



## Office of Sponsored Programs

### INSTITUTIONAL FACT SHEET

Website: AUBURN.EDU/OSP

#### AU Coverform for Extramural Programs

The Coverform (proposal & award approval routing document) is available by clicking this link

**The Principal Investigator Handbook** assists faculty and staff with the administrative aspects of sponsored projects. The Handbook has three main goals: (1) To provide guidance in regard to the development and administration of sponsored projects; (2) To inform Principal Investigators/Project Directors (PIs/PDs) of their roles and responsibilities in sponsored projects administration and compliance and to indicate the roles of staff in supporting the research effort; and (3) To collect and organize information pertinent to sponsored projects administration in a single document and make that information accessible to all interested parties.

Administrative Face Page/Endorsement Page:

In lieu of an agency application form, the following should be provided on a proposal cover page for written institutional endorsement:

Project Title	Phone, fax, & / or email for investigators
Agency / Sponsor	Proposed amount
Institution's name & address	Proposed project period
Investigator(s) name(s)	Signature of Investigator(s) & authorized institutional representatives

Proposals indicating the use of subcontractors or consultants should contain the following:

**Subcontractors:** A detailed statement of work and a detailed budget indicating the activities, level of involvement, and costs proposed by the subcontractor. This information should be presented in a way to distinguish it from the activities and costs of AU. A letter of commitment signed by an authorized representative of the subcontractor is also required. The AU Investigator should be prepared to explain the reasons for choosing the particular subcontractor.

**Consultants:** A statement of work and indications of rates to be charged should be included in the AU proposal in the form of a letter of commitment from the consultant showing his or her willingness to be a part of the AU effort.

Applicant Organization:

Mailing Address: Auburn University Office of Sponsored Programs 310 Samford Hall Auburn University, AL 36849-5131	Director of Sponsored Programs: Gene Taylor Email: ospadmn@auburn.edu Telephone: (334) 844-4438 Fax: (334) 844-5953
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*\*Authorized Official (Signing for Applicant Organization):*

**John M. Mason; Vice President for Research & Economic Development**

Business Information:

Awards should be sent to:	<b>Office of Sponsored Programs</b>	Financial Officer: Larry Hankins
Checks should be made payable:	<b>Auburn University</b>	Director, Contracts & Grants
Checks should be mailed to:	Auburn University ATTN: Contracts & Grants Accounting 208 M. White Smith Hall Auburn University, AL 36849	Accounting Email: larry.hankins@auburn.edu Telephone: (334) 844-4847 Fax: (334) 844-4844

Organizational Type: Institution of Higher Education & a Public Corporation under the laws of the State of Alabama

Important Proposal Information

**Congressional District: AL-003**      **County: Lee**  
**Employer ID Number - Federal ID Number - Tax ID Number: 63-6000724**  
**Cage Code # (Federal Agreements): 8H404**  
**Data Universal Number System (DUNS-for federal contracts): 066470972**  
**NSF Institutional/Organization Code: 0010090000**  
**Animal Assurance Number: A3152-01 Expiration Date: 08/31/2018**  
**Human Subject: FWA00001104 Expiration Date: 07/31/2020**  
**DHHS-PMS PIN: 0915P**  
**ASAP ID# 0169185**



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**Budget Information FY 2018:** Fringe benefit rate for employees\* year round for all divisions is:

Full Time	31.10 %
Part Time	12.20 %
Graduate Assts	4.10 %

\*Undergraduate student workers are exempt

**IDC Rates - DHHS Agreement Date: Indirect Rate Agreement: 6/2/2017**

	Effective on 10/1/2017	
	On Campus	Off Campus
Instruction	52%	26%
Research	51%	26%
Outreach	40%	26%
IPA	8%	8%

**FY 2018: AU Temporary Employment Rate: 15.42%**

**Modified Total Direct Costs (MTDC) - total direct costs minus:**

- x Equipment
- x Capital Expenditures
- x Charges for patient care
- x Portion of each subcontract in excess of \$25,000
- x Rental costs of off site facilities
- x Scholarships & fellowships
- x Tuition
- x Participant Support Costs

**Travel: (Click here to view the full Auburn Travel Policy)**

\$0.545/mile for personal vehicle use from AUBURN to:

ATLANTA airport (200 Miles)	One Way \$54.50 / Round Trip \$109.00
BIRMINGHAM airport (230 Miles)	One Way \$62.68 / Round Trip \$125.35
MONTGOMERY airport (124 Miles)	One Way \$33.79 / Round Trip \$67.58
COLUMBUS airport (82 Miles)	One Way \$22.35 / Round Trip \$44.69

Meals for out-of-state travel will be reimbursed for actual expenses up to \$34 per day (meals and tips) without receipts or \$60/day with itemized receipts

Out-of-state lodging = actual expense

Foreign lodging = actual expenses not to exceed Federal Travel Regs per diem for the visited city ( <http://aoprals.state.gov/> )

In-state per diem = \$75.00 per day

In-State trips with no overnight stay \$11.25 (6-12 hrs.) and \$30.00 (over 12 hrs.)

#### Important Definitions:

**Off-campus definition:** "For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. Grants or contracts will not be subject to more than one F&A cost rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project."

**Research:** Systematic study that is undertaken in order to gain a fuller scientific knowledge or understanding of a subject.

**Basic Research:** Research for the purpose of gaining a fuller knowledge or understanding of a subject without seeking specific ways to put that knowledge to work in new processes or products.

**Applied Research:** Research that seeks knowledge or understanding so that recognized and specific needs might be met.

**Developmental Research:** Putting information gained from research to use to create new products or processes.

**Organized Research:** All research and development activities of an institution that are separately budgeted and accounted for by project. This includes specific research projects funded by Auburn University as well as extramurally funded projects. **Code: OR**

**Instruction:** Except for research training, instruction includes all teaching and training, whether for credit toward a degree or certificate or on a non-credit basis. **Code: IN** (IN includes departmental research)

**Other Sponsored Activities:** Programs and projects supported by outside sponsors that involve performing work other than Instruction and Organized Research. University Outreach and Cooperative Extension are usually a part of this function. **Code: OS**

#### Cognizant Contract Administration Office

ONR Resident Representative  
100 Alabama Street, NW  
Suite 4R15  
Atlanta, GA 30303-3104  
(404) 562-1600  
(404) 562-1610 fax

#### Cognizant Audit Agent

Darryl W. Mayes, Deputy Director (301) 492-4855  
Division of Cost Allocation  
Department of Health & Human Services  
Room 1067  
330 Independence Ave., SW  
Washington, DC 20201