

OGRD QUICK GUIDE

Room 423 Neill, PO Box 643140, Pullman, WA 99164-3140
509-335-9661 FAX: 509-335-1676 Email: ogrd@wsu.edu

Dan Nordquist, Director & Authorized Signatory

Important Numbers

IRS I.D. Number: 91-6001108
CAGE Code: OREYO
DUNS Number: 04-148-5301
Animal Assurance Number: A3485-01
AAALAC Approval Date: 11/19/04
Office of Campus Vet Number: 509-335-6246
Human Subjects Assurance Number: FWA00002946
Misconduct in Sci Assurance File Date: 1/13/92
PHS Entity Number: 1-916001108
Institutional Profile Number (IPF) Number: 9082001
CEC Code: 18-068-856G
NRC: Washington is an "Agreement State" License #WN- C003-1
WA UBI: 385000328 **FICE Code:** 003800
DHHS-PMS PIN: 3K66
NAICS Number: 611310
If the question "Does WSU have a federally approved purchasing system?" is asked on your proposal or agreement, please answer with: Not applicable: IAW FAR 44.302
WSU is a Morrill Act of 1862 Land Grant University
Is WSU Registered in the CCR? Yes

Political Districts

	<u>Congressional Dist.</u>	<u>Legislative Dist.</u>
WSU Pullman:	WA-005	WA-009
WSU Spokane:	WA-005	WA-005
WSU Tri-Cities:	WA-004	WA-016
WSU Vancouver:	WA-003	WA-018

To Submit a Proposal you need:

1. Completed eREX submitted to OGRD with the items below attached:
 - WSU Certified Budget
 - Completed copy of the proposal
 - For Federal Proposals → Completed grants.gov
 - If shipping via courier → Request for Shipment Form & the required number of proposals (delivered to OGRD near the time of eREX submission.)

If submitted to OGRD more than 2 days prior to the deadline, OGRD will provide a detailed review of the proposal and then submit on behalf of WSU. If submitted to OGRD 2 days or less, before the proposal deadline, OGRD cannot guarantee a detailed review, on-time submission to the sponsor, nor the acceptance by the sponsor of the proposal. Please be sure to read your proposal instructions from the Sponsor very carefully.

Budget Information

Estimated Salary Increases as of July 1 of each year:

Faculty, Post Docs, and Res. Asst.	4%
Staff:	4%
Qualified Tuition Reduction →	See current OGRD Budget Templates
Estimated Benefit Rates →	See current OGRD Budget Templates

Facilities and Administrative Cost Rates (All rates are MTDC)

Cognizant Agency: U.S. Dept. of Health & Human Services (see link above for the cognizant agency address within the rate agreement.)

Agreement Date: 6/16/2011;

Research Rate

- On-Campus-50% thru 6/30/12
- 51% - 7/1/12; Off-Campus-26%

Instruction Rate → On-Campus—55%; Off-Campus—26%

Other Sponsored Activity → On-Campus—38%; Off-Campus—26%

TDC (Modified Total Direct Costs) = Direct Costs minus: equipment items of \$5,000 or more, subcontracts after initial \$25,000 of each subcontractor, Qualified Tuition Reduction. (See [OGRD Guideline 2](#) for more details.)

Contact Information

Sara Kinser, Grant and Contract Coordinator Lead

CAHNRS, Extension, Provost & Vice Provost Office, PMU, Graduate School, ERA Tools, Presidential Units; skinser@wsu.edu Phone: 509-335-7261

Danielle Anthony, Grant and Contract Coordinator

Sciences, Foundation, Engineering, Affairs Offices, International Programs, Enrollment Management, Vet Med. ; danthony@wsu.edu; Phone: 509-335-1960

Tom Busch, Grant and Contract Coordinator

Business, Communications, Education, Ext. University Services, Liberal Arts, Libraries, Pharmacy, WSU Tri-Cities; tibusch@wsu.edu; Phone: 509-335-9670

Derek Brown, Sub-Award and Reporting Administrator.

Electronic System Maintenance, EREX Processing, Document Routing, Database Support, Award & Proposal Reports, Sub-contract preparation and administration.
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Jessica Dahl, Office Assistant; jmcfaul@wsu.edu; Hours 11-3

Deb Cox, Grant and Contract Administrator

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Peggy Bowe, Grant and Contract Administrator

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Financial Contact Information/Check Remittance:

Kim Small, Director of SPS <http://sps.wsu.edu/Contact>