 2018-2019 are calculated with a 1% estimated increase. Rates do not include Fees. The waiver rates shown below are for Main Campus and Panama City Campus. For Law or Medicine, consult **Student Financial Services**.

<b>IN-STATE Waivers</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
Waiver Rates Per Hour	\$403.51	\$407.55	\$411.63	\$415.75	\$419.91

If **OUT-OF-STATE Waivers** are requested, please add the Out-of-State rates to the In-State rates listed above. For the Out-of-State rates, please go to the Student Financial Services website. See link above.

<b>IN-STATE Waivers</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Waiver Amounts (In-State rate x credit hours; results rounded to nearest whole dollar)</b>					
9 hrs. In-State	3,632	3,668	3,705	3,742	3,779
18 hrs. In-State	7,263	7,336	7,409	7,484	7,558
27 hrs. In-State	10,895	11,004	11,114	11,225	11,338
<p>If <b>OUT-OF-STATE Waivers</b> are requested, please add the Out-of-State rates to the In-State rates listed above. For the Out-of-State rates, please go to the Student Financial Services website. See link above.</p>					

[Waiver Direct Charge Calendar](#)

The waiver direct charge calendar requires OMNI log in information. After log in, click on Tuition Waiver Info/Docs in the top right toolbar.

## Indirect Cost Rates

Read across and down.

<b>Effective Period</b>	<b>Activity</b>	<b>All sponsors excluding State of Florida</b>	<b>State of Florida Agencies, Local Florida Governments, Florida Water Management Districts</b>	<b>Applicable to:</b>
<b>On-Campus, Non-NHMFL Facilities</b>				

<b>Effective Period</b>	<b>Activity</b>	<b>All sponsors excluding State of Florida</b>	<b>State of Florida Agencies, Local Florida Governments, Florida Water Management Districts</b>	<b>Applicable to:</b>
07/01/17 - 06/30/19	Research	53.0% MTDC	See "All Facilities" below	Work conducted on campus except for NHMFL facilities
07/01/19 - 06/30/21	Research	54.0% MTDC	See "All Facilities" below	Work conducted on campus except for NHMFL facilities
07/01/17 - 06/30/21	Instruction	50.0% MTDC	See "All Facilities" below	Work conducted on campus except for NHMFL facilities
07/01/17 - 06/30/21	Other Sponsored Activity	45.0% MTDC	See "All Facilities" below	Work conducted on campus except for NHMFL facilities
<b>On-Campus, NHMFL Facilities</b>				

Effective Period	Activity	All sponsors excluding State of Florida	State of Florida Agencies, Local Florida Governments, Florida Water Management Districts	Applicable to:
07/01/17 - 06/30/21	Research, Instruction, Other Sponsored Activity	58.5% MTDC	See "All Facilities" below	Work conducted at NHMFL facilities
<b>Off-Campus (Work conducted at Non-FSU owned or maintained facilities)</b>				
07/01/17 - 06/30/21	Research, Instruction, Other Sponsored Activity	26% MTDC	See "All Facilities" below	Work conducted off campus
<b>All Facilities On- or Off-Campus</b>				
Effective Immediately	Research, Instruction, Other Sponsored Activity	Up to 15% TDC	State of Florida Agencies	
Effective Immediately	Research, Instruction, Other Sponsored Activity	26% TDC	Local Florida Governments	



<b>Effective Period</b>	<b>Activity</b>	<b>All sponsors excluding State of Florida</b>	<b>State of Florida Agencies, Local Florida Governments, Florida Water Management Districts</b>	<b>Applicable to:</b>
Effective Immediately	Research, Instruction, Other Sponsored Activity	25% TDC	Florida Water Management Districts	
<b>SBIR and STTR Proposals</b>				
SBIR (Small Business Innovation Research) Phase 1	25% MTDC			
STTR (Small Business Technology Transfer) Phase 1	25% MTDC			
For NSF – refer to funding solicitation regarding indirect costs				

Definitions

**MTDC (Modified Total Direct Costs)**

Consists of all direct salaries and wages, applicable fringe benefits, materials, supplies, services, travel and up to the first \$25,000 of each subgrant or subcontract (regardless of the period of performance covered by the subgrant or subcontract). Modified total direct costs shall exclude equipment costing \$5,000 or more, capital expenditures, charges for patient care, student tuition remission, rental costs of off-site facilities, scholarships,

fellowships and participant support costs as well as the portion of each subgrant and subcontract in excess of \$25,000.

### **TDC (Total Direct Costs)**

Excludes student tuition remission only. If an agreement is funded with federal flow through funds, the total F&A recovered cannot exceed what would have been recovered had the University's negotiated rate been applied.

### **Off-Campus Rate**

For all activities performed in facilities not owned by FSU and to which rent is directly allocated to the project(s), the off-campus rate will apply. If more than 50% of a project is performed off campus, the off-campus rate will apply to the entire project.

## **Proposal Transmittal Form**

A Proposal Transmittal Form should be used to obtain approval signatures and to assist in orderly routing of proposals, if the proposal will not be approved via OMNI Proposal Approval Workflow. This form is an internal document and is not submitted to the sponsor. The Proposal Transmittal Form and Instructions are available from the Sponsored Research Administration web site at <http://www.research.fsu.edu/research-offices/sra/forms>.

Contacts for compliance and facility use are shown below. The PI is encouraged to contact these offices for guidance in proposal preparation if the proposed project will include these types of activities. Compliance and facility use approvals are no longer required prior to submission of the proposal. However, this does not relieve the PI from the requirement to obtain approvals prior to any award resulting from the proposal. Some sponsors may require submission of documentation of institutional review and approval prior to an award.

<b>Activity</b>	<b>Contact Person</b>	<b>Phone</b>	<b>Email Address</b>
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<b>Activity</b>	<b>Contact Person</b>	<b>Phone</b>	<b>Email Address</b>
Recombinant DNA, Hazardous Chemicals, Select Agents, Radioactive Materials, & Nanomaterials	Richard Le	644- 5374	<b>rle@admin.fsu.edu</b> <b>(mailto:rle@admin.fsu.edu)</b>
Human Subjects	Stacey Carey	644- 0284	<b>scarey@fsu.edu</b> <b>(mailto:scarey@fsu.edu)</b>
Animal Use	Kim Johnson	644- 0994	<b>kjohnson@fsu.edu</b> <b>(mailto:kjohnson@fsu.edu)</b>
FSU Marine/Academic Diving Facilities	Felicia Coleman	697- 4111	<b>fcoleman@fsu.edu</b> <b>(mailto:fcoleman@fsu.edu)</b>
Workshops/Conferences	Leigh Eisenhauer	644- 2653	<b>leisenhauer@fsu.edu</b> <b>(mailto:leisenhauer@fsu.edu)</b>
Faculty Overload/Dual Comp	Abigail Lejeune	644- 6470	<b>alejeune@fsu.edu</b> <b>(mailto:alejeune@fsu.edu)</b>

## Organizational Demographics

- Applicant Name or Organization:  
**Florida State University**
- Applicant Address and Telephone:  
**Sponsored Research Administration**  
**874 Traditions Way, Third Floor**  
**Florida State University**  
**Tallahassee, FL 32306-4166**  
**Telephone: (850) 644-5260**  
**FAX: (850) 644-1464**

- Official Authorized to Sign for FSU:  
**Dr. Gary K. Ostrander**  
**Vice President for Research**  
**Florida State University**  
SRA-Pre@fsu.edu (mailto:SRA-Pre@fsu.edu)
- Business Official or Financial Officer:  
**Pam Ray, Director**  
**Sponsored Research Administration**
- Grants.gov Point of Contact:  
**Please use the SRA Grants Officer**  
**assigned to your department:**  
Pre-Award Staff Assignment Sheet
- Applicant Name or Organization:  
**Florida State University Research Foundation, Inc**
- Applicant Address and Telephone:  
**2000 Levy Ave., Suite 351**  
**PO Box 3062744**  
**Tallahassee, FL 32310**  
**Telephone: (850) 644-8650**  
**FAX: (850) 644-3658**
- Official Authorized to Sign for FSU Research Foundation  
**Dr. Gary K. Ostrander, President**  
**Florida State University Research Foundation, Inc.**
- Business Official or Financial Officer:  
**Heather Cave, Director**  
**Florida State University Research Foundation, Inc.**
- FSURF Organizational Codes  
DUNS Number: 55-6861834  
FEID Number: 59-3211153  
Florida Sales Tax Exemption

## Sponsored Research Key Websites

- **Policies and Procedures**

<https://www.research.fsu.edu/research-offices/sra/policies-procedures/>

- **Training**

<https://www.research.fsu.edu/research-offices/sra/resources-and-training/training/>

- **Pre-Award Staff Assignment**

<https://www.research.fsu.edu/research-offices/sra/staff-assignments/pre-award-staff-assignments/>

- **Post-Award Staff Assignment**

<https://www.research.fsu.edu/research-offices/sra/staff-assignments/post-award-staff-assignments/>

- **Forms**

<https://www.research.fsu.edu/research-offices/sra/forms/>

- **Facts Sheet Archive**

<https://www.research.fsu.edu/research-offices/sra/facts-sheet/archive/>