



UNIVERSITY of
SOUTH FLORIDA

SPONSORED RESEARCH FACT SHEET

Updated 3/29/2024

USF Research & Innovation Sponsored Research Fact Sheet

ABOUT THE FACT SHEET

The Fact Sheet serves as a general resource for the USF research community. While Sponsored Research makes every effort to keep the Fact Sheet current, the majority of data is maintained centrally by other areas or external sources. Owners of the data/information are responsible for keeping their websites and associated documents current for users.

We also rely on users of the Fact Sheet to notify the contact person listed on the Fact Sheet when an update or change is needed. Kindly copy rsch-awards@usf.edu on any correspondence pertaining to updates or changes needed to the Fact Sheet so that we are aware of requests.

[HOW TO NAVIGATE THE FACT SHEET](#)

CLICK HERE  *for Video Tutorial*

The Fact Sheet consists of eight bookmarked sections, organized by the area responsible for maintaining the data/information. In most instances, a link is provided in the left column which brings you to the main website or the primary source of the information. The right column provides the contact information should you have questions or require additional information. The Fact Sheet also includes a Table of Contents with page numbers for easy reference. Click on any "Section" in the Table of Contents to go directly to that Section's page. If you require assistance navigating the Fact Sheet, or have difficulty finding the information you need, please contact rsch-awards@usf.edu or your [Sponsored Research Administrator](#).

RATES

Page 8 of the Fact Sheet provides links to the sources of the fringe rates as well as the actual rates to use for budgeting purposes for FY23. Rates are also built into the Sponsored Research **Budget Preparation Tool**. To view the rates, please see Page 8 of the Fact Sheet

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SECTION I Owner: USF Research & Innovation	Who to Contact
SRA & GFA Contact List https://www.usf.edu/research-innovation/sr/contact.aspx	Sponsored Research Stephanie Rios, Assistant Director srios@usf.edu 813-974-6095
Sponsored Research Address http://www.usf.edu/research-innovation/sr/contact.aspx Research Foundation Address https://www.research.usf.edu/directory/contacts.php?division=4	Sponsored Research Stephanie Rios, Assistant Director srios@usf.edu 813-974-6095 Research Foundation 813-974-1082
System for Award Management SAM Unique Entity ID: NKAZLXLL7Z91 http://www.usf.edu/research-innovation/sr/documents/sam-registration.pdf	Sponsored Research Kevin Reyes, User Application Specialist krreyes@usf.edu 813-974-8566
Acquisition Resource Center http://www.usf.edu/research-innovation/sr/documents/nsa-arc.pdf	Sponsored Research Administrator
Sponsored Research Highlights and Success Indicators (Award Comparison Report and Proposal Comparison Report) https://reports.research.usf.edu/Report/	Sponsored Research Alex Lorenz, Sponsored Research Admin ajlorenz1@usf.edu
Indirect Cost Rates & Rate Agreement http://www.usf.edu/research-innovation/sr/proposal-prep/indirect-costs.aspx http://www.usf.edu/research-innovation/sr/documents/indirect-rates.pdf	Sponsored Research Alex Lorenz, Sponsored Research Admin ajlorenz1@usf.edu
Entity, Employer I.D. and Federal I.D. Numbers 59-3102112	Sponsored Research Administrator
NAICS Number: 611310	Sponsored Research Administrator
CAGE: Code 1F202	Sponsored Research Administrator
Dun and Bradstreet: 06-968-7242 & USFSP – 103917378	Sponsored Research Administrator
Institutional Profile Number: 0513807	Sponsored Research Administrator
General Information Blurb http://www.usf.edu/research-innovation/sr/proposal-prep/general-info.aspx	Sponsored Research Contact rsch-awards@usf.edu
OLAW Animal Welfare Assurance - #D16-00589 (A4100-01) (Expires: 10/31/2025) http://www.usf.edu/research-innovation/comparative-medicine/about-cm.aspx	Research Integrity & Compliance Farah Moulvi, Safety & Compliance Manager fmoulvi@usf.edu 813-974-0954
AAALAC International (Program #000434) (Accreditation effective: 6/21/1977. Current: 2/19/2020. Expires: Fall 2025) http://www.usf.edu/research-innovation/comparative-medicine/about-cm.aspx	Comparative Medicine Dr. Robert Engelman, Assistant VP CompMed@research.usf.edu 813-974-9796
DHHS Human Subjects Radioisotopes: SFRML-806-1-3M	Research Integrity & Compliance Adam Weaver, Radiation Safety Manager aweaver@usf.edu 813-974-1194
Federalwide Assurance: FWA00001669. Expires: 5/2/2027	Research Integrity & Compliance Jason Ramage, Director jramage@usf.edu 813-974-2302
Export Controls http://www.research.usf.edu/dric/export-controls/when-to-contact.asp	Research Integrity & Compliance Export Control Office exportcontrol@usf.edu 813-974-6368

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SECTION II	Who to Contact
Owner: USF Business & Finance	
W-9 http://www.usf.edu/business-finance/controller/accountingreporting/w9.aspx	Accounting & Reporting Cherie Carson, Assistant Controller General Accounting carsonc@usf.edu 813-974-7686
Proof of Government Status/Tax Exempt Letter USF Tax Status Letter	Payroll and Tax Services http://www.usf.edu/businessfinance/controller/payroll/index.aspx
Tax Exempt Certificate http://www.usf.edu/business-finance/purchasing/staffprocedures/purchasing/pur-forms.aspx	Purchasing USFPurchasing@usf.edu 813-974-2481
Supplier Diversity Program http://www.usf.edu/business-finance/supplier-diversity/	Office of Supplier Diversity osd@usf.edu 813-974-5052
Address for research project check payments: (not on UCO website) University of South Florida USF Business Payments - PS P.O. Box 737443 Dallas, TX 75373-7443	Cashier's Office Jonathan Andrews, Manager andrews5@usf.edu 813-974-5748
Student Accounting http://www.usf.edu/business-finance/controller/student-services/tuition-rates.aspx	Student Accounting Office Angela Jacobs, Manager ajacobs@usf.edu 813-974-6553
FICA http://www.usf.edu/business-finance/controller/payroll/payrollserviceslinks.aspx	Payroll and Tax Services http://www.usf.edu/businessfinance/controller/payroll/index.aspx
SECTION III	Who to Contact
Owner: USF Administrative Services	
Insurance Certificates - Property, Worker's Comp. http://www.usf.edu/administrative-services/environmental-healthsafety/programs-services/risk-management/certificates.aspx Note: Worker's Compensation Certificate must be requested by sending an email to melridge@usf.edu . This document is not available on a website.	Facilities Management - Env. Health & Safety, Risk Mgmt. Katherine Ogelvie, Insurance Coordinator kogelvie@usf.edu 813-974-5720 Meica Elridge, Workers Comp. Admin. melridge@usf.edu 813-974-5775
Benefits & Monthly Premiums http://www.usf.edu/hr/documents/benefits/benefits-summary.pdf#page=6	Human Resources, Benefits Kaitlin Powell, HR Consultant kpowell2@usf.edu 813-974-4006
Graduate Assistants Health Insurance Graduate Assistants Insurance Human Resources USF https://go.gallagherstudent.com/-/media/files/gsh/universities/5187/plans/19535/20212022-university-of-south-florida-frequently-asked-questions--gatar-and-post-docs.pdf Post Doc Scholar Health Insurance Guide- Postdoc and USF contributions https://www.usf.edu/hr/documents/benefits/insurance/insurance-postdocguide-2018-2019.pdf	Human Resources, Benefits Angela Badell, Asst. Dir. Benefits adabell@usf.edu 813-974-3003 Student Health Services Marisol Polanco, Assoc. Dir. insurance@shs.usf.edu 813-974-5407

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SECTION IV Owner: USF Academic Affairs	Who to Contact
Minimum Stipends – Master’s level and Doctoral level https://www.usf.edu/graduate-studies/funding/graduate-assistantships-resource-center/graduate-assistant-handbook.aspx	Office of Graduate Studies Joseph Butts, Technology & Systems Manager, Academics tron@usf.edu 813-974-3586
USF Grant Budgeting for Postdoctoral Scholars https://www.usf.edu/postdoctoral-affairs/faculty-resources/appointing-a-postdoc/grant-budgeting-information.aspx Minimum Postdoctoral Salary https://www.usf.edu/postdoctoral-affairs/faculty-resources/appointing-a-postdoc/minimum-postdoctoral-salary.aspx	Office of Postdoctoral Affairs Dr. Tracy Costello, Director tcostello111@usf.edu 813-974-0795
Student Tuition and Registration Fees http://usfweb.usf.edu/graduate-studies/tuition-and-fee-calculator/	Office of Graduate Studies Elizabeth Fernandez, Fiscal & Business Mgr. efernand@usf.edu 813-974-8356
Tuition, Graduate (In-State/Out-of-State) http://usfweb.usf.edu/graduate-studies/tuition-and-fee-calculator/	
SECTION V Owner: USF System Office of the General Counsel	Who to Contact
Florida Casualty Insurance Certificate https://www.usf.edu/administrative-services/environmental-health-safety/programs-services/risk-management/	Office of the General Counsel Ruth O’Brien rco@usf.edu 813-974-1674
SECTION VI Owner: External Source	Who to Contact
Retirement – ORP, FRS https://www.dms.myflorida.com/workforce_operations/retirement/employers/contribution_rates https://www.myfrs.com/FRSPro_ComparePlan_Contri.htm	Human Resources, Benefits Donna Pepper Retirement Administrator dpepper@usf.edu 813-974-9357
Medicare https://www.irs.gov/taxtopics/tc751	Payroll and Tax Services Help Desk 813-974-7955
Standard Health Insurance https://www.mybenefits.myflorida.com/health/resources https://www.justiceadmin.org/HR/HRMemos/032-19HR%20-%20Premium%20Rates%20for%202020.pdf	Human Resources, Benefits Angela Badell, Asst. Dir. Benefits adabell@usf.edu 813-974-3003
Life Insurance Flat Rate Monthly https://www.mybenefits.myflorida.com/health/resources https://www.mybenefits.myflorida.com/content/download/129076/802854/2017_New_Hire_Book.pdf	Human Resources, Benefits Angela Badell, Asst. Dir. Benefits adabell@usf.edu 813-974-3003

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SECTION VI (continued) Owner: External Source	Who to Contact
<p>Participant Identification Code (PIC) for European Collaborations 992108047 https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register</p>	Sponsored Research Administrator
<p>NIH Maximum Graduate Student Stipend https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-036.html</p> <p>NIH Minimum Salary Postdoctoral Scholars https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-036.html</p> <p>NSF Consultant Payment http://www.nsf.gov/bfa/dias/policy/</p>	
<p>Carnegie Classification http://carnegieclassifications.iu.edu/lookup/lookup.php</p>	Sponsored Research Administrator
<p>Congressional District https://www.house.gov/</p>	Sponsored Research Administrator
<p>Audits - State of Florida Auditor General https://flauditor.gov/</p> <p><i>State of Florida Compliance & Internal Control Is Over Financial Reporting and Federal Awards in Accordance with the Uniform Guidance for the fiscal year ended June 30, 2022 (report number 2023-174)</i></p> <p><i>University of South Florida Financial Audit for the fiscal year ended June 30, 2023 (report number 2024-166)</i></p> <p><i>The State of Florida Statewide Single Audit for the fiscal year ended June 30, 2023 (report number 2024-174)</i></p> <p><i>Summary Schedule of Prior Audit Findings for the fiscal year ended June 30, 2023 (report number 2024-174)</i></p>	Sponsored Research Administrator
<p>NIH Salary Limitations https://grants.nih.gov/grants/policy/salcap_summary.htm</p>	Sponsored Research Administrator
<p>NSF Institutional Code 00 1537 0000</p>	Sponsored Research Administrator
<p>DOD FICE Code 001537</p>	Sponsored Research Administrator

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Section VII: Fringe Rates (for budgeting purposes, FY23)

Owner: Sponsored Research - any questions please contact rsch-awards@usf.edu.

The following fringe benefit rates should be used for proposals and awards for FY2024.

Employee Class	FY2024 Rates *
Faculty	32.2%
Administration/Executive	39.5%
Staff	52.7%
OPS Other/OPS Student	6.3%
OPS Grad/PhD/Post Doc/Fellowships	12.7%
OPS Faculty (Housing Staff/Medical Resident, Adjunct)	3.0%
Bonuses	7.7%

Please use the attached budget template for project budgets for proposals: [Budget Template](#) (MS Excel)