

PENN STATE BEHREND

RESEARCH LOGISTICS AT A GLANCE 2014-2015

This document can be found at behrend.psu.edu/researchlogistics
 For further information, see the Faculty Research Handbook at
behrend.psu.edu/researchhandbook

I. GENERAL PROPOSAL LOGISTICS

- Do not staple proposals
- University fiscal year: July 1 – June 30
- Adjusted annual salary increase (2.5%) effective October 1 of each year
- University Federal Identification Number: 24-6000376
- Legislative districts:
 - Erie – PA Senate (49); PA Congress (1 & 4); U.S. Congress (3)
 - UP – PA Senate (34); PA Congress (171); U.S. Congress (5)
- University sign-off and address for all proposals is Dr. John Hanold (see Section III below)
- Equipment is defined as having a purchase price of at least \$5,000 and a useable lifetime of more than two years
- An Award or ePIAF must be completed for all proposals and awards (<http://www.research.psu.edu/osp/prepare-proposals/internal-approval-forms/iaf>)
- Type of organization for University: state-related institution of higher education
- Date of last indirect cost agreement – July 5, 2013 (Provisional)
- Assurance of Compliance Number: M1145
- NIH Employer ID: 1246000376A1
- NASA CAGE CODE: 7A720
- FICE: 006965
- NAICS CODE: 611310
- DUNS Number: 00 340 3953
- NSF Institutional Codes: University 00 3329 0000
 Behrend 00 3333 2000
- SAP Vendor Number: 141597-216

II. 2014-2015 RATES*

*Provisional Rates until Negotiated Rate Contract Approved

**INDIRECT COSTS (F&A)	PERCENT	FRINGE BENEFITS	PERCENT
Research (on campus)	49.5	Salaries (category I)	36.5
Research (off campus)	26.0	Grad Assistants (category II)	13.2
Education (on campus)	41.9	Wages (category III)	7.9
Education (off campus)	19.9	Students (with at least 6 credits fall/spring or 4 credits in summer)	0.2
DOD – Contracts (On/Off)	49./26.0	Postdoc (category V -starting 7/1/2014)	25.0
OTHER RATES	PERCENT		
Inflation factor-tuition	4.0		
Inflation factor-other	2.5		

**** Please note that 5 percent must be added to industrially sponsored projects**

III. BUDGET NOTES

These notes describe recovery of indirect costs and fringe benefits. Current rates are available from your research staff assistant. Examples appear below:

RECOVERY OF FRINGE BENEFITS

Fringe benefits are computed using the rates of 36.5% applicable to Category I Salaries, 13.2% applicable to Category II Graduate Assistants, 7.9% applicable to Category III Salaries and Wages, and 0.2% applicable to Category IV Student Wages, for the current fiscal year (July 1, 2014, through June 30, 2015). Fringe benefits for postdoctoral scholars and fellows are computed using the proposed rates of 7.9% through June 30, 2014 and 25.0% thereafter. These rates are being used in anticipation of these rates being fixed in the negotiated rate agreement. If this proposal is funded, the rates quoted above shall, at the time of funding, be subject to adjustment for any period subsequent to June 30, 2015, if superseding Government approved rates have been established. Fringe benefit rates are negotiated and approved by the Office of Naval Research, Penn State's cognizant federal agency.

RECOVERY OF INDIRECT COSTS (F&A)

F&A rates are negotiated and approved by the Office of Naval Research, Penn State's cognizant federal agency. Penn State's current provisional on-campus rate for research is 49.5% of MTDC from July 1, 2014, to June 30, 2015. These rates are being used in anticipation of these rates being fixed in the negotiated rate agreement. New awards and new competitive segments with an effective date of July 1, 2014, or later shall be subject to adjustment when superseding Government approved rates are established. Per OMB Circular A-21, the actual F&A rates used will be fixed at the time of the initial award for the duration of the competitive segment.

MTDC = total direct costs, excluding: graduate assistant tuition remission; portion of each subcontract/subaward over \$25,000 (regardless of period); equipment purchases (life > 2 yrs. and > \$5,000); plant construction; building amortization.

Appropriate variations of these budget notes must accompany all proposed budgets. The rates are subject to change. When a proposal overlaps two fiscal years, break down the budget by Penn State fiscal year and use the appropriate rates. Contact the College's Office of Contracts and Grants Management (CGMO) for further detail.

IV. CONFIDENTIALITY AGREEMENTS

No faculty members, staff, or student shall sign a confidentiality statement. Consult the CGMO for assistance. An undergraduate student may be asked to sign a university confidentiality agreement based on a research agreement that has been issued to an outside organization. The first step is to fill out a confidentiality checklist (<http://www.research.psu.edu/osp/documents/award-documents/NDAChecklist.pdf>) and forward to CGMO.

V. RESEARCH AGREEMENTS

All research projects which involve an outside organization and which involve either the addition of intellectual property or the promise of some deliverable should be handled through a Sponsored Research Agreement. Longer-term projects with no addition of intellectual property and with direct costs more than \$20,000 will use a Fixed-Price Agreement. Services to an outside organization that are of short duration, less than \$20,000 of direct costs, which include no transfer of University intellectual property and no federal flow through, can be covered by a Memorandum of Agreement. All projects should include appropriate indirect costs. Copies of these agreements are available from CGMO or on the Web (<http://www.research.psu.edu/osp/negotiate-agreements/industry-other>).

Faculty members may not submit quotes or proposals without appropriate approvals.

VI. USE OF HUMAN SUBJECTS

This procedure covers research activities that will: 1) result in a publication or product for use outside of the college; 2) incorporate non-university human subjects; 3) include any medical procedures; 4) include potentially controversial questions; and 5) involve minors, the elderly, or other special populations. Follow the procedure outlined below:

- Determine if your research requires approval by the Office for Research Protections (<http://www.research.psu.edu/orp/humans>). If approval required, complete online orientation; you need do this only once. (<http://www.research.psu.edu/training/irb-basic-training>)
- All **NEW** applications for studies involving human research participants must be submitted using the IRB eSubmission process (PRAMS) located at <http://www.prams.psu.edu>. Paper applications for **NEW** studies are no longer accepted and will be returned.
- For newcomers, we recommend a tour of the eSubmission process located on the PRAMS home page - click on "Take the eSubmission Tour."