

# OGRD QUICK GUIDE

Room 423 Neill Hall, PO Box 643140, Pullman, WA 99164-3140  
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**Dan Nordquist, Director & Authorized Signatory**

## Important Numbers

**IRS I.D. Number:** 91-6001108  
**CAGE Code:** OREYO  
**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 File 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**

## Political Districts

	<u>Congressional District</u>	<u>Legislative District</u>
<b>WSU Pullman:</b>	WA-005	WA-009
<b>WSU Spokane:</b>	WA-005	WA-005
<b>WSU Tri-Cities:</b>	WA-004	WA-016
<b>WSU Vancouver:</b>	WA-003	WA-018

## 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.***

## Budget Information

### Estimated Salary Increases as of July 1 of each year:

Faculty, Post Docs, and Res. Asst. 4%  
Staff: 4%  
Qualified Tuition Reduction → [See current OGRD Budget Templates](#)  
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.)

## Contact Information:

### Diane Rathbun, Grant and Contract Coordinator

CAHNS, ERA Tools, Extension, Graduate School, Office of Research, PMU, Presidential Units, Provost & Vice Provost Office; [diane.rathbun@wsu.edu](mailto:diane.rathbun@wsu.edu)

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### Danielle Anthony, Grant and Contract Coordinator

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### Lourana Swayne, Grant and Contract Coordinator

Business Affairs, Business, Ext. University Services, International Programs, Libraries, Vet Med, Pharmacy, Student Affairs & Enrollment, WSU Tri-Cities;

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### Derek Brown, Sub-Award and Reporting Administrator

Outgoing Sub-contract preparation and administration, Reporting; [derekbrown@wsu.edu](mailto:derekbrown@wsu.edu); **Phone: 509-335-1672**

### Kellie Klein, Program Coordinator

Document Routing, Database Support, Electronic System Maintenance, EREX Processing; [dianerathbun@wsu.edu](mailto:dianerathbun@wsu.edu); **Phone: 509-335-9661**

### Deb Cox, Grant and Contract Administrator

Spokane Campus, [dkcox@wsu.edu](mailto:dkcox@wsu.edu); **Phone: 509-358-7576**

### Peggy Bowe, Grant and Contract Administrator

Vancouver Campus, [margaret\\_bowe@wsu.edu](mailto:margaret_bowe@wsu.edu); **Phone: 360-546-9486**

### Financial Contact Information/Check Remittance:

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