

Grant Proposal and Award Office
College of Agricultural, Human and Natural Resource Sciences
Washington State University
Grant Fact Sheet

Applicant Organization

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Business Officers

Primary Official Signing Proposal/Award Documents	Mr. Dan Nordquist, Director, Office of Grant and Research Development
Checks Payable to Checks Mailed to	Washington State University Sponsored Programs Services P.O. Box 641025 Pullman, WA 99164-1025
Sponsored Programs Service Financial Officer	Ms. Kim Small, Director, Sponsored Programs Services

Organization Type, Tax Exempt Status & Legislative Districts

Organization Type	Institution of Higher Education and an Agency of the State of Washington established by an Act of the Legislature of the State of Washington, Chapter VIII, Session Laws 1868-90.
Tax Exempt Status	Washington State University is exempt from Federal income tax under Internal Revenue Code (IRC) Sec. 115 (1), and charitable contributions to Washington State University are deductible under IRC Sec. 170, "contribution to a governmental unit." Washington State University is exempt from Federal excise taxes under IRC Sec. 4253(i). Washington State University is exempt from Washington State Business and Occupation Tax (B&O), real estate taxes and personal property taxes. Washington State University is subject to Washington State Sales Tax and does collect and pay Washington State Sales and Use Taxes on purchases and sales of taxable personal property.
Land Grant University Status	WSU is a Morrill Act of 1862 Land Grant University (WSU was founded in 1890, the founding of WSU should not be confused with the 1890 Land Grant Universities, 1890 land grant universities are historically black universities).

Congressional Districts by WSU Campus

WSU Pullman		WSU Spokane	
Congressional District	WA-005	Congressional District	WA-005
County	Whitman	County	Spokane
State Legislative District	WA-009	State Legislative District	WA-005
WSU Tri-Cities		WSU Vancouver	
Congressional District	WA-004	Congressional District	WA-003
County	Benton	County	Clark
State Legislative District	WA-016	State Legislative District	WA-018

Organization Profile/Information Numbers

Employer/Federal/Tax ID Number	91-6001108	Nuclear Regulatory Commission Number	WN-C003-1
Corporate & Gov't Entity (CAGE) Code	OREY0	NAICS Code	611310
Data Universal Number System (DUNS)	041485301	FICE Number	003800
Washington UBI Number	385000328	Recipient ID (ASAP) for USDA (NIFA)	5378616
NSF Institutional/Organization Code	0038000000	CEC Code	18-068-856G
Washington State Wide Vendor Number	SWV0000107		
SAM Registration (Formerly CCR)	Registered		

Lab Animal/IRB Approval

Animal Welfare Assurance Number	A3485-01	Human Subject Assurance	FWA00002946
AAALAC Accreditation Date	2/25/2010	Misconduct in Science Assurance Date	1/13/1992

Facilities and Administration Rates (Applied to Modified Total Direct Costs*)

Cognizant Agency - Department of Health and Human Services (DHHS)

DHHS F&A Rate Agreement Date	Dated 6/16/2011, Effective 7/01/2011 to 06/30/2015
Point of Contact:	Helen Fung (415) 437-7820

	On Campus	Off Campus
Research	51.0%	26.0%
Instruction	55.0%	26.0%
Other Sponsored Activity	38.0%	26.0%

*Modified Total Direct Costs (MTDC) are total direct costs minus the following:

- All capital expenditures (buildings, significant renovations, etc.)
- Individual items of equipment with a single unit value of \$5,000 or greater, and an estimated useful life of more than one year
- That portion of each individual sub-award or subcontract in excess of \$25,000
- Patient care costs: All hospitalization and other fees associated with patient care, whether the services are obtained from an owned, related, or third-party hospital or other medical facility
- All rental/maintenance of off-site activities (space not owned or operated by WSU)
- All student support costs (e.g., student aid, stipends, dependency allowances, scholarships, fellowships)
- Graduate Student Qualified Tuition Reduction

** On campus vs. Off Campus F&A Rates

On-Campus: A project is considered on-campus if the activity is conducted in any facility owned and/or leased by the University and direct costs are associated with maintenance and use of the physical plant and libraries.

Off-Campus: Per the WSU F&A Rate Agreement, a project is considered off-campus if the activity is conducted at locations other than in University owned or operated facilities and indirect costs associated with physical plant and library are not considered applicable to the project.

Major Program Project (Charging Clerical/Administrative Costs of Federal and Federal Flow Through Funded Projects)

Per Circular A-21, "Major Project" is defined as a project that requires an *extensive amount* of administrative or clerical support, which is significantly greater than the routine level of such services provided by academic departments. Some examples of major projects are listed below. These examples are not exhaustive nor are they intended to imply that direct charging of administrative or clerical salaries would always be appropriate for the situations illustrated in the examples. For instance, the examples would be appropriate when the costs of such activities are incurred in *unlike circumstances*, i.e., the actual activities charged direct are not the same as the actual activities normally included in the institution's F&A cost pools, or, if the same, the indirect activity costs are immaterial in amount. It would be inappropriate to charge the cost of such activities directly to specific sponsored agreements, if in similar circumstances, the costs of performing the same type of activity for other sponsored agreements were included as allocable costs in the University's F&A cost pools. (OMB Circular A-21, Exhibit C)

- Large, complex programs such as General Clinical Research Centers, Primate Centers, Program Projects, environmental research centers, engineering research centers, and other grants and contracts that entail assembling and managing teams of investigators from a number of institutions
- Projects which involve extensive data accumulation, analysis and entry, surveying, tabulation, cataloging, searching literature, and reporting (such as epidemiological studies, clinical trials, and retrospective clinical records studies)

- Projects that require making travel and meeting arrangements for large numbers of participants, such as conferences and seminars
- Projects whose principal focus is the preparation and production of manuals and large reports, books and monographs (excluding routine progress reports)
- Projects that are geographically inaccessible to normal departmental administrative services, such as research vessels, radio astronomy projects, and other research fields sites that are remote from campus
- Individual projects requiring project-specific database management; individualized graphics or manuscript preparation; human or animal protocols; and multiple project-related investigator coordination and communications

The following items, as noted in A-21, F.6.b, are usually treated as F&A costs, however such costs may also be treated as direct costs under a Major Project: office supplies, postage, basic local telephone services on campus (including phone installation, monthly line charges, basic instruments), and memberships.

If it is determined that these costs are appropriately budgeted as direct costs, the certification statement page ([See OGRD Memo #2, Attachment 1, http://www.ogrd.wsu.edu/guidelines/guideline2/guideline2.1.12.pdf](#)) must be filled out, signed and uploaded into the REX form. Also, the PI must state within the budget justification of the proposal: “The (name the type of cost(s) here, e.g. admin. assistant salary/benefits, postage, etc.) cost(s) meets the A-21, Exhibit C Major Project or Activity classification due to the following unlike circumstances of the proposed project: (list specific reasons why the project is considered a “Major Project or Activity”).”

Travel and Meal Reimbursement Rates

Reimbursement for travel by automobile \$.575 effective 1/1/2015

Both domestic and foreign per diem rate schedules are outside the WSU web domain on U.S. General Services Administration and U.S. Department of State web servers.

Domestic per diem schedule contains 48 contiguous States and the District of Columbia.

The breakdown for the foreign meal rate is 25% breakfast, 30% lunch, and 45% dinner.

WSU Meal Breakdown						
Effective Oct 1, 2012						
Continental USA	High Cost Areas					
Breakfast	11.00	13.00	14.00	15.00	16.00	18.00
Lunch	14.00	15.00	17.00	18.00	20.00	21.00
Dinner	21.00	23.00	25.00	28.00	30.00	32.00
Totals	\$46.00	\$51.00	\$56.00	\$61.00	\$66.00	\$71.00

Foreign Per Diem schedule contains foreign locations and non-foreign overseas areas (Alaska, Hawaii, Puerto Rico, and U.S. possessions)

Information related to: [Foreign per diem schedule, see Foreign Travel](#)

Effective 1/1/2000 Alaska, Hawaii, Puerto Rico, and U.S. possessions lodging rates do not include any taxes. They are room rates only. When preparing the TEV continue to add the lodging taxes to the room rate in the lodging column.

[2011 State of Washington per diem map \(PDF format\)](#)

[Travel Agencies Contract](#)

Fringe Benefit Rates

With the exception to the WSU Energy Program, WSU does not have a federally approved fringe benefit rate.

All fringe benefits rates quoted below are estimated rates. Use the actual fringe benefit rate for each person if the actual estimated fringe benefit rate is greater than the aforementioned categories. Actual estimated fringe benefit rates for many classified staff, post-docs, and research associates are usually greater than 40.10% and 33.33% respectively.

Salaried Position Estimated Rates

Faculty	26.9%
Exempt (A/P)	29.9%
Civil Service (Classified)	38.8%

Hourly Position Estimated Rates

Students-Hourly (Full-time Enrollment)	2.2%
Students-Hourly (Part-time Enrollment)	9.8%
Non-Students-Hourly (No Fringe Benefits)	9.8%

Non-Students-Hourly (PERS Only)	19.0%
Non-Students-Hourly (Health Insurance/PERS)	63.2%

70 Hour Limit:

Nonstudent temporary employees who work 70 hours or more per month for any five months in a 12-month period are eligible for PERS II or PERS III retirement plan participation and will be enrolled in the Department of Retirement Systems Public Employee Retirement System (PERS) Plan 2. Employees are given 90 days to elect permanent participation with either PERS Plan 2 or PERS Plan 3. There will be a monetary deduction from the employee's paycheck for retirement until the employee departs employment from WSU.

480 Hour Limit:

Nonstudent temporary employees who work 480 hours or more over a consecutive six-month period receive Public Employee Benefits Board (PEBB) medical, dental, life, and long-term disability insurance coverage at the beginning of their appointment. Nonstudent temporary employees must continue to work at least eight hours per month to remain eligible for the WSU premium contribution for PEBB insurance. After establishing eligibility, if an employee does not work a minimum of eight hours in any month, the employee will lose benefit eligibility and must reestablish eligibility by working a minimum of 480 hours or more over a new six consecutive month period.

1050 Hour Limit:

Nonstudent, temporary employees are limited to 1050 hours per year, which averages 19.5 hours per week. Employees can work more than 19.5 hours per week so long as they do not exceed the 1050 in a 12-consecutive-month period. Employment of temporary employees is subject to the Fair Labor Standards Act, which requires that employees be paid at a rate of one and one-half times their normal rate for work in excess of 40 hours in a single workweek. A normal workweek is the period from 12:01 a.m. Sunday to midnight Saturday.

Seasonal Employees:

Seasonal employees are non-student temporary hourly employees who are hired to work during a recurring, annual season for the duration of three months or more, and are anticipated to return each season to perform similar work. Civil Service, Administrative Professional and Faculty are not considered seasonal employees in terms of benefit eligibility. (WAC 182-12-109: Definitions). Be careful about the use of season time-slip, if the same person is returning use the higher 71.60% rate as they will be eligible for health insurance.

Graduate Student Tuition Reduction Rates and Fringe Benefits

Information related to Graduate Research Assistantships (GRA) is located at:

GRA Academic Year 2014-2015 Appointment Processing Memos:

<http://gradschool.wsu.edu/assistantships/>

OGRD's Budgetary Guidelines Memo #2: <http://www.ogrd.wsu.edu/guidelines/guideline2/Guideline2.pdf>

Graduate Research Assistantships (GRA) fringe benefits include: Medical Aide, Qualified Tuition Reduction and Health Insurance.

Matrices for Graduate Research Assistantship Qualified Tuition Reduction and Health Insurance are located in OGRD's budget template at:

<http://www.ogrd.wsu.edu/documents/2014BudgetWorkbook.xls>

Medical Aide. Graduate Research Assistant Medical Aide benefit is calculated at 1.5% of salary.

Health Insurance. Use the OGRD's Matrices for Graduate Research Assistantship to locate the appropriate health insurance rate based on the GRA appointment start date. Use a 4% increase for each subsequent year. For a single semester, use one half of the total amount for one year.

Note: Health insurance is paid during the academic year only. Summer coverage is through the premium paid the semester prior to summer appointment. If a GRA is appointed with a summer start date, he/she is not covered for that summer.

Qualified Tuition Reduction. Use OGRD's Matrices for Graduate Research Assistantship to locate the appropriate rate of QTR based on the GRA appointment start date. Use an 8% increase each projected year for QTR. For a single semester, use one half of the amount listed for a 9 month appointment.

QUALIFIED TUITION REDUCTION (QTR):

Graduate research assistants on appointment for 25% or greater for an entire semester or academic year that are enrolled full time (10-18 credit hours) *will* receive a QTR as a fringe benefit entitlement or Operating Fee Waiver (OFW) pending position funding type. Research assistants paid from extramural fund sources will have waivers expensed from the operating account as Object 07, sub-object QT when payroll runs. QTR's cannot be charged against state funds (001-01). If the QTR should be changed to a different budget mid-semester, please contact the Payroll Office and the Graduate School immediately. Please note, accounts that state BNA (Benefits Not Allowable) in Balances do not allow benefits and accounts that state TNA (Tuition Not Allowable) in Balances do not allow tuition to be charged to the project. Please work with Sponsored Program Services if you have any questions.

- Appointments for 50% FTE or greater will receive a full QTR.
- Appointments for less than 50% FTE but at least 25% will receive half of a QTR.
- If the position funding is in the process of being changed, include the budget account coding to which the QTR is to be charged in the Waiver Comments section of the PERMS action. Please note the account for an Override Account in the "QTR Ovr Acct" waiver section. This is usually an extramural source of funding.
- If the student terminates employment mid-semester, or if the FTE percentage is changed, the QTR will be immediately prorated. The student will be responsible for paying the residual tuition owed.

Since QTR contributions are to be charged where effort is rendered, override QTRs can only be processed on state funded accounts and non-state accounts that have a TNA or BNA on the account in BALANCES. Override accounts will be used for all employees on the position the account is funded from. Departments with state funded (001-01) research assistantships must provide an OFW or designate a departmental development or other non-state account as an "override account" to which the QTR will be charged. Any override account pays the QTR for an entire semester. Changing the appointment on an Expense Assignment Action does not change the QTR funding when it is in override status. Contact the Graduate School & Payroll Services for any changes.

2014-2015 Tuition & Waiver Information		
TUITION & FEES INFORMATION PER SEMESTER For all graduate students except MBA and Nursing For Pullman Campus	GRADUATE RESIDENT TUITION	GRADUATE NON-RESIDENT TUITION
TOTAL FULL TIME (10-18 CREDITS) TUITION	\$5,445.00	\$11,897.00
Student & Activities Fee	272.00	272.00
Building Fee	167.00	431.00
Total Tuition & Fees	5,884.00	12,600.00
Less: Operating Fee Waiver (OFW)/Qualified Tuition Reduction (QTR)	\$5,272.00	\$5,272.00
Less: Non-Resident Waiver		\$6,716.00
TOTAL TUITION & FEES TO BE PAID BY THE STUDENT	\$612.00	\$612.00
Other Charges to be Paid by the Student		
Student Recreation Center	153.00	153.00
Health & Wellness Fee	180.00	180.00
Pullman Transit Fee	26.90	26.90
Compton Union Building (CUB) Renovation Fee	120.00	120.00
TOTAL TO BE PAID BY STUDENT	\$1,091.90	\$1,091.90
Tuition per credit	\$588.00	\$1,260.00
Graduate Health Insurance	\$1,011.00	\$1,011.00

CAHNRS/ARC/WSU County Extension College Level Grant Office

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