**OGRD QUICK GUIDE**

Room 423 Neill Hall, PO Box 643140, Pullman, WA 99164-3140  
Phone: 509-335-9661  FAX: 509-335-1676  Email: ogrd@wsu.edu

Dan Nordquist, Director & Authorized Signatory

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**Important Numbers**

**IRS I.D. Number:** 91-6001108  
**CAGE Code:** 0REY0  
**DUNS Number:** 04-148-5301  
**Animal Assurance Number:** A3485-01  
**AAALAC Accreditation Date:** 02/25/10  
**Office of Campus Vet Number:** 509-335-6246  
**Human Subjects Assurance Number:** FWA00002946  
**Misconduct in Science Assurance Date:** 1/13/92  
**PHS Entity Number:** 1-916001108  
**Institutional Profile Number (IPF) Number:** 9082001  
**CEC Code:** 18-068-856G  
**NRC:** Washington is an ‘Agreement State’ License #WN- C003-1  
**WA UBI:** 385000328  
**FICE Code:** 003800  
**DHHS-PMS PIN:** 3K66  
**NAICS Number:** 611310

**If the question “Does WSU have a federally approved purchasing system?” is asked on your proposal or agreement, please answer with:** Not applicable: IAW FAR 44.302

**WSU is a Morrill Act of 1862 Land Grant University**

**Is WSU Registered in the CCR/SAM?** Yes

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**Budget Information**

**Estimated Salary Increases as of July 1 of each year:**
- Faculty, Post Docs, and Res. Asst.: 4%
- Staff: 4%

**Qualified Tuition Reduction**

**Estimated Benefit Rates**

- See current OGRD Budget Templates

**Facilities and Administrative Cost Rates** (All rates are MTDC)

- **Cognizant Agency:** Health & Human Services (Helen Fung, 415-437-7820).
- **Agreement Date:** 6/16/2011;
- **Research Rate**
  - On-Campus-50% thru 6/30/12
  - 51% - 7/1/12; Off-Campus-26%
- **Instruction Rate**
  - On-Campus—55%; Off-Campus—26%
- **Other Sponsored Activity**
  - On-Campus—38%; Off-Campus—26%

**TDC (Modified Total Direct Costs)** = Direct Costs minus: equipment items of $5,000 or more, subcontracts after initial $25,000 of each subcontractor, Qualified Tuition Reduction. (See OGRD Guideline 2 for more details.)

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**Political Districts**

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<thead>
<tr>
<th>Congress District</th>
<th>Legislative District</th>
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<tbody>
<tr>
<td>WSU Pullman:</td>
<td>WA-005</td>
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<tr>
<td>WSU Spokane:</td>
<td>WA-005</td>
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<tr>
<td>WSU Tri-Cities:</td>
<td>WA-004</td>
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<tr>
<td>WSU Vancouver:</td>
<td>WA-003</td>
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</tbody>
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**To Submit a Proposal you need:**

1. Completed eREX submitted to OGRD with the items below attached:
   - WSU Certified Budget
   - Completed copy of the proposal
   - For Federal Proposals ➔ Completed grants.gov
   - If shipping via courier ➔ Request for Shipment Form & the required number of proposals (delivered to OGRD near the time of eREX submission.)

   **If submitted to OGRD more than 2 days prior to the deadline, OGRD will provide a detailed review of the proposal and then submit on behalf of WSU. If submitted to OGRD 2 days or less, before the proposal deadline, OGRD cannot guarantee a detailed review, on-time submission to the sponsor, nor the acceptance by the sponsor of the proposal. Please be sure to read your proposal instructions from the Sponsor very carefully.**

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**Contact Information:**

**Sara Kinser, Grant and Contract Coordinator Lead**
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**Tom Busch, Grant and Contract Coordinator**
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**Diane Rathbun, Program Coordinator**
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**Deb Cox, Grant and Contract Administrator**
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**Peggy Bowe, Grant and Contract Administrator**
Vancouver Campus, margaret_bowe@wsu.edu; Phone: 360-546-9486

**Financial Contact Information/Check Remittance:**

Kim Small, Director of SPS http://sps.wsu.edu/Contact