

# FACTS SHEET

## FLORIDA STATE UNIVERSITY

(Updated: 03/25/2016 by Esther Wheeler)

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>A3854-01</b>			NSF Institution Code: <b>0014894000</b>			
Human Subjects HHS Multiple Project Assurance #: <b>M-1339</b>			NIH Institution Profile #: <b>513804</b>			
HHS Federal Wide Assurance (FWA) # for Human Subjects: <b>00000168</b> for Grants.Gov			FICE Code: <b>001489</b> (Federal Interagency Committee on Education)			
HHS Colleges and Universities <b>F&amp;A Rate Agreement</b> is dated: <b>06/26/14</b>			FBI Originating Agency Identification (ORI) #: <b>FL037600</b>			
<b>SAM</b> (System for Award Management) – FSU Sponsored Research Administration maintains an active SAM registration under DUNS # 790877419. <b>The current expiration date is 06/18/2016.</b>			MyFloridaMarketPlace (formerly SPURS) Vendor ID #: <b>F591961248-101</b>			
			USDA-NIFA Automated Standard Application for Payments (ASAP) Number <b>2U3OP</b> .			
COGNIZANT AUDIT OFFICE			COGNIZANT CONTRACT ADMINISTRATION OFFICE			
DHHS Director of Cost Allocation			Office of Naval Research Atlanta			
Cohen Building Room 1067			100 Alabama Street Suite 4R15			
330 Independence Avenue SW			Atlanta Georgia 30303-3104			
Washington DC 20201 202-401-2808			404-562-1600			
SPONSOR SALARY LIMITATIONS <small>(added 01/19/16)</small>						
<b>NIH, OJP, USU, NIFA:</b> The following salary limitations apply for Federal FY15-16. An individual's salary charged to projects cannot exceed these annual amounts (exclusive of fringe and F&A): <b>HHS NIH:</b> \$185,100 (efft:01/10/16) <b>DOJ OJP:</b> \$199,650; <b>DOD USU:</b> \$201,700; <b>USDA NIFA:</b> \$157,100						
<b>NIH Graduate Student:</b> 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 <a href="http://grants.nih.gov/training/nrsa.htm">http://grants.nih.gov/training/nrsa.htm</a> (see <i>Kirschstein-NRSA Stipend Levels</i> near the bottom of the NRSA web page).						
<b>NSF Senior Personnel:</b> As a general policy, <b>NSF</b> limits salary compensation for <u>senior project personnel</u> 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 <u>all</u> NSF-funded grants.						
<b>NASA:</b> In certain research announcements, NASA may limit the amount of direct salary for an investigator on a grant to Executive Level II of the Federal Executive Pay scale. The Executive Level II salary is \$181,500 for Federal FY14.						
ESCALATION FACTORS FOR PROPOSAL BUDGETS <small>(added 09/04/15)</small>						
Sponsored Research Administration encourages investigators to include a reasonable increase in <i>all</i> 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 (bottom of Page 2) 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 <small>(updated 10/26/15)</small>						
<b>The following information regarding Fringe Benefits Rates is for proposal budget development purposes:</b> 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 <i>fringe benefits</i> on proposals. See <i>insurance rates</i> in the next section for additional costs. Rates obtained from <a href="http://www.dms.myflorida.com/human_resource_support/retirement/employers/contribution_rates">http://www.dms.myflorida.com/human_resource_support/retirement/employers/contribution_rates</a> .						
<ul style="list-style-type: none"> <li>• <b>The cost of health and/or life insurance should be added to the fringe benefit cost</b>, if applicable to the employee.</li> <li>• <b>OPS appointments:</b> 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.</li> <li>• <b>Terminal Leave</b> applies only to leave-earning employees.</li> </ul>						
2015-2016 Fringe Benefit Rates						
Applicable to:	Retirement	Social Security	Medicare	Workers Comp*	Terminal Leave*	TOTAL
Faculty/A&P/USPS <b>FRS</b>	7.26%	6.20%	1.45%	0.5%	0.9%	<b>16.31%</b>
Faculty/A&P <b>ORP</b>	7.80%	6.20%	1.45%	0.5%	0.9%	<b>16.85%</b>
Faculty/A&P/USPS <b>DROP</b>	12.88%	6.20%	1.45%	0.5%	0.9%	<b>21.93%</b>
OPS Students	--	--	--	0.5%	--	<b>0.5%</b>
OPS Non-Students/Postdocs	--	--	1.45%	0.5%	--	<b>1.95%</b>
*The rates for Workers Compensation and Terminal Leave are subject to final approval by DHHS.						

**HEALTH INSURANCE RATES** (updated 03/24/16)

**Effective 03/01/14 until 12/31/16**

Coverage	Code	Annual \$	Biweekly* \$
Individual	01 – Employee Only	7,098	296
Spouse (insured)	22 – Spouse Program (Primary)	8,575	357
Spouse (dependent)	89 – Spouse Program (Secondary)	8,575	357
Family	02 – Employee + Dependents	15,169	632
TBA (to be assigned/hired)	Use Family coverage in proposal budgets when regular employee is unknown.		

\* The biweekly amount is for 24 pay periods regardless of months appointed and has been rounded to nearest whole dollar. Rates shown are for Regular Class only; confirmed by FSU HR.

**Effective 01/01/17**

Coverage	Code	Annual \$	Biweekly* \$
Individual	01 – Employee Only	7,714	322
Spouse (insured)	22 – Spouse Program (Primary)	8,575	357
Spouse (dependent)	89 – Spouse Program (Secondary)	8,575	357
Family	02 – Employee + Dependents	16,555	690
TBA (to be assigned/hired)	Use Family coverage in proposal budgets when regular employee is unknown.		

\* The biweekly amount is for 24 pay periods regardless of months appointed and has been rounded to nearest whole dollar. Rates shown are for Regular Class only; confirmed by FSU HR.

**Effective 01/01/14**

OPS	FSU will be offering health insurance coverage to OPS employees working 30 hours or more per week, in accordance with state law. SRA recommends including such costs in proposal budgets, basing the cost on the <i>Individual</i> or <i>Family</i> rate for regular employees. Further information will be provided as it becomes available.		
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**HEALTH INSURANCE SUBSIDY FOR GRADUATE ASSISTANTS** (updated 09/04/15)

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>. Additional guidance for the supplement is published at <http://gradschool.fsu.edu/Funding-Awards/Health-Insurance>.

**Effective 01/22/15**, campus was advised that the graduate student health insurance subsidy should be included as a part of fringe benefits in proposal budgets. **Effective Spring 2015**, these subsidies were paid out and charged to applicable C&G accounts as a fringe benefit.

Qualifying Graduate Student Appointment FTE	Annual Salary Supplement
.50 (20+ hrs/wk) both fall & spring semesters	\$1,662
.25 - .49 (10-19 hrs/wk) both fall & spring semesters	\$1,012
.50 for one semester and .25 - .49 for one semester	\$1,212

**GRADUATE TUITION WAIVERS** (updated 09/04/15)

Actual rates are shown for 2015-2016. Out-years' rates beginning with 2015-2016 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](#).

IN-STATE Waivers	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<b>Waiver Rates Per Hour</b>	<b>\$403.51</b>	<b>\$407.55</b>	<b>\$411.63</b>	<b>\$415.75</b>	<b>\$419.91</b>
<b>Waiver Amounts</b> (In-State rate x credit hours; results rounded to nearest whole dollar)					
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
OUT-OF-STATE Waivers	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<b>Waiver Rates Per Hour</b>	<b>\$1,004.85</b>	<b>\$1,014.90</b>	<b>\$1,025.05</b>	<b>\$1,035.30</b>	<b>\$1,045.65</b>
<b>Waiver Amounts</b> (Out-of-State rate x credit hours; results rounded to nearest whole dollar)					
9 hrs. Out-of-State	9,044	9,134	9,225	9,318	9,411
18 hrs. Out-of-State	18,087	18,268	18,451	18,635	18,822
27 hrs. Out-of-State	27,131	27,402	27,676	27,953	28,233

**INDIRECT COST RATES (read across and down)** (updated 09/04/15)

Effective Period	Activity	Federal & Federal Flow-Through Sponsors excluding State of Florida	Non-Federal & Non-Florida Governmental Sponsors	State of Florida Agencies, Local Florida Governments, Florida Water Management Districts	Applicable to:
<b>On-Campus, Non-NHMFL Facilities</b>					
7/1/12 – 6/30/14	Research	51.3% MTDC	47.0% MTDC	See "All Facilities" below	Work conducted on campus except for NHMFL facilities.
7/1/14 – 6/30/16	Research	52.0% MTDC	47.0% MTDC	See "All Facilities" below	Work conducted on campus except for NHMFL facilities.
7/1/12 – 6/30/16	Instruction	55.4% MTDC	47.0% MTDC	See "All Facilities" below	Work conducted on campus except for NHMFL facilities.
7/1/12 – 6/30/16	Other Sponsored Activity	51.8% MTDC	47.0% MTDC	See "All Facilities" below	Work conducted on campus except for NHMFL facilities.
<b>On-Campus, NHMFL Facilities</b>					
7/1/12 – 6/30/16	Research, Instruction, Other Sponsored Activity	70% MTDC	55% MTDC	See "All Facilities" below	Work conducted at NHMFL facilities
<b>Off-Campus (Work conducted at Non-FSU owned or maintained facilities)</b>					
7/1/12 – 6/30/16	Research, Instruction, Other Sponsored Activity	26% MTDC	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	
Effective immediately	Research, Instruction, Other Sponsored Activity	25% TDC*		Florida Water Management Districts	

\*Cannot exceed negotiated rate if the agreement is funded with federal flow-through funds.

**Definitions:**

**BASE: MTDC** (Modified Total Direct Costs) consists of all salaries and wages, fringe benefits, materials, supplies, services, travel and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period 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.

**Clarification on application of F&A on Stipends:** Stipends paid to FSU students should be excluded from F&A as they are considered scholarship/fellowship costs. Stipends paid to non-FSU students are subject to F&A. A stipend is not considered salary.

FSU's **POLICY FOR INDIRECT COST RECOVERY** may be viewed at <http://www.research.fsu.edu/contractsgrants/recoverycost.html>.

## 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.

Activity	Contact Person	Phone	Email address
Recombinant DNA, Hazardous Chemicals, Select Agents, Radioactive Materials, & Nanomaterials	Richard Le	644-5374	<a href="mailto:rle@admin.fsu.edu">rle@admin.fsu.edu</a>
Human Subjects	Julie Haltiwanger	644-7900	<a href="mailto:jth5898@fsu.edu">jth5898@fsu.edu</a>
Animal Use	Kathleen Harper	644-0623	<a href="mailto:kharper@mail.fsu.edu">kharper@mail.fsu.edu</a>
FSU Marine/Academic Diving Facilities	Felicia Coleman	697-4111	<a href="mailto:fcoleman@fsu.edu">fcoleman@fsu.edu</a>
Workshops/Conferences	Susan Rudasill	644-1571	<a href="mailto:srudasill@cpd.fsu.edu">srudasill@cpd.fsu.edu</a>
Faculty Overload/Dual Comp	Katie Filomio	644-6470	<a href="mailto:kfilomio@admin.fsu.edu">kfilomio@admin.fsu.edu</a>

## ORGANIZATIONAL DEMOGRAPHICS

<ul style="list-style-type: none"> <li>• Applicant Name or Organization: <b>Florida State University</b></li> <li>• Applicant Address and Telephone: <b>Sponsored Research Administration 874 Traditions Way, Third Floor Florida State University Tallahassee, FL 32306-4166 Telephone: (850) 644-5260 FAX: (850) 644-1464</b></li> <li>• Official Authorized to Sign for FSU: <b>Dr. Gary K. Ostrander Vice President for Research Florida State University SRA-Pre@fsu.edu</b></li> <li>• Business Official or Financial Officer: <b>Pam Ray, Director Sponsored Research Administration</b></li> <li>• Grants.gov Point of Contact: <b>Please use the SRA Grants Officer assigned to your department: <a href="#">Pre-Award Staff Assignment Sheet</a></b></li> </ul>	<ul style="list-style-type: none"> <li>• Applicant Name or Organization: <b>Florida State University Research Foundation, Inc.</b></li> <li>• Applicant Address and Telephone: <b>2000 Levy Ave., Suite 351 PO Box 3062744 Tallahassee, FL 32310 Telephone: (850) 644-8650 FAX: (850) 644-3658</b></li> <li>• Official Authorized to Sign for FSU Research Foundation <b>Dr. Gary K. Ostrander, President Florida State University Research Foundation, Inc.</b></li> <li>• Business Official or Financial Officer: <b>Heather Cave, Director Florida State University Research Foundation, Inc.</b></li> <li>• FSURF Organizational Codes DUNS Number: 55-6861834 FEID Number: 59-3211153 Florida Sales Tax Exemption</li> </ul>
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## SPONSORED RESEARCH KEY WEBSITES

<ul style="list-style-type: none"> <li>• Policies and Procedures: <a href="http://www.research.fsu.edu/contractsgrants/policypro.html">http://www.research.fsu.edu/contractsgrants/policypro.html</a></li> <li>• Training: <a href="http://www.research.fsu.edu/research-offices/sra/training/">http://www.research.fsu.edu/research-offices/sra/training/</a></li> <li>• Staff Assignment Information: <a href="http://www.research.fsu.edu/media/2800/staffassignments.pdf">http://www.research.fsu.edu/media/2800/staffassignments.pdf</a></li> <li>• Forms: <a href="http://www.research.fsu.edu/research-offices/sra/forms/">http://www.research.fsu.edu/research-offices/sra/forms/</a></li> </ul>
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