

# PENN STATE BEHREND

## **RESEARCH LOGISTICS AT A GLANCE 2009-2010**

This document can be found at <http://www.pennstatebehrend.psu.edu/research/logistics.pdf>  
 For further information, see the Faculty Research Handbook at  
<http://www.pennstatebehrend.psu.edu/research/facultyresearch.pdf>

### I. GENERAL PROPOSAL LOGISTICS

- Do not staple proposals
- University fiscal year: July 1 – June 30
- 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 David Richardson (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 Proposal Internal Approval Form must be completed for all proposals and awards (<http://www.research.psu.edu/osp/proposal/approvals.html>)
- Type of organization for University: state-related institution of higher education
- Date of last indirect cost agreement – Feb 8, 2008
- 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. 2008-2009 RATES   |                | III. OFFICE OF SPONSORED PROGRAMS INFORMATION  |      |
|---|----------------|--|------|
| <b>**INDIRECT COSTS (F&amp;A)</b>   | <b>PERCENT</b> | <b>TRANSMITTAL OF INFORMATION TO UP</b>  |      |
| Research (on campus)  | 48.0           | <b>David Richardson, Assoc. V.P. Research</b><br>Office of Sponsored Programs<br>110 Technology Center Building<br>University Park, PA 16802-7000<br>Phone: (814) 865-1372<br>Fax: (814) 865-3377<br>E-mail: osp@psu.edu |      |
| Research (off campus)   | 26.0           |  |      |
| Education (on campus)   | 44.1           |  |      |
| Education (off campus)  | 21.4           |  |      |
| PTC (private)   | 30.0           |  |      |
| <b>** Please note that 5 percent must be added to industrially sponsored projects</b> |                |  |      |
| <b>FRINGE BENEFITS</b>  | <b>PERCENT</b> | <b>OTHER RATES</b>   |      |
| Salaries (category I)   | 29.9           | Inflation factor-tuition   | 7.0% |
| Grad Assistants (category II)   | 15.9           | Inflation factor-other   | 3.0% |
| Wages (category III)  | 8.3            |  |      |
| Students (with more than 6 credits fall/spring or 4 credits in summer)                | 0.7            |  |      |

#### **IV. 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 29.9% applicable to Category I Salaries, 15.9% applicable to Category II Graduate Assistants, 8.3% applicable to Category III Salaries and Wages and 0.7% applicable to Category IV Student Wages for the current fiscal year – July 1, 2009 through June 30, 2010. 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, 2010, if superseding Government approved rates have been established. The 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 rates are negotiated and approved by the Office of Naval Research, Penn State's cognizant federal agency. Penn State's current on-campus rate for research is 48% of Modified Total Direct Costs (MTDC) from July 1, 2009 to June 30, 2010. New awards and new competitive segments with an effective date of July 1, 2010 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 costing over \$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.

#### **V. CONFIDENTIALITY AND INTELLECTUAL PROPERTY**

##### **CONFIDENTIALITY AGREEMENTS**

No faculty, staff, or student shall sign a confidentiality statement. Consult the senior associate dean 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/PSU/Toolbox/CIDAChecklist.pdf>) and take it to the senior associate dean.

##### **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 or a Memorandum of Agreement for Measurement, Composition, Fabrication, or Analysis Academic Research Services. Projects with no addition of intellectual property will use a Fixed-Price Agreement. Projects should include the appropriate indirect costs. Copies of these agreements are available from the Contracts and Grants Management Office (Patty Lanich) or on the Web (<http://www.research.psu.edu/osp/toolbox/univagreements.html>).

Please include the Patty Lanich in all discussions regarding contracts and budgets. Faculty members may not submit quotes or proposals without appropriate approvals.

##### **USE OF HUMAN SUBJECTS**

Policies cover activities involving individuals about whom an investigator conducting research obtains data through intervention or interaction with the individuals, or identifiable private information. If your research involves the use of human participants, please contact the Chancellor's Office to determine whether you should submit an application to the Office for Research Protections (ORP). ORP's Web site includes all relevant policies and forms (<http://www.research.psu.edu/orp/>).