

CALS Grant Management Services (GMS) Ag Sci Room 304: calsgms@uidaho.edu

We provide college oversight for sponsored project post-award functions to ensure compliance with state, federal, and sponsor guidelines and adherence with university policy. In collaboration with the CALS Office of Grant and Project Development, we provide limited pre-award sponsored project proposal review.

| | | |
|--------------------------------------|--|-------------------|
| Holly Waters (Director): | hwaters@uidaho.edu | 208.885.5999 |
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CALS Office of Grant & Project Development (OGPD): cals-grants@uidaho.edu

We assist CALS with proposal and budget development, review, editing, and all aspects of the submission process.

Debbie Gray (Director) dgray@uidaho.edu or call via Teams

Julie Colson colson@uidaho.edu

Office of Sponsored Programs Administrators (SPA), Morrill Hall: preaward@uidaho.edu

OSP SPAs are assigned as proposals are entered in VERAS. Contact OSP Pre-Award staff and Sarah Martonick (Director) at the email above. Additional information from OSP about proposal preparation: www.uidaho.edu/research/about/osp

VERAS: veras.uidaho.edu Please start your application in VERAS as soon as you decide to submit a proposal.

VERAS is the UI system to route proposals for university review and electronic signature approval prior to submission to the funder. This allows CALS and OSP staff to prioritize and manage workload and competing deadlines. All requests for external funds must be routed through VERAS except for those determined as gifts. VERAS also provides access to grants.gov for final submission of grants.

NOTE: OSP requires all documents to be available in VERAS and grants.gov/other submission portal 4 full working days prior to the deadline for review. CALS requires all documents to be available in VERAS and grants.gov/other submission portal 10 full working days prior to the deadline. If a proposal has subawards, an additional 4 working days is required. If these deadlines are not met, your proposal may only receive limited review or may not be allowed for submission.

General Information for Grants:

- UI UEI (Unique Entity Identifier) QWYKRJH5NNJ3
- UI EIN (Employer Identification #) 82-6000945
- Human Subjects IRB Federal Assurance # 00005639
- Animal Care and Use
 - IACUC NIH/PHS # A3852-01
 - USDA AWA Certificate # 82-R-0002
- UI is an 1862 Land-Grant University
- UI Fiscal Year is July 1–June 30 (FY25 = 7/1/24-6/30/25)
- USDA NIFA ASAP Account # 1699269
- Authorized Organizational Representative (AOR):
Sarah Martonick, Director, Office of Sponsored Programs,
875 Perimeter Dr. MS 3020, Moscow, ID 83844-3020
208-885-6651, osp@uidaho.edu
- UI employees are NOT authorized to sign any contracts

Federally Funded Employee Compensation:

Effective January 1, 2024, Federal Executive Order 14026 requires all employees (including IH but usually not students) or contract employees funded by federal and federal flow-through funding shall be paid at least \$17.20/hour. Note USDA ARS and NACA agreements are exempt. More details: <https://tinyurl.com/federal-min-wage-EO14026>

Consolidated Fringe Benefits Rates: www.uidaho.edu/dfa/budget-and-planning/budget-office/fringe-benefits

| Employee Category | FY25 |
|--|-------|
| Faculty (Academic or Summer) & PERSI-eligible IH/Temp Help | 31.7% |
| Staff (Classified or Exempt) | 40.1% |
| IH/Temp Non-Student (non-PERSI benefit eligible) | 10.1% |
| Student (Academic or Summer) | 2.0% |

Graduate Tuition and Fees: (increases are announced mid-year)

A 3-5% annual increase is recommended for fees and health insurance for subsequent years.

<https://www.uidaho.edu/current-students/student-accounts/tuition-fees-refunds/current>

FY25 Idaho Resident Tuition Rates: Full-time graduate student rate (9-20 credits/semester) is \$5,408/semester (\$10,816/yr)

FY25 Idaho Resident Per-credit Rates: Part-time graduate fee per credit (1-8 credits/semester) is \$601/credit.

FY24 Mandatory Student Health Insurance Program (SHIP): \$1,080/semester (\$2,160/yr) (not updated as of 5/30/24)

FY25 Graduate Student Stipend Rates*: (CALS suggested minimum, based on FY appointments)

| Level | Rate/year | Rate/hour (based on 1300 hrs) | Appt. Type | Hours | Appt. Type | Hours |
|-----------|-----------|----------------------------------|-------------------------|-------|------------------|-------|
| M.S./M.A. | \$24,000 | \$18.46 | Full-Time Fiscal Year | 1300 | Full-Time Summer | 520 |
| Ph.D. | \$28,000 | \$21.54 | Full-Time Academic Year | 780 | Half-Time Summer | 260 |

*For NIH Salary Cap and Stipends see: www.niaid.nih.gov/grants-contracts/salary-cap-stipends

Travel and per Diem Rates:

For more information, see: www.uidaho.edu/finance/controller/accounts-payable/travel-services

Mileage reimbursement rate: \$0.67 cents per mile for use of privately owned vehicles (effective February 1, 2024).

Rental Cars: When possible, use preferred vendor *Enterprise Rent-A-Car Corporate Account (XZ47IDS)* or *Hertz Rental Car (Contract Number #65573)*.

Do NOT opt for additional insurance coverage on any rental cars. It is NOT an allowable expense per State of Idaho Policy.

Per Diem Rates: (Federal rates are acceptable and can be found at www.gsa.gov/travel/plan-book/per-diem-rates)

| | In-State | Out-of-State |
|---------------|----------|---|
| Breakfast | \$8.00 | Please use federal M&IE rates for your destination state (or specific city) available at www.gsa.gov/travel/plan-book/per-diem-rates |
| Lunch | \$18.00 | |
| Dinner | \$29.00 | |
| Full Day Rate | \$55.00 | |

| Departure | Return |
|------------------------------------|------------------------------------|
| 7 am and after no breakfast | 8 am and before no per diem |
| 11 am and after no lunch | 2 pm and before no lunch |
| 5 pm and after no per diem | 7 pm and before no dinner |

F&A/Indirect Costs Rate Table: Absent a written sponsor policy limiting F&A rates, UI must use the rates below.

The PI may also apply for a voluntary cost-share waiver from the VP of ORED to use a lower rate. **International entities cannot limit our F&A rate unless they are non-profit entities.**

| TYPE | 7/1/22- until renegotiated | INDUSTRY [‡] 7/1/21- | BASE ¹ |
|---|----------------------------|-------------------------------|-------------------|
| Organized Research | | | |
| On-Campus ² | 50.0% | 57.13% | MTDC |
| Off-Campus ³ | 26.0% | 31.27% | MTDC |
| Instruction | | | |
| On-Campus ² | 59.7% | 83.74% | MTDC |
| Off-Campus ³ | 26.0% | 50.3% | MTDC |
| Other (formerly Public Service/Outreach) | | | |
| On-Campus ² | 38.0% | 50.1% | MTDC |
| Off-Campus ³ | 26.0% | 34.82% | MTDC |
| Ag & Forestry Exp. Station/Research Centers ⁴ | 39.0% | 53.32% | MTDC |
| State of Idaho (not including Federal pass-through dollars; base is Total Direct Costs) | 20.0% | N/A | TDC |

¹MTDC (Modified Total Direct Costs): The following are excluded when calculating F&A/indirect costs: Tuition/fees, Equipment >\$5K, Construction costs, and the amount of each individual subcontract above the first \$25K.

¹TDC (Total Direct Costs): There are no exclusions when calculating indirect costs, ALL direct costs are included in the total.

²On-Campus: County Extension offices are considered 'on-campus' for the calculation of indirect cost rates.

³Off-Campus: A project is designated as 'off-campus' if more than 2/3 of the work occurs at locations other than University owned or operated facilities and indirect costs associated with physical plant and library are not considered applicable.

⁴Ag & Forestry Experiment Station: A project may be designated as 'Ag & Forestry Experiment Station' if more than 2/3 of the work occurs at one or more of the following locations: *Aberdeen R&E Center; Caldwell R&E Center; Nancy M. Cummings R&E Center; Kimberly R&E Center; Parma R&E Center; Rinker Rock Creek Ranch; Sandpoint Organic Agriculture Center; Tetonia R&E Center; Twin Falls R&E Center; U.S. Sheep Experiment Station (Dubois)*.

[‡] Industry rate: Applies only to private companies.