**SPONSORED PROGRAM SERVICES**

**Proposal Preparation - QUICK FACTS**

% Effort $\rightarrow$ Calendar Months

12 months x % effort x FTE = cal mos

(chart below is for 1.0 FTE employees)

<table>
<thead>
<tr>
<th>% effort</th>
<th>cal mos</th>
<th>% effort</th>
<th>cal mos</th>
</tr>
</thead>
<tbody>
<tr>
<td>1%</td>
<td>0.12</td>
<td>35%</td>
<td>4.20</td>
</tr>
<tr>
<td>2%</td>
<td>0.24</td>
<td>40%</td>
<td>4.80</td>
</tr>
<tr>
<td>3%</td>
<td>0.36</td>
<td>45%</td>
<td>5.40</td>
</tr>
<tr>
<td>4%</td>
<td>0.48</td>
<td>50%</td>
<td>6.00</td>
</tr>
<tr>
<td>5%</td>
<td>0.60</td>
<td>55%</td>
<td>6.60</td>
</tr>
<tr>
<td>6%</td>
<td>0.72</td>
<td>60%</td>
<td>7.20</td>
</tr>
<tr>
<td>7%</td>
<td>0.84</td>
<td>65%</td>
<td>7.80</td>
</tr>
<tr>
<td>8%</td>
<td>0.96</td>
<td>70%</td>
<td>8.40</td>
</tr>
<tr>
<td>9%</td>
<td>1.08</td>
<td>75%</td>
<td>9.00</td>
</tr>
<tr>
<td>10%</td>
<td>1.20</td>
<td>80%</td>
<td>9.60</td>
</tr>
<tr>
<td>15%</td>
<td>1.80</td>
<td>85%</td>
<td>10.20</td>
</tr>
<tr>
<td>20%</td>
<td>2.40</td>
<td>90%</td>
<td>10.80</td>
</tr>
<tr>
<td>25%</td>
<td>3.00</td>
<td>95%</td>
<td>11.40</td>
</tr>
<tr>
<td>30%</td>
<td>3.60</td>
<td>100%</td>
<td>12.00</td>
</tr>
</tbody>
</table>

**Cognizant Federal Agency:**

DHHS, Edwin Miranda (212) 264-2069

**DHHS Rate Agreement – dated 5/26/2020**

F&A Base: Modified Total Direct Costs (MTDC)

**Facilities & Administrative (F&A) Cost Rates**

Research: 64%

Other Sponsored Program/Activity: 38%

Instruction (On Campus): 54%

Off Campus – All Activities: 26%

Pharmaceutical Clinical Trials: 25%

Administrative Fees on Unrestricted Gifts: 5%

**Tuition and Fees** (in-state)

- **PhD (in-state):** $16,908 (9 credits) + $584 fees = $17,492
- **MD:** $40,287 + $2,660 fees = $42,947 (in-state)
- **DMD:** $37,063 + $2,844 fees = $39,907 (in-state)

**Financial Contact (mail checks to):**

David Larkin, Director
Sponsored Program Services
Ph: (860) 679-8816 Fax: (860) 679-4014
grantaward@uchc.edu MC 5335

**SPONSORED PROGRAM SERVICES**

**Proposals Submission Policy and Due Dates**

**Full Business Days Before Submission Deadline**

- **> 6 days:** PI provides app. components to local grants admin.
- **5 days:** Complete application (plus near final draft narrative) submitted to SPS
- **2-5 days:** SPS reviews and provides feedback, allowing time for corrections
- **3 days:** Final narrative submitted to SPS
- **1-2 days:** Approvals completed, corrections addressed
- **1 day or more before deadline:** Application submitted

**Legal Name:** University of Connecticut Health Center

**PHS Entity Number (EIN):** 1521725543A1

**IRS Tax ID Number (TIN):** 52-1725543

**Tax Exempt Status:** 501(c)(1)

**Congressional District:** CT-005

**DUNS Number:** 02-225-4226

**Human Subjects Assurance #:** 00006064

**Animal Welfare Assurance #:** A3471-01

**Comm. & Gov. Entity (CAGE):** 1G782

**Director:**

Paul Hudobenko: hudobenko@uchc.edu x 3951

**Sponsored Programs Specialists:**

Hanna Koziol: hkoziol@uchc.edu x 8734

Jen Mackowski: jmackowski@uchc.edu x 6521

Tracy M. Root: troot@uchc.edu x 2434

Pam Vachon: vachon@uchc.edu x 8708

Wendy Walsh: wewalsh@uchc.edu x 5472

**SPS Contract Specialist:**

Jennifer Pomales: pomales@uchc.edu x 7937

**SPS Program Coordinators:**

Barbara Caron: bcaron@uchc.edu x 7647

Zofia Gil: zofia@uchc.edu x 7222

Margaret Machaj: machaj@uchc.edu x 8737

Patricia Olsen: olsen@uchc.edu x 3155

Pam Salka: psalka@uchc.edu x 4067

**IMPORTANT NUMBERS**

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**Fringe Rates**

<table>
<thead>
<tr>
<th>Employee Class</th>
<th>DHHS Proposed Rates for (FY22)</th>
<th>Rates for Grant Proposals (Future Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>41.7%</td>
<td>44%</td>
</tr>
<tr>
<td>UHP</td>
<td>62.1%</td>
<td>64%</td>
</tr>
<tr>
<td>Grad Asst / Foreign Nat’l</td>
<td>22%</td>
<td>22%</td>
</tr>
<tr>
<td>Special Payroll</td>
<td>16%</td>
<td>16%</td>
</tr>
<tr>
<td>Classified</td>
<td>79.0%</td>
<td>79%</td>
</tr>
</tbody>
</table>

**UCH/State of CT Fiscal Year: July 1–June 30**

**FY19 Single Audit**

**Federal Fiscal Year: October 1–September 30**

**NIH Parent Announcements (R, T, K, F)**

**DHHS Salary Cap:** $199,300 (NOT-OD-21-057)