

College of Pharmacy and Pharmaceutical 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, Director & Authorized Signatory

Important Numbers

IRS I.D. Number (Tax ID, EIN#, PHS Entity #) : 91-6001108

CAGE Code: OREYO

UEI Number: XRJSGX384TD6

Animal Assurance Number: D16-00303

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

| | <u>Congressional District</u> | <u>Legislative District</u> |
|--|-------------------------------|-----------------------------|
|--|-------------------------------|-----------------------------|

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

Steps to Submit a Proposal:

1. Submit the following to Pharmacy.Grants@wsu.edu ASAP:

| | |
|----------------------------------|--------------------------------|
| * PA # or link to website | * Budget type (modular or R&R) |
| * Agency Deadline | * Budget details: |
| * Project Title | Salaries & wages |
| * Agency IDC limits (if any) | Supplies |
| * Sub Contract financial contact | Travel |
| | Equipment |

2. Work with Cody and Natalie to finalize budget, application & eREX.

3. Review & approve final budget, application and eREX.

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

h o n o r a r y t o O R S O :

Electronic submissions (email, grants.gov): minimum 3 business days prior to agency deadline (1 day to obtain eREX signatures; 2 days for ORSO to review).

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

If the eREX is fully signed 2 days or more prior to the 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 deadline, ORSO cannot guarantee a detailed review, on-time submission to the sponsor, nor the acceptance by the sponsor of the proposal. Additionally, late submissions must be manually approved by the department Chair and Dean.

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 FY23: \$212,100/yr - \$17,675/mo (grants.nih.gov/grants/guide/notice-files/NOT-OD-23-056.html)

Facilities & Administrative Agreement (sps.wsu.edu/fa-documents)

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

Agreement Date: 08/20/2019

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

Dean's salary guideline: 1% salary support per \$10k direct costs. Please obtain the Chair & Dean's approval for special circumstances.

IRB - Please request Cody Oatman and Natalie Morris as "other personnel" on IRB permissions when filling out IRB paperwork.

Helpful Links

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

Foreign Collaborations (orso.wsu.edu/working-with-foreign-entities)

Business Services Grants & Contracts Page

(pharmacy.wsu.edu/financeoffice/grants-contracts)

Contact Information

Cody Oatman, Research Administrator

Budget creation and certification, eREX & application creation and submission, account report analysis and distribution, post award support, grant transfers.

cody.oatman@wsu.edu

Phone: 509-368-6695

Natalie Morris, Research Administrator

Budget creation and certification, eREX & application creation and submission, account report analysis and distribution, post award support, grant transfers.

natalie.morris@wsu.edu

Phone: 509-368-6609

Saren Wardrep, Grants & Contracts Administrator

Spokane Campus ORSO representative. Reviews final proposal and eREX and provides authorized submission to sponsor. Facilitates subcontract agreements, administers MyResearch DB, & provides post award support.

saren@wsu.edu

Phone: 509-216-5964