# OFFICE OF RESEARCH SERVICES
## HEALTH SCIENCES CAMPUS
### GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Official Name &amp; Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loyola University of Chicago</td>
</tr>
<tr>
<td>2160 S. First Avenue</td>
</tr>
<tr>
<td>Maywood, Illinois 60153-3328</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Office General Phone (708) 216-8434</th>
</tr>
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<tbody>
<tr>
<td>Research Office Fax (708) 216-8231</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorized Institutional Officials (Signatories)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Norberto M. Grzywacz, PhD</td>
</tr>
<tr>
<td>Provost</td>
</tr>
<tr>
<td>2160 S. First Avenue</td>
</tr>
<tr>
<td>Maywood, Illinois 60153-3328</td>
</tr>
<tr>
<td>312-915-7585</td>
</tr>
<tr>
<td><a href="mailto:researchhsd@luc.edu">researchhsd@luc.edu</a></td>
</tr>
</tbody>
</table>

|Susan J. Pugl|
|Assistant Director of Research Administration|
|Office of Research Services|
|Health Sciences Campus|
|2160 S. First Avenue|
|Maywood, Illinois 60153-3328|
|708-216-8537|
|smeyer1@luc.edu|

*Indicate Dr. Grzywacz for ink signatures.*

| Indicate Ms. Pugl for electronic signatures. |

## Grant and Contract Administration

<table>
<thead>
<tr>
<th>Grant and Contract Administration</th>
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</thead>
<tbody>
<tr>
<td>Laura Lindley, MA, x62636</td>
</tr>
<tr>
<td>Senior Director of Research Administration</td>
</tr>
<tr>
<td><a href="mailto:lindley1@luc.edu">lindley1@luc.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Grant Administration</th>
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<tbody>
<tr>
<td>Susan Pugl, CRA, x68537</td>
</tr>
<tr>
<td>Assistant Director</td>
</tr>
<tr>
<td><a href="mailto:smeyer1@luc.edu">smeyer1@luc.edu</a></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Contract Administration</th>
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</thead>
<tbody>
<tr>
<td>Nicole Pisano, JD, x62694</td>
</tr>
<tr>
<td>Assistant Director</td>
</tr>
<tr>
<td><a href="mailto:npisano@luc.edu">npisano@luc.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rosaria Aguirre, MEd, CRA, x68975</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Grant Administrator</td>
</tr>
<tr>
<td><a href="mailto:raguirre@luc.edu">raguirre@luc.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Kayla Jewell, JD, x62524</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Analyst</td>
</tr>
<tr>
<td><a href="mailto:kjewell@luc.edu">kjewell@luc.edu</a></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Tracy Foxworth, MS, CRA, x68797</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Grant Administrator</td>
</tr>
<tr>
<td><a href="mailto:tfoxwor@luc.edu">tfoxwor@luc.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Administration Central Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:contractsHSD@luc.edu">contractsHSD@luc.edu</a></td>
</tr>
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<thead>
<tr>
<th>Tech Transfer</th>
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</thead>
<tbody>
<tr>
<td>Rachel Beyler, x69391</td>
</tr>
<tr>
<td>Paralegal</td>
</tr>
<tr>
<td><a href="mailto:rbeyler@luc.edu">rbeyler@luc.edu</a></td>
</tr>
</tbody>
</table>
### Clinical Research

**Clinical Research Office**  
Colleen Fitzgerald, MD, x63387  
Director  
cfitzgerald@lumc.edu

Jessica Shore, PhD, x62027  
Senior Director  
jsshore@luc.edu

Brianna Burke, x64282  
Operations Manager  
bburke5@luc.edu

Gabriela Sandoval, x68663  
Financial Coordinator  
gsandoval@luc.edu

**LUMC (Hospital) Clinical Research Office**  
Katie Van Meurs, x64412  
Clinical Research Operations Manager  
katherine.vanmeurs@lumc.edu

Ivonne Arroyo, x68808  
Clinical Research Business Analyst  
ivonne.arroyo@luhs.org

### Regulatory Compliance & Committee Information

**Institutional Review Board (IRB)**  
Federal Wide Assurance No. 00017487  
Approval expires 03/26/2025

Kenneth Micetich, MD, x73144  
Chair  
kmiceti@lumc.edu

Cynthia Tom-Klebba, x66198  
Director, Human Research Protections  
tomklebba@luc.edu

Angie Carrico, x64608  
Assistant Director  
acarrico@luc.edu

Linda Millbrandt, x64567  
Asst Director, Human Research Protections Program  
lmillbr@luc.edu

**Institutional Biosafety Committee (IBC)**  
Thomas Gallagher, PhD, x64850  
Chair  
tgallagher@luc.edu

Matthew Hejna, x66738  
IBC Coordinator  
mhejna@luc.edu

**Institutional Animal & Use Committee (IACUC)**  
Multiple Project Assurance No. A3117-01  
Approval expires: 02/28/2022

AAALAC Accredited (#000180, issued 11/14/2019)  
USDA Licensed (#33-R-0024, expires 08/24/2020)  
OLAW (D16-00074, expires 02/28/2022)

Jawed Fareed, PhD, x65581  
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jfareed@luc.edu

Antonio Valero, DVM, LATG, CPIA, x64288  
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Peggie Young, x65997  
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**Radiation Safety**  
Robert Wagner, MD, x68667  
Chair  
rwagner@lumc.edu

**Research Compliance Officer**  
Matthew Hejna, x66738  
Director of Research Compliance & Safety  
mhejna@luc.edu
HSC Schools

**STRITCH SCHOOL OF MEDICINE (SSOM)**

**Dean**
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nvillarreal@luc.edu

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msingh@lumc.edu

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Administrative Research Coordinator
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**Assistant Dean for Student Research (STAR)**
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Administrative Assistant II
mpelc@luc.edu

**Administration**
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**Assistant Dean for Basic Science and Postdoctoral Affairs**
Ruben Mestril, PhD
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**MARCELLA NIEHOFF SCHOOL OF NURSING (MNSON)**

**Dean**
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Executive Assistant
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**Associate Dean for Research**
Karen Saban, RN, PhD, APN, CNRN, FAAN
ksaban@luc.edu

**Administration**
Annie McCormack, x62226
Director of Finance and Business Operations, MNSON
amccorm@luc.edu

**Research**
Nancy Hernandez, x69687
Grant & Financial Services Coordinator
nhernandez10@luc.edu

**PARKINSON SCHOOL OF HEALTH SCIENCES AND PUBLIC HEALTH (PARKS)**

**Dean**
Elaine Morrato, DrPH, MPH, CPH
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Roberta Dvells, x60990
Administrative Assistant
rdvells@luc.edu

**Administration**
Samantha Dumm, MBA, x79012
Administrative Director
sdumm@luc.edu
Office of Strategy and Innovation

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Tracy Bielecki Smith, x69222  Craig Duetsch, x62231
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Paralegal, Technology Transfer  Associate Vice President, Health Information and
rbeyler@luc.edu  Systems Development
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Office of Advancement

Andrea Wynne, x63209  Stephanie Kimmel, MBA, x56065
Associate Vice President, Health Sciences Division  Director, Corporate and Foundation Relations
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Postaward Administration and Finance/Business Operations

Financial Services  School Business Operations
Joanna Nabozna-Wasilewska, x65804  Samantha Dunn, MBA, x79012
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Juana Arauz, x63759  Annie McCormack, x62226
Senior Financial Analyst  Director of Finance and Business Operations, MNSON
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Alex Hollibaugh, x68783  Kristin Wojtulewicz, x72703
Financial Analyst  Director of Business Operations, SSOM
ahollibaugh@luc.edu  kwojtul@luc.edu

Financial Officer Responsible for Fiscal Reporting and Where Payment Should Be Sent

Brian Slavinskas, x58730
Senior Director, Sponsored Program Accounting
bslavin@luc.edu

Loyola University Chicago
Sponsored Program Accounting
820 N. Michigan Avenue
Lewis Towers, 13th Floor
Chicago, IL 60611
Phone 312-915-8723
Fax 312-915-8705

Sponsored Program Accounting Central Email
grntcon@luc.edu

Please refer to the Sponsored Program Accounting website for current staff listing:
http://www.luc.edu/spa/contact_us.shtml
General Institutional Information

Organization Component Codes.........................................................01 School of Medicine
.................................................................................................01 School of Nursing
Federal Tax ID Number.................................................................36-1408475
LUHS (hospital) Federal Tax ID Number .......................................36-4015560
Entity ID Number .................................................................1361408475A2
Congressional District .................................................................IL-007
DUNS Number (LUC) ..................................................................791277940
.................................................................LUMC/LUHS (hospital) DUNS Number 963910265
Hines VA DUNS Number ......................................................187174339
CAGE NUMBER ..............................................................................9M268
FICE NUMBER ..................................................................................001710
IDHR NUMBER ................................................................................91707-00-0
IRB FWA – Human Subjects Assurance Number ..........................00017487
IACUC Animal Welfare Assurance Number ..................................A3117-01
IPF Code:.........................................................................................4689203
NTEE (National Taxonomy of Exempt Entities) Code ..................B43
European Union Participant Identification Code (PIC) ..................955390443

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)
• DRUG-FREE ASSURANCE: ......................................................Filed Date: 04/06/1989
• DEA REGISTRATION: .............................................................PLO182188

Budget Information

<table>
<thead>
<tr>
<th>Fringe Benefit Rates FY 2020 SSOM/PARKS</th>
<th>Fringe Benefit Rates FY 2020 MNSON</th>
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</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>22.2%</td>
</tr>
<tr>
<td>Staff</td>
<td>22.1%</td>
</tr>
<tr>
<td>Graduate Student Tuition</td>
<td>39.2%</td>
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<tr>
<td>Grad Student Health Insurance</td>
<td>9.1%</td>
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<tr>
<td>Part-Time Faculty &amp; Staff</td>
<td>7.8%</td>
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<tr>
<td>Non-Grant AU Fringe Rate</td>
<td>30.0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fringe Benefit Rates FY 2021 SSOM/PARKS</th>
<th>Fringe Benefit Rates FY 2021 MNSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>22.3%</td>
</tr>
<tr>
<td>Staff</td>
<td>20.6%</td>
</tr>
<tr>
<td>Graduate Student Tuition</td>
<td>37.9%</td>
</tr>
<tr>
<td>Grad Student Health Insurance</td>
<td>11.3%</td>
</tr>
<tr>
<td>Part-Time Faculty &amp; Staff</td>
<td>7.8%</td>
</tr>
<tr>
<td>Non-Grant AU Fringe Rate</td>
<td>30.0%</td>
</tr>
</tbody>
</table>

Federal Salary Cap = $197,300

NIH NRSA Predoctoral Stipend = $25,320

NIH NRSA Postdoctoral Years of Experience and Stipend Levels

<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>Stipend</th>
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<tbody>
<tr>
<td>0</td>
<td>$52,704</td>
</tr>
<tr>
<td>1</td>
<td>$53,076</td>
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<tr>
<td>2</td>
<td>$53,460</td>
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<tr>
<td>3</td>
<td>$55,596</td>
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<tr>
<td>4</td>
<td>$57,456</td>
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</table>
Mileage rate in Calendar Year 2020 = 57.5 cents per mile

Capital Equipment ≥ $5,000

Future year increases = 3%

**Cost Sharing (In-Kind or Matching Funds):** Requests to include cost share (including in-kind or matching funds) must be preapproved by Dr. Norberto Grzywacz, Provost and Chief Academic Officer. Be mindful that cost sharing negatively impacts 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), a.k.a. Indirect Costs (IDC)

Cognizant Agency: DHHS
Contact Person: Arif Karim, 214-767-3261
DHHS Agreement Date: 03/16/2020
Effective through 06/30/2022
Base: Modified Total Direct Cost (MTDC)

Exemptions: Equipment, capital expenditures, charges for patient care, (facility) rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000.

**F&A Rates**

**Sponsored Projects:**

<table>
<thead>
<tr>
<th>Fiscal Year (July-June)</th>
<th>On-Campus Organized Research</th>
<th>On-Campus *Other Sponsored Activity</th>
<th>Off-Campus All Programs</th>
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<tbody>
<tr>
<td>FY20</td>
<td>52.5%</td>
<td>40%</td>
<td>26%</td>
</tr>
<tr>
<td>FY21</td>
<td>53.5%</td>
<td>40%</td>
<td>26%</td>
</tr>
<tr>
<td>FY22</td>
<td>54.0%</td>
<td>40%</td>
<td>26%</td>
</tr>
</tbody>
</table>

*Other Sponsored Activity* includes programs and projects that involve the performance of work other than organized research or instruction (e.g., community service, public outreach, conferences, and seminars) or for activities where there is no training of students, data collection, or evaluation of any kind.

**Reduction or Waiver of F&A Rates:**

Requests to either reduce or waive our F&A rates must be preapproved by Dr. Norberto Grzywacz, Provost and Chief Academic Officer. Be mindful that reductions/waivers of F&A result in cost sharing, which negatively impacts 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.

### Graduate School

Leanne Cribbs, PhD, x72817
Associate Dean for Graduate Education
lcribbss@luc.edu

Melanie Bollnow, x63650
Graduate Programs Administrator
mbollnow@luc.edu

Ann Kennedy-Czahor, x63353
Administrative Assistant II
akenne1@luc.edu

Anna Dauzvardis, x63531
Student Program Recruiter
aduzvardis@luc.edu

Margarita Quesada, x63532
Administrative Secretary
mquesada@luc.edu
Graduate Student Stipend (SSOM) $30,000
Graduate Student Stipend (MSON) $20,000

Tuition & Fees

Tuition
Per credit hour $1,120

Course Fees (per course):
Thesis Supervision: Course 595 $500
Dissertation Supervision: Course 600 $1,935
Master's Study: Course 605 $565
Doctoral Study: Course 610 $1,350

Mandatory Fees
Student Activity Fee, per semester (except for students in online programs) $600
Health Fee, per semester (except for students in online programs) $176
Fitness Center Fee, per semester (except for students in online programs) $172
Computer Lab/Technology Fee
  Registered for 9 or more hours $125
  Registered for 4 to 8 hours $65
  Registered for 1 to 3 hours $30
Student Health Insurance Premium, annually $3,095
For eligibility and information, visit http://www.luc.edu/bursar/insurance.shtml

Other Graduate Fees
Matriculation Fee (payable at time of registration) $100

Fees for All Schools and Divisions
Breakage/Damage Fee in Labs As billed
Judicial Fines As billed
Late Registration Fee (not refundable) $50
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
Replacement Refund Check Fee $25
Room & Board Rates As billed
Room Damages Fees As billed

Please note: All tuition and fees are subject to change. Refer to the Office of the Bursar’s website for the most updated figures. The current URL is https://www.luc.edu/bursar/tuitionfees/2019-2020/graduate-lumc/

Last updated: May 14, 2020