

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 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

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

Political Districts

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

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.

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:

Diane Rathbun, Grant & Contract Manager Phone: 335-9670

Federal awards, Presidential Units/VPR, WSU Foundation, Education, Provost, Vet Med, Student Affairs, ORAP; diane.rathbun@wsu.edu

Matt Michener, Grant & Contract Coordinator Lead Phone: 335-1960

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

Vacant, Grant & Contract Coordinator Phone: 335-7261

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; j.smith-kaprosy@wsu.edu

Lucas Sanchez, Grant & Contract Coordinator Phone: 335-3796

International Programs, Engineering, NDA's, MTA's, NMA's; lucas.sanchez@wsu.edu

Derek Brown, Sub-Award and Reporting Administrator Ph: 335-1672

Outgoing Sub-contract preparation and administration, Reporting. derekbrown@wsu.edu

Cat Amortegui, E-Research Administration Coordinator

Document Routing, Database Support, Electronic System Maintenance, EREX Processing; diana.amortegui@wsu.edu Phone: 335-9661

Deb Cox, Grant & Contract Administrator

Spokane Campus, dkcox@wsu.edu; Phone: 509-358-7576

Peggy Bowe, Grant & 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>