ORSO QUICK GUIDE
Room 280 Lighty, PO Box 641060, Pullman, WA 99164-1060
Phone: 509-335-9661 FAX: 509-335-0890 Email: orso@wsu.edu
Dan Nordquist, AVP/Director & Authorized Signatory

Important Numbers

IRS J.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 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
USDA/NIFA ASAP Recipient ID Number: 5378616

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

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 ORSO Budget
Estimated Benefit Rates  Templates

Facilities and Administrative Cost Rates (All rates are MTDC)
Cognizant Agency: Health & Human Services (Helen Fung, 415-437-7820).
Agreement Date: 12/9/2015;
Research Rate
• On-Campus- 52% thru 6/30/17
• 53% - 7/1/17; Off-Campus-26%
Instruction Rate  On-Campus—57.5%; Off-Campus—26%
Other Sponsored Activity  On-Campus—36%; Off-Campus—26%

MTDC (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 ORSO Guideline 2 for more details.)

Contact Information:
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Federal awards, Presidential Units/VPR, WSU Foundation, International Programs, Provost, ORAP; diane.rathbun@wsu.edu

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CAHNRS/Extension & Energy Program, Arts & Sciences, Libraries, WSU Tri-Cities, Communications, ERA Tools; Budget Certification; matthew.michener@wsu.edu

Jessica Smith-Kaprosy, Contract Manager  Phone: 335-5447
Process industry, international & complex grants/contracts, license/master/trial agreements, NDA’s, MTA’s, NMA’s, DUA’s, export control; jsmith-kaprosy@wsu.edu

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Financial Contact Information/Check Remittance:
Kim Small, Director of SPS  http://spw.wsu.edu/Contact

Political Districts

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<thead>
<tr>
<th>Congressional District</th>
<th>Legislative District</th>
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<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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<td>WSU Vancouver:</td>
<td>WA-003</td>
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To Submit a Proposal you need:

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

If submitted to ORSO more than 2 days prior to the deadline, ORSO will provide a detailed review of the proposal and then submit on behalf of WSU. If submitted to ORSO 2 days or less, before the proposal deadline, ORSO 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.