



**UNIVERSITY OF
SOUTH FLORIDA**

SPONSORED RESEARCH FACT SHEET

Updated 8.12.19

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 elizabethf@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 Elizabeth Foster at elizabethf@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 FY20. Rates are also built into the Sponsored Research **Budget Preparation Tool**. To view the rates, please see Page 8 of the Fact Sheet or the "Reference Tab" in the [Budget Preparation Tool](#).

Table of Contents

Section I

Owner: USF Research and Innovation

Page 4

Sponsored Research

- SRA & GFA Contact List
- Sponsored Research Address
- Research Foundation Address
- System for Award Management
- Acquisition Resource Center
- Sponsored Research Highlights and Success Indicators
- Indirect Cost Rates & Rate Agreement
- Entity, Employer I.D. and Federal I.D. Numbers
- NAICS Number
- CAGE
- Dun and Bradstreet
- Institutional Profile Number
- General Information Blurb

Research Integrity & Compliance

- DHHS Animal Assurance and AAALAC International
- DHHS Human Subjects Radioisotopes
- Federal Wide Assurance
- Export Controls

Section II

Owner: USF Business & Finance

Page 5

- W-9
- Proof of Government Status/Tax Exempt Letter
- Tax Exempt Certificate
- Supplier Diversity Program
- Address for research project check payments:
- Student Accounting
- FICA

Section III

Owner: USF Administrative Services

Page 5

- Insurance Certificates -Property, Worker's Comp.
- Benefits & Monthly Premiums
- Graduate Assistants Health Insurance
- Post Doc Scholar Health Insurance Guide-
Postdoc and USF contributions

Section IV

Owner: USF Academic Affairs

Page 6

- Minimum Stipends – Master’s level and Doctoral level
- USF Grant Budgeting for Postdoctoral Scholars
- Minimum Postdoctoral Salary
- Student Tuition and Registration Fees

Section V

Owner: USF System Office of the General Counsel

Page 6

- Florida Casualty Insurance Certificate

Section VI

Owner: External Source

Page 6-7

- Retirement – ORP, FRS
- Medicare
- Standard Health Insurance
- Life Insurance Flat Rate Monthly
- Participant Identification Code (PIC) for European Collaborations
- NIH Maximum Graduate Student Stipend
- NIH Minimum Salary Postdoctoral Scholars
- NSF Consultant Payment
- Carnegie Classification
- Congressional District
- Audits - State of Florida Auditor General
- NIH Salary Limitations
- NSF Institutional Code
- DOD FICE Code

Section VII

Owner/Sources for Fringe Rates

Page 8

- Insurance Health & Life (Monthly)
- GA/Post Doc Insurance (Health, Annual)
- Post Doc Annual Employer Contribution
- ORP
- FRS Investment Plans
- Tuition, Graduate (In-State/Out-of-State)
- Regular Fringe Rates
 - ORP
 - FICA
 - Medicare
 - Leave Pool
- OPS, Student Temp
- OPS, Post Doc

Section VIII: Fringe Rates (for budgeting purposes, FY19)

Page 8

USF Research & Innovation Sponsored Research Fact Sheet

SECTION I	Who to Contact
Owner: USF Research & Innovation	
SRA & GFA Contact List https://www.usf.edu/research-innovation/sr/contact.aspx	Sponsored Research Connie Carr, Administrative Specialist ccarr1@usf.edu , or 813-974-2404
Sponsored Research Address http://www.usf.edu/research-innovation/sr/contact.aspx Research Foundation Address http://www.research.usf.edu/resource/NET/usfri-rf-contacts.asp?division=4	Sponsored Research Connie Carr, Administrative Specialist ccarr1@usf.edu , or 813-974-2404 Research Foundation 813.974.1082
System for Award Management http://www.usf.edu/research-innovation/sr/documents/sam-registration.pdf	Sponsored Research Kevin Reyes, User Application Specialist kreyes@usf.edu or 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 John Cannon, Sr. ERP Analyst jcannon@usf.edu , or 813-974-5343
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 John Cannon, Sr. ERP Analyst jcannon@usf.edu , or 813-974-5343
Entity, Employer I.D. and Federal I.D. Numbers 59-3102112 -F5 USF Tampa Regional Institution D1 USF St. Petersburg Regional Institution G5 USF Sarasota-Manatee Regional Institution	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 Elizabeth Foster, Program Manager elizabethf@usf.edu or 813.974.6081
DHHS Animal Assurance and AAALAC International (Accreditation: initial - 6/21/1977, current - 4/3/14) http://www.usf.edu/research-innovation/comparative-medicine/about-cm.aspx	Research Integrity & Compliance Farah Moulvi, Safety & Compliance Manager fmoulvi@usf.edu , or 813-974-0954 Comparative Medicine Dr. Robert Engelman, Assistant VP CompMed@research.usf.edu , or 813-974-9796
DHHS Human Subjects Radioisotopes: SFRML-806-1-3M	Research Integrity & Compliance Adam Weaver, Radiation Safety Manager aweaver@usf.edu , or 813.974.1194
Federal Wide Assurance: FWA00001669, Expires 9/16/2021	Research Integrity & Compliance Julie Moore, Associate Director juliemoore@usf.edu , or 813.974.5452
Export Controls http://www.research.usf.edu/dric/export-controls/when-to-contact.asp	Research Integrity & Compliance Export Control Office exportcontrol@usf.edu or 813.974.6368

USF Research & Innovation Sponsored Research Fact Sheet

SECTION II Owner: USF Business & Finance	Who to Contact
W-9 http://www.usf.edu/business-finance/controller/accounting-reporting/w9.aspx	Accounting & Reporting Cherie Carson Assistant Controller General Accounting carsonc@usf.edu , or 813-974-7686
Proof of Government Status/Tax Exempt Letter USF Tax Status Letter	Payroll and Tax Services http://www.usf.edu/business-finance/controller/payroll/index.aspx
Tax Exempt Certificate http://www.usf.edu/business-finance/purchasing/staff-procedures/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 Attn: Research Project Receivables P.O. Box 864568 Orlando, FL 32886-4568	Cashier's Office Jonathan Andrews, Manager andrews5@usf.edu , or 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 , or 813-974-6553
FICA http://www.usf.edu/business-finance/controller/payroll/payrollserviceslinks.aspx	Payroll and Tax Services http://www.usf.edu/business-finance/controller/payroll/index.aspx
SECTION III Owner: USF Administrative Services	Who to Contact
Insurance Certificates -Property, Worker's Comp. http://www.usf.edu/administrative-services/environmental-health-safety/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 , or 813-974-5720 Meica Elridge, Workers Comp. Admin. melridge@usf.edu , or 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 , or 813-974-4006
Graduate Assistants Health Insurance http://www.usf.edu/hr/benefits/insurance/graduate-assistants.aspx https://www.gallagherstudent.com/faqs/4232.pdf Post Doc Scholar Health Insurance Guide- Postdoc and USF contributions https://www.usf.edu/hr/documents/benefits/insurance/insurance-postdoc-guide-2018-2019.pdf	Human Resources, Benefits Angela Badell, Asst. Dir. Benefits adabell@usf.edu , or 813-974-3003 Student Health Services Marisol Polanco, Assoc. Dir. insurance@shs.usf.edu or 813-974-5407

USF Research & Innovation Sponsored Research Fact Sheet

SECTION IV Owner: USF Academic Affairs	Who to Contact
Minimum Stipends – Master’s level and Doctoral level http://www.grad.usf.edu/GA_Handbook.php http://www.grad.usf.edu/assistantships.php	Office of Graduate Studies Joseph Butts, Assistant Director tron@usf.edu , or 813-974-3586
USF Grant Budgeting for Postdoctoral Scholars http://www.usf.edu/postdoctoral-affairs/faculty-resources/grant-budgeting-information.aspx	Office of Postdoctoral Affairs postdoc@usf.edu , or 813-974-0795
Minimum Postdoctoral Salary http://www.usf.edu/postdoctoral-affairs/faculty-resources/minimum-postdoctoral-salary.aspx	
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 , or 813-974-8356
SECTION V Owner: USF System Office of the General Counsel	Who to Contact
Florida Casualty Insurance Certificate http://generalcounsel.usf.edu/client-resources/pdfs/certificates-of-insurance.pdf	Office of the General Counsel Ruth O’Brien rco@usf.edu , or 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 , or 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.mybenefits.myflorida.com/content/download/142547/951408/DSGI_Premium_Table_Effective_December_2018_for_January_2019Coverage.pdf	Human Resources, Benefits Angela Badell, Asst. Dir. Benefits adabell@usf.edu , or 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 , or 813-974-3003
Participant Identification Code (PIC) for European Collaborations 992108047 https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register	Sponsored Research Administrator
NIH Maximum Graduate Student Stipend https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-036.html NIH Minimum Salary Postdoctoral Scholars https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-036.html NSF Consultant Payment http://www.nsf.gov/bfa/dias/policy/	

USF Research & Innovation Sponsored Research Fact Sheet

SECTION VI, continued Owner: External Source	Who to Contact
Carnegie Classification http://carnegieclassifications.iu.edu/lookup/lookup.php	Sponsored Research Administrator
Congressional District https://www.house.gov/	Sponsored Research Administrator
Audits - State of Florida Auditor General https://flauditor.gov/ <i>State of Florida Compliance & Internal Controls Over Financial Reporting and Federal Awards in Accordance with the Uniform Guidance for the Fiscal Year Ended June 30, 2018, Report No. 2019-186, March 2019: https://flauditor.gov/pages/pdf_files/2019-186.pdf</i> <i>State of Florida Summary Schedule of Prior Audit Findings Submitted in Accordance with the Uniform Guidance for the Fiscal Year Ended June 30, 2017, Report No. 2018-189: https://flauditor.gov/pages/pdf_files/2018-189%20sspaf.pdf</i> <i>Financial Audit, University of South Florida for the Fiscal Year Ended June 30, 2018, Report No. 2019-108, January 2018: https://flauditor.gov/pages/pdf_files/2019-108.pdf</i>	Sponsored Research Administrator
NIH Salary Limitations http://grants2.nih.gov/grants/policy/salcap_summary.htm	Sponsored Research Administrator
NSF Institutional Code 00 1537 0000	Sponsored Research Administrator
DOD FICE Code 001537	Sponsored Research Administrator

USF Research & Innovation Sponsored Research Fact Sheet

Section VII: Owners/Sources for Fringe Rates

FRINGE CATEGORY	OWNERS/SOURCES for Fringe Rates
Insurance Health & Life (Monthly)	https://www.mybenefits.myflorida.com/content/download/142547/951408/DSGI - Premium Table Effective December 2018 for January 2019Coverage.pdf
GA/Post Doc Insurance (Health, Annual)	https://www.gallagherstudent.com/faqs/4232.pdf
Post Doc Annual Employer Contribution	https://www.usf.edu/hr/documents/benefits/insurance/insurance-postdoc-guide-2018-2019.pdf
ORP	https://www.rol.frs.state.fl.us/forms/2019-20_contribution_components.pdf
FRS Investment Plans	https://www.myfrs.com/FRSPro ComparePlan Contri.htm
Tuition, Graduate (In-State/Out-of-State)	http://usfweb.usf.edu/graduate-studies/tuition-and-fee-calculator/
Regular Fringe Rates	
- ORP	https://www.rol.frs.state.fl.us/forms/2019-20_contributions.pdf
- FICA	https://www.irs.gov/taxtopics/tc751
- Medicare	https://www.irs.gov/taxtopics/tc751
- Leave Pool	http://www.usf.edu/research-innovation/sr/documents/indirect-rates.pdf
OPS, Student Temp	http://www.usf.edu/research-innovation/sr/documents/indirect-rates.pdf
OPS, Post Doc	https://www.usf.edu/postdoctoral-affairs/faculty-resources/grant-budgeting-information.aspx

Section VIII: Fringe Rates (for budgeting purposes, FY20)

Owner: Sponsored Research, Elizabeth Foster, elizabethf@usf.edu

Fringe Rates are built into the Sponsored Research **Budget Preparation Tool**. To view the rates, please see the “Reference Tab” in the [Budget Preparation Tool](#). For your convenience, a screenshot is provided below.

Insurance (Health & Life - Monthly)	Year 1	Year 2	Year 3	Year 4	Year 5
Individual	684.42	704.95	726.10	747.88	770.32
Family	1,473.18	1,517.38	1,562.90	1,609.78	1,658.08
Spouse	811.60	835.95	861.03	886.86	913.46
No Health - Life Only	3.58				
None	-				
GA/Post Doc Insurance (Health Annual)					
	Year 1	Year 2	Year 3	Year 4	Year 5
.50 GA Annual	2504	2,579.12	2,656.49	2,736.19	2,818.27
.25 GA Annual	2504	2,579.12	2,656.49	2,736.19	2,818.27
.50 GA Fall	937	965.59	994.56	1,024.40	1,055.13
.25 GA Fall	937	965.59	994.56	1,024.40	1,055.13
.50 GA Spr/Sum	1567	1,613.53	1,661.93	1,711.79	1,763.14
.25 GA Spr/Sum	1567	1,613.53	1,661.93	1,711.79	1,763.14
None	0	-	-	-	-
Retirement					
ORP	8.71%				
FRS/Investment Plans	7.92%				
None	0%				
Tuition					
Graduate In-State	431.43				
Graduate Out-of-State	877				
Other Personnel					
Post Doctoral Associates					
Graduate Students					
Undergraduate Students					
Secretarial / Clerical (possible CAS Exception)					
Fringe Rates					
Regular	18.06%				
OPS, Post Doc	1.65%				
Student Temporary	0.20%				

Retirement	8.71 %
FICA	6.20 %
Medicare	1.45 %
Leave Pool	1.70 %
Total	18.06 %