# OFFICE OF RESEARCH SERVICES
## FOR THE HEALTH SCIENCES
### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Official Name &amp; Address</th>
</tr>
</thead>
</table>
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Maywood, Illinois 60153-3328  
Research Office General Phone (708) 216-8433  
Research Office Fax (708) 216-8231 |

<table>
<thead>
<tr>
<th>Authorized Institutional Officials (Signatories)</th>
</tr>
</thead>
</table>
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smeyer1@luc.edu |

*Indicate Dr. Callahan for documents that require ink signature.*

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| Susan Pugl  
Assistant Director of Research Administration  
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x68537  
smeyer1@luc.edu |
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PHS NIH Public Access Monitor
Jeanne Sadlik, x65304
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General Information
Organization Component Codes ................................................ 01 School of Medicine
................................................................................................... 01 School of Nursing
Federal Tax ID Number ............................................................. 36-1408475
LUHS Federal Tax ID Number .................................................. 36-4015560
Entity ID Number ................................................................. 1361408475A2
Congressional District ............................................................ IL-007
DUNS Number (LUC) .......................................................... 791277940
  LUMC/LUHS DUNS Number ............................................. 151760063
  Hines VA DUNS Number .................................................... 187174339
CAGE NUMBER ........................................................................ 9M268
FICE NUMBER ......................................................................... 001710
IDHR NUMBER ...................................................................... 91707-00-0
IRB FWA ............................................................................ 00017487
IACUC Assurance Number ................................................... A3117-01
9-Digit Zip Code ...................................................................... 60153-3328
IPF Code: ............................................................................... 4689203
NTEE (National Taxonomy of Exempt Entities) Code .......... B43
FILED ASSURANCES:

- CIVIL RIGHTS - TITLE VI (#23-0580) (HEW 441)...........Filed Date: 06/19/2001 (HHS690)
- HANDICAPPED INDIVIDUALS - SECTION 504..................Filed Date: 06/19/2001 (HHS690)
- SEX DISCRIMINATION - TITLE IX..............................Filed Date: 06/19/2001 (HHS690)
- AGE DISCRIMINATION ..............................................Filed Date: 06/19/2001 (HHS690)
- DRUG-FREE WORKPLACE...........................................Filed Date: 04/06/1989
- SCIENTIFIC MISCONDUCT (#4689201).........................Filed Date: 01/30/1998 (HHS6315)
- AAALAC - FILE No. 000180........................................Filed Date: 11/19/2013
- USDA REGISTRATION
- USDA CERTIFICATE: ................................................33-R-024
- DRUG-FREE ASSURANCE:...........................................Filed Date: 04/06/1989
- DEA REGISTRATION:...............................................PLO182188
- OLAW

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**Regulatory Compliance & Committee Information**

**Institutional Review Board (IRB)**
Federal Wide Assurance No. 00017487
Approval date expires 03/31/2020

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**Radiation Safety**
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Chair
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**Institutional Animal & Use Committee (IACUC)**
Multiple Project Assurance No. A3117-01
Approval Date: 8/13-02/17
AAALAC Accredited

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Maria Pelc, x69179
Administrative Secretary
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**Budget Information**

<table>
<thead>
<tr>
<th>Fringe Benefit Rates FY 2017 SSOM</th>
<th>Fringe Benefit Rates FY 2017 MSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>27.3%</td>
</tr>
<tr>
<td>Staff</td>
<td>27.2%</td>
</tr>
<tr>
<td>Graduate Students Tuition</td>
<td>35.2%</td>
</tr>
<tr>
<td>Grad Student Health Insurance</td>
<td>11.5%</td>
</tr>
<tr>
<td>Part-Time Faculty &amp; Staff</td>
<td>7.8%</td>
</tr>
<tr>
<td>Non-Grant AU Fringe Rate</td>
<td>29.0%</td>
</tr>
<tr>
<td>Faculty</td>
<td>28.3%</td>
</tr>
<tr>
<td>Staff</td>
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</tr>
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</table>

Federal Salary Cap = $185,100

**NIH NRSA Predoctoral Stipend: $23,376**

<table>
<thead>
<tr>
<th>NIH NRSA Postdoctoral Years of Experience and Stipend Levels</th>
<th>Stipend Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$43,692</td>
</tr>
<tr>
<td>1</td>
<td>$45,444</td>
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<tr>
<td>2</td>
<td>$47,268</td>
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<td>3</td>
<td>$49,152</td>
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<tr>
<td>4</td>
<td>$51,120</td>
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<tr>
<td>5</td>
<td>$53,160</td>
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<tr>
<td>6</td>
<td>$55,296</td>
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<tr>
<td>7 or More</td>
<td>$57,504</td>
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</tbody>
</table>

Mileage rate in Calendar Year 2016 = 54 cents per mile

Capital Equipment ≥ $5,000

Future year increases = 3%

**Cost Sharing and/or Matching Funds:** Requests to include cost share or matching funds must be preapproved by Margaret Callahan, Provost for Health Sciences. Be mindful that reductions/waivers of F&A negatively impact our future F&A rates. F&A is used to help cover our operating costs (staff salary, utilities, building maintenance, etc.), so it is important that we recover all we can.

**Facilities and Administrative Costs (F&A), or Indirect Costs (IDC)**

**Federal F&A Rates:**

- 51% On-Campus (Maywood)
- 43% On-Campus (Lake Shore)
- 26% Off-Campus (all locations)

Cognizant Agency: DHHS Contact Person: Arif Karim, 214-767-3261
DHHS Agreement Date: 03/29/2016
Effective 07/01/2012-06/30/2017
Base: Modified Total Direct Cost (MTDC)

Exemptions: Equipment, capital expenditures, patient care costs, tuition, grad student benefits, and a portion of each subcontract exceeding $25,000.

**Non-Federal F&A Rates:**

26% of total direct costs for all non-federal sponsors (for-profit and non-profit).
Reduction or Waiver of F&A Rates:

Requests to either reduce or waive our F&A rates must be preapproved by Margaret Callahan, Provost for Health Sciences. Be mindful that reductions/waivers of F&A negatively impact our future F&A rates. F&A is used to help cover our operating costs (staff salary, utilities, building maintenance, etc.), so it is important that we recover all we can.

Postaward Administration (Account Setup & Budget Appropriations)

HSD Finance

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Juana Arauz
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Rus Pascual
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Financial Officer Responsible for Fiscal Reporting and Where Checks Should Be Sent

Donna Quirk, MBA
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Loyola University Chicago

Sponsored Program Accounting
820 N. Michigan Avenue
Lewis Towers, 13th Floor
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Phone 312-915-8723
Fax 312-915-8705

PLEASE REFER TO THE SPONSORED PROGRAM WEBSITE FOR CURRENT STAFF LISTING
http://www.luc.edu/spa/contact_us.shtml
**Graduate School**

Leanne Cribbs, PhD, Director, Graduate Programs

Donna Buczek  x63650  SSOM-ORSHS 400  
Ann Kennedy  x63353  SSOM-ORSHS 400  
Margarita Quesada  x63532  SSOM-ORSHS 400

<table>
<thead>
<tr>
<th>Graduate Student Stipend (SSOM)</th>
<th>$27,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Student Stipend (MSON)</td>
<td>$18,000</td>
</tr>
</tbody>
</table>

**Tuition & Fees 2016-2017**

**Tuition**

- Per credit hour: $1,003.00

**Course Fees (per course):**

- Thesis Supervision: Course 595: $500.00
- Dissertation Supervision: Course 600: $1,935.00
- Master's Study: Course 605: $565.00
- Doctoral Study: Course 610: $1,350.00

**Mandatory Fees**

- Student Activity Fee, per semester (except for students in online programs): $50.00
- Health Services Fee, per semester (except for students in online programs): $162.50
- Fitness Center Fee, per semester (except for students in online programs): $160.00
- Student Health Insurance Premium, annually: *$2,925.00

**For eligibility and information, visit** [http://www.luc.edu/bursar/insurance.shtml](http://www.luc.edu/bursar/insurance.shtml)

**Other Graduate Fees**

- Matriculation Fee: $100.00
- Fees for All Schools and Divisions:
  - Breakage/Damage Fee in Labs: As billed
  - Judicial Fines: As billed
  - Late Registration Fee (not refundable): $50.00
  - Late Payment Fee: 1.5% monthly
  - Miscellaneous Charges: As billed
  - Parking Permit Rates: As billed
  - Parking Tickets/Fines: As billed
  - Rambler Bucks: As billed
  - Returned Check Fee: $40.00
  - Room & Board Rates: As billed
  - Room Damages Fees: As billed

*Please note: Subject to change without notice*

_Last updated: June 30, 2016_