

**Institutional Information:** Proposals to external agencies are submitted by the IUB Office of Research Administration (ORA) on behalf of the Project Director/Principal Investigator. The following IU Bloomington officials' **information should appear on the face/cover page utilizing the same address with name, title, and signature:**

Organization Data
EIN # 356001673
EIN # for NIH 1-356001673-A1
DUNS # 00-604-6700
NSF Org. Code 0018093000
Congressional District 9 or IN-009

**Authorized Official Information**  
 Steven A. Martin  
 Associate VP for Research Administration

**Fiscal Officer Information**  
 Jim Becker, Executive Director  
 Grant Services and Administration

Legal Applicant Organization Name: Trustees of Indiana University  
 509 East Third Street  
 Bloomington, IN 47401-3654  
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 Fax: 812-855-9943  
 E-mail: [rugs@indiana.edu](mailto:rugs@indiana.edu)

**Fringe Benefit Rates:** Fringe benefits are charged on all appointed staff, hourly non-students, and faculty summer salaries. A mandatory health insurance is charged on each graduate student listed in the budget. The rates for **2013/14** are as follows:

<b>28.14%</b>	Faculty summer salary
<b>43.72%</b>	Academic, Postdoctoral & Research Associate, professional staff & scientists
<b>43.25%</b>	Technicians (secretaries) – biweekly appointees
<b>22.11%</b>	Hourly non-student employees working >1000 hours/year
<b>7.00%</b>	Hourly non-student employees working <1000 hours/year
<b>\$2,721/yr.</b>	Health insurance for all grad students (RAs & fellowship recipients) *15% incr./yr.
<b>43.72%</b>	Academic & professional staff on COST SHARE and non-C&G accounts

**Fee Remissions:** All proposals must include a graduate student fee remission for each student listed in the budget at the rates provided (unless student has  $\geq 90$  credit hours). This entry should appear in the "Other" category in the budget. These rates are set by COAS and are excluded from indirect costs (F&A). **If the grant has no F&A costs, COAS cannot provide fee remissions; grant will be responsible for full fees (see rate schedule below).**

Budget Period	2013/14	2014/15	2015/16	2016/17	2017/18
With F&A	\$9,052	\$9,505	\$9,980	\$10,479	\$11,003
No F&A	\$28,784	\$30,223	\$31,734	\$33,321	\$34,987
Grad insurance	\$2,721	\$3,129	\$3,599	\$4,138	\$4,759
F&A	56%	56%	56%	56%	56%

**Salary/Stipend Allowances:** As of August 1, 2012, the salary floor for **Chemistry** AIs and RAs will be **\$24,000** annually. RA stipends may be supplemented at the PI's discretion on the basis of merit. For information on NIH salary limitations, access the ORA financial compliance information available here: [http://researchadmin.iu.edu/GrantContract/gc-gfo/gfo\\_salary\\_cap.html](http://researchadmin.iu.edu/GrantContract/gc-gfo/gfo_salary_cap.html).

**Facilities and Administrative Costs** (F&A, also known as overhead or indirect cost): **The research rate is 56% for budgets beginning 7/1/12 or later (prior rate 55%).** All budget entries are subject to F&A costs with the exception of equipment  $\geq$  \$5K, fee remissions, and subcontracts/subgrants (only the first \$25K is subject to overhead; the remainder is exempt of overhead). All grants must include the negotiated F&A cost rate unless agency policy clearly states F&A as unallowable. Support from commercial companies should also include the negotiated rate. In the event an agency is unable to pay the full rate, the Chairman must concur beforehand, as well as COAS and OVPR (formerly RUGS) before the KC route sheet is processed. Approved modifications to the F&A should be clearly stated on the route sheet with appropriate approvals identified. **OMB implemented guidelines effective 7/1/94 that exclude clerical salary, office supplies, postage, phone rental, and memberships from direct cost budgets. COAS guideline in effect now- COAS cannot fund graduate student fee remissions when an award has no F&A awarded. In these cases full fees will need to be applied on the award (see rates above).**

Cognizant agency information for budgets should state: "DHHS, Arif Karim, 214-767-3261."  
 Current F&A rate agreement with DHHS was signed on 6/20/2011.

**Cost-Share or Matching Funds:** All cost-sharing or matching fund requests must be approved by the Chairman before approaching COAS or OVPR. The chairman will then negotiate this with COAS and/or OVPR. So far, the University has always honored requests for required matching, but has sometimes hesitated on optional matches. Cost-sharing is normally handled by showing the University contribution to the PI salary and fringe benefits during the academic year for the fraction of the time the PI works on grant-related activities. The NSF Chemistry Division now requires all research grants requesting equipment > \$80K to be cost-shared by the University. Any such cost-share request must be clearly identified on the route sheet with source, amount, and approvals clearly provided and arrangements finalized prior to routing. Written documentation (including e-mails) of OVPR or COAS support should accompany proposals.

**Deadlines:** The ORA requires that the budget and justification be submitted and approved **5 business days** prior to the submission deadline, and that the remaining components be submitted **2 business days** prior to the submission deadline.

**Routing:** All proposals are to be routed via **Kuali Coeus in OneStart**. ORA will not submit proposals that have not been initiated and routed in Kuali unless the applicant has successfully requested an exception to the internal deadline policy. Proposals will be routed to Kristina McReynolds for review and verification of the budget during routing. **A copy of the final, ORA-approved budget must be included in the route sheet under Abstracts and Attachments/Internal Attachments.** Proposals submitted in hard copy must be provided in full to ORA (509 E. Third Street) and to Kristina McReynolds (Chemistry C115B). Federal Express shipments must be handled by the faculty member or his/her administrative assistant and charged to a Chemistry (non-federal) account or faculty allocation.