

College of Arts and Sciences

GRANT QUICK GUIDE

Washington State University Institutional Authority Info:
Lighty 280, PO Box 641060, Pullman, WA 99164-1060
Phone: 509-335-9661 FAX: 509-335-0890 Email: orso@wsu.edu

Dan Nordquist, Assoc VP for Research & Authorized Signatory

Important Numbers

IRS I.D. Number (Tax ID, EIN#, PHS Entity #) : 91-6001108
CAGE Code: OREYO
DUNS Number: 04-148-5301
Animal Assurance Number: A3485-01
Human Subjects Assurance Number: FWA00002946
FICE Code: 003800 (Institution Code)
NAICS Number: 611310
Is WSU Registered in the CCR/SAM? Yes
Is WSU Registered in e-BRAP? Yes

Political Districts

Congressional District Legislative District

WSU Spokane:	WA-005	WA-005
WSU Tri-Cities:	WA-004	WA-016
WSU Yakima:	WA-004	WA-014

Budget Information

Modular Budget: Direct Costs \$250k or less per yr, \$25k increments
R&R Budget: Direct Costs > \$250k per yr
NIH R&R total cost cap (R01): \$500k/yr - (DCs less consortium IDCs)
NIH Salary Cap: \$189,600/yr - \$15,800/mo

Facilities & Administrative Agreement (<http://sps.wsu.edu/FandA.html>)

Cognizant Agency: DHHS (Helen Fung, 415-437-7820).

Agreement Date: 12/9/2015

F&A Rates:

Research Rate	On-Campus 53%;	Off-Campus 26%
Instruction Rate	On-Campus 55%;	Off-Campus 26%
Other Sponsored Activity	On-Campus 36%;	Off-Campus 26%

Other Important Information

IRB - Please request Debbie Brudie and Amanda Yager as "other personnel" on IRB permissions when filling out IRB paperwork.

Helpful Links

ORSO - budgets, policies & guidelines (www.orso.or.wsu.edu)

Foreign Collaborations (www.orso.or.wsu.edu/international.asp)

CAS Grant and Fellowship Support (<https://cas.wsu.edu/gfs/>)

Steps to Submit a Proposal:

1. Submit the following to CAS/Amanda Yager as soon as possible:

* PA/RFP # or link to website	* Budget details to include:
* Agency Deadline	Salaries
* Project Title	Wages
* Agency indirect cost limits (if any)	Benefits
* Sub Contract financial contact	Supplies
* Budget Type (modular or R&R)	Travel
	Equipment
	Sub contract (?)

2. Work with Debbie and Amanda to finalize budget, application, and eREX. **Send all documents to Amanda to upload to eREX for submission to ORSO. Amanda will assure the upload is correct, in the correct order, and that all required documents are included.**

3. Remain engaged to correct problems until application acceptance confirmation is received from sponsor agency.

Submission to ORSO:

Electronic submissions (via email or grants.gov): REQUIRE a minimum of 3 business days prior to agency deadline (1 day at CAS to review and upload everything to eREX and route to obtain signatures; 2 days for ORSO to review, approve and submit).

Hard Copy submissions (via FedEx): REQUIRE 5 business days prior to agency deadline.

If the eREX is fully signed 2 days or more prior to the agency submission deadline, ORSO will provide a detailed review of the proposal and then submit on behalf of WSU. If not fully signed at least 2 days prior to agency deadline, ORSO cannot guarantee a detailed review, on-time submission, nor acceptance by the agency/sponsor of the proposal. Additionally, late submissions must be manually approved by the department Chair and Dean and a submission waiver exception must be prepared.

Contact Information

Debbie Brudie, Math/Stat Finance Manager

Budget creation and certification, eREX assistance and upload, account & sub-award set-ups, post award support, grant transfers, account management and reconciliation.

brudie@wsu.edu

Phone: 509-335-6866

Amanda Yager, CAS Grant and Fellowship Support

Budget creation and certification, eREX and application creation and submission, account report analysis and distribution, account closure.

ayager@wsu.edu

Phone: 509-335-6867

Ben Howard, ORSO Grant and Contracts

Reviews final proposal and eREX and provides authorized submission to sponsor. Facilitates sub-contract agreements, administers myResearch DB, and provides post-award support.

benjamin.howard@wsu.edu

Phone: 509-335-9661