**SPONSORED PROGRAM SERVICES**

**Proposal Preparation - QUICK FACTS**

- **% Effort → Calendar Months**
  
  \(12 \text{ months} \times \% \text{ effort} \times \text{ FTE} = \text{ cal mos} \)

  (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>
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<tr>
<td>20%</td>
<td>2.40</td>
<td>90%</td>
<td>10.80</td>
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<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: $38,585 +$3,035 fees = $41,620 (in-state)
  - DMD: $35,810 + $2,752 fees = $38,562 (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

- **Director:**
  
  Paul Hudobenko: hudobenko@uchc.edu x 3951

- **SPS Routing Deadlines**
  
  **STREAMLINE ROUTE:**
  
  **Due 5 days prior to Sponsor’s deadline**

  - Permitted when SPS is submitting the final application (NEW/RENEWAL applications only).
  - Include IPR form (routing), detailed budget, budget justification, abstract/SOW, consortium documents and other documents requiring institutional signature.

  **FINAL APPLICATIONS:**
  
  Due NOON the day prior to Sponsor’s deadline

---

**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

**NRSA Training Grants & Fellowships:**

- **Predoctoral Fellows/Graduate Students:**
  
  Stipend: $25,320 Inst. Allowance: $4,200

- **Postdoctoral Fellows:**
  
  Stipend: $52,704 (“0” level) Inst. Allowance: $11,850

- UCH Graduate Assistant Stipend: $32,000

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

- **PhD (in-state):** $16,908 (9 credits) + $584 fees = $17,492
- **MD:** $38,585 +$3,035 fees = $41,620 (in-state)
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Sponsored Program Services
Ph: (860) 679-8816   Fax: (860) 679-4014
grantaward@uchc.edu MC 5335

- **Authorized Institutional Official:**
  
  Paul Hudobenko, Director
  Sponsored Program Services
  Ph: (860) 679-4040 Fax: (860) 679-4014
  grantaward@uchc.edu MC 5335

**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:** gil@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**

- **Legal Name:** University of Connecticut Health Center
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**Fringe Rates**

- **Employee Class**
  
<table>
<thead>
<tr>
<th>Employee Class</th>
<th>DHHS Rates for (FY21)</th>
<th>Rates for Grant Proposals (Future Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>40.9%</td>
<td>43%</td>
</tr>
<tr>
<td>UHP</td>
<td>59.9%</td>
<td>62%</td>
</tr>
<tr>
<td>Grad Asst / Foreign Na'tl</td>
<td>22%</td>
<td>22%</td>
</tr>
<tr>
<td>Special Payroll</td>
<td>15%</td>
<td>15%</td>
</tr>
<tr>
<td>Classified</td>
<td>79.0%</td>
<td>79%</td>
</tr>
</tbody>
</table>

**Sprague Route Deadlines**

**STREAMLINE ROUTE:**

**Due 5 days prior to Sponsor’s deadline**

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**FINAL APPLICATIONS:**

Due NOON the day prior to Sponsor’s deadline

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Rev. 07-14-2020