**Important Numbers**

**IRS I.D. Number (Tax ID, EIN#, PHS Entity #)**: 91-6001108  
**CAGE Code**: 0REY0  
**DUNS Number**: 04-148-5301  
**Animal Assurance Number**: A3485-01  
**Human Subjects Assurance Number**: FWA00002946  
**FICE Code**: 003800 (Institution Code)  
**NAICS Number**: 611310  
**FWA Number**: 0REY0  
**CAGE Code**: A3485-01  
**DUNS Number**: 04-148-5301  
**IRS I.D. Number**: 91-6001108  
**Political Districts**  

<table>
<thead>
<tr>
<th>Congressional District</th>
<th>Legislative District</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSU Spokane:</td>
<td>WA-005</td>
</tr>
<tr>
<td>WSU Tri-Cities:</td>
<td>WA-004</td>
</tr>
<tr>
<td>WSU Yakima:</td>
<td>WA-004</td>
</tr>
</tbody>
</table>

**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](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](http://www.orso.or.wsu.edu)  
- [Foreign Collaborations](http://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  
   - * Agency Deadline  
   - * Project Title  
   - * Agency indirect cost limits (if any)  
   - * Sub Contract financial contact  
   - * Budget Type (modular or R&R)  
   - * Budget details to include:
     - Salaries  
     - Wages  
     - Benefits  
     - Supplies  
     - 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.**

---

**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.  
  **Email**: 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.  
  **Email**: 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.  
  **Email**: benjamin.howard@wsu.edu  
  **Phone**: 509-335-9661