

Marquette University Office of Research and Sponsored Programs
 Frequently Requested Institutional Information for Grants
 Updated 5/3/11

COMMONLY REQUESTED INSTITUTIONAL IDENTIFIERS

Sample SF424 and SF424 RR with Marquette data	SF424 R&R
Applicant Name and Address	Marquette University Office of Research and Sponsored Programs P.O. Box 1881 Milwaukee, WI 53201-1881
Legislative Districts	Congressional - 4th, Senate - 6th, Assembly - 16th
Person Authorized to Sign Proposals and Certifications and to Accept Awards; Authorized Institutional Representative	Keith Osterhage, Executive Director Office of Research and Sponsored Programs Phone (414) 288-5327 FAX: (414) 288-1578 E-mail: keith.osterhage@marquette.edu
Federal Cognizant Audit Agency	U.S. Department of Health and Human Services Financial Management Service, Division of Cost Allocation, Central States Field Office 1301 Young Street, Room 732 Dallas, TX 75202 POC: Denise Shirlee (214) 767-3313
IRS Employer Identification/Tax Identification Number	39-0806251
Federal Tax Exempt Number	39-73-0537-F, 12/22/50
Data Universal Numbering System (DUNS)	04692-9621
Commercial and Government Entity (CAGE) Code	1G2L2
Federal Identifier Interagency Committee on Education Code/Awardee Organization Code (NSF)	003863
Human Subjects, Federalwide Assurance Number	FWA00005844 Valid through January 7, 2013
AAALAC Unit Number and Date	885, 3/2/99
Animal Welfare Assurance Number (OLAW)	A3663-01
USDA APHIS Certificate Number	35-R-0011 Expires July 23, 2011
USDA APHIS Customer Number	643
WI Radioactive Material License Number	079-1161-01 Expires March 31, 2013
State of Wisconsin Point of Contact for Executive Order 12372, "Intergovernmental Review of Federal Programs" In July 2007, the State of Wisconsin elected to no longer continue to participate in grant reviews as governed by EO 12372. All Wisconsin applicants for federal funding assistance may now select "program not selected for review" on their federal application form See http://www.doa.state.wi.us/subcategory.asp?linksubcatid=1378&linkcatid=792&linkid=80&locid=9 for full notice.	Federal/State Relations Coordinator Wisconsin Department of Administration Attn: Robert Fyrst PO Box 8944 Madison, WI 53708 Phone: (608) 266-7043 Fax: (608) 267-6917 SPOC@doa.state.wi.us

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COMMONLY REQUESTED BUDGET DATA

Fringe Benefits

The rate for full-time employees includes withholding of Social Security; health, dental, and life insurance; TIAA CREF retirement contribution; and Worker's compensation.

Natural(s)	Description	Rate
UNIVERSITY-, GIFT-, & ENDOWMENT-FUNDED EMPLOYEES		
6000	Professional faculty/administrators	34.0%
6001	Part time Faculty	8.0%
6002	Full time Temporary (less than 1 academic year)	8.0%
6005	Professional summer staff	16.0%
6010	Additional Pay/Awards	8.0%
6011	Additional Pay/Awards - No Social Security	1.5%
6015	Executive salaries	34.0%
6020	Office	34.0%
6025	Graduate assistants SUMMER ONLY	7.65%
6030	Graduate fellow	0.0%
6035	Part time Staff & Administrators	8.0%
6040	Overtime	8.0%
6045	Skilled Trades	34.0%
6050	Undergraduate Students SUMMER ONLY	7.65%
6055	Retirement expense	8.0%
6060	Tenure expense	8.0%
6065	Workstudy payroll expense match	0.0%
6070	Workstudy payroll expense off campus	0.0%
6071	Workstudy payroll expense on campus	0.0%
6080	Vacation expense	8.0%
6095	Compensation Cost Share	0.0%
6000	Law School	22.0%

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Natural(s)	Description	Rate
GRANT-FUNDED EMPLOYEES		
6000 & 6020	Full time Faculty, Administrators & Support Staff (one year or more)	28.5%
6001, 6002, 6010 & 6035	Supplemental pay, part-time positions, full-time temporary positions (total assignment less than one year)	8.0%
6005	Faculty Summer Salary for Research . Note that summer effort for purposes other than research should be authorized as supplement pay (6010) and will be accessed 8%. This is due to the fact that summer pay for purposes other than research is not eligible for participation in CREF.	16.0%
6000	Full-time Law School employees	28.50%
6025 and 6050 summer only	Graduate Research Assistants and Undergrads during the summer period only	7.65%

Facilities and Administrative ("Indirect") Cost Rates

- MU's indirect cost rate was established with the [U.S. Department of Health and Human Services \(DHHS\) on 2/18/10](#).
- The period the new rate is in effect is July 1, 2010 through June 30, 2014.
- **50.5% of Modified Total Direct Costs (MTDC)**. MTDC is total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), that portion of each subaward in excess of \$25,000; 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; rental/maintenance of off-site activities; student tuition remission and student support costs (e.g., student aid, stipends, dependency allowances, scholarships, fellowships).
- **24% MTDC for off-campus projects**. This rate should be used when >50% of the project is performed off campus.
- Note that our cognizant agency has determined that this new rate of 50.5% MTDC is also appropriate for and applicable to "Instruction" projects.
- **Implementing the rate change**. New and competing continuation applications submitted after the announcement will use the new rate. Existing and pending awards are not affected by the rate change. For details, see the [Comptroller's Change in Cost Rate Letter](#)

Graduate Research Assistants, Salary and Tuition

- Marquette regards the funds paid to Graduate Research Assistants as salary and NOT stipends.
- Salary levels paid to Graduate Research Assistants by grants will vary according to the work being performed by the GRA and the amount of funding available from the grant.
- In many cases, graduate tuition can be charged to grants under "Other expenses."

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- The maximum amount awarded by the NIH for the support of a graduate student supported on a research grant or a cooperative agreement is tied to the zero level National Research Service Award (NRSA) stipend in effect at the time the grant award is issued. The Schedule for NRSA stipends can be found at <http://grants.nih.gov/training/nrsa.htm>.
- For budget forecasting, ORSP is using 3% increase for stipend levels and a 5% increase for tuition costs.
- The GRA salary ranges listed here are used by the Graduate School and are based on a 20-hour work week and a 10-month academic calendar. Often, the stipend levels are doubled in summer months when students are able to devote 40 hours to the externally funded project.
- Stipend levels vary by department. Budget sufficient dollars to allow you to compete with other packages available to students at the skill level required for your position.

Academic Year	Departmental Range of Graduate Student Salary Levels	Tuition
2011-2012	\$1,328 - \$2,175 per month	Graduate: \$945/cr x 18 = \$17,010 MBA: \$945/cr x 18 = \$17,010 Education: \$705/cr x 18 = \$12,690
2012-2013, estimated	\$1,367 - \$2,240 per month	Graduate: \$992/cr x 18 = \$17,856 MBA: \$992/cr x 18 = \$17,856 Education: \$740/cr x 18 = \$13,320
2013-2014, estimated	\$1,408 - \$2,307 per month	Graduate: \$1,041/cr x 18=\$18,738 MBA: \$1,041/cr x 18=\$18,738 Education: \$ 777/cr x 18=\$13,986
2014-2015, estimated	\$1,450 - \$2,376 per month	Graduate: \$1,094/cr x 18=\$19,512 MBA: \$1,094/cr x 18=\$19,512 Education: \$ 816/ cr x 18=\$14,688

Travel Expenses

See also the University Business Policies and Procedures for detailed information on Marquette's Travel Policy at <http://www.marquette.edu/upp/documents/upp1-09.pdf>

- Maximum of \$60 per day for meals (must supply receipts)
- \$0.51 per mile for personal auto use, effective January 1, 2011. Note that the University enacts the rates and effective dates established by the IRS. This typically changes the first of each calendar year. The official rate being used by the University is published on the Travel Expense Reimbursement form used to receive mileage reimbursement at: <http://www.marquette.edu/comptroller/forms.shtml> → Travel Expense Reimbursement Form