

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

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Debbie Gray (pre-award only):	Call via Teams	<a href="mailto:dgray@uidaho.edu">dgray@uidaho.edu</a>

**CALS Grant & Project Development (OGPD) Ag Sci Room 308: [cals-grants@uidaho.edu](mailto:cals-grants@uidaho.edu)**

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

Debbie Gray (Interim Director) [dgray@uidaho.edu](mailto:dgray@uidaho.edu) or call via Teams  
 Julie Colson [colson@uidaho.edu](mailto:colson@uidaho.edu)  
 Tenley Burke [tenleyb@uidaho.edu](mailto:tenleyb@uidaho.edu)

**Office of Sponsored Programs Administrators (SPA), Morrill Hall: [preaward@uidaho.edu](mailto: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](http://www.uidaho.edu/research/about/osp)

**VERAS: [veras.uidaho.edu](http://veras.uidaho.edu)**

VERAS is the UI system to route proposals for university review and electronic signature approval prior to submission to the funder. **Please start your application in VERAS as soon as you decide to submit a proposal.** 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](http://grants.gov) for final submission of grants.

**NOTE:** All change requests to existing grants/contracts (e.g., no-cost time extensions, change of PI, change of effort, re-budgets, etc.) are processed through VERAS via the Prior Approval Request Form located in the proposal folder. The CALS GMS team ([calsgms@uidaho.edu](mailto:calsgms@uidaho.edu)) can assist in drafting and processing prior approval forms.

**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 (FY24 = 7/1/23-6/30/24)
- 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](mailto:osp@uidaho.edu)
- UI employees are NOT authorized to sign any contracts

**Federally Funded Employee Compensation: NEW**

Effective January 01, 2023, 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 \$16.20/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](http://www.uidaho.edu/dfa/budget-and-planning/budget-office/fringe-benefits)**

Employee Category	FY24
Faculty (Academic or Summer) and IH Non-Student (PERSI/benefitted)	31.0%
Staff (Classified or Exempt)	41.3%
IH Non-Student (non-benefitted)	8.3%
Student (Academic or Summer)	2.5%

**Graduate Tuition and Fees:** (increases are announced in July)

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

[www.uidaho.edu/current-students/student-accounts/tuition-fees-refunds/2023-24](http://www.uidaho.edu/current-students/student-accounts/tuition-fees-refunds/2023-24)

FY24 Idaho Resident Tuition Rates: Full-time graduate student rate (9-20 credits/semester) is \$5,274/semester (\$10,548/yr)

FY24 Idaho Resident Per-credit Rates: Part-time graduate fee per credit (1-8 credits/semester) is \$586/credit.

FY24 Mandatory Student Health Insurance Program (SHIP): \$1,080/semester (\$2,160/yr)

**FY24 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](http://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](http://www.uidaho.edu/finance/controller/accounts-payable/travel-services)

**Mileage reimbursement rate:** \$0.655 cents per mile for use of privately owned vehicles (effective January 01, 2023).

**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](http://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 <a href="http://www.gsa.gov/travel/plan-book/per-diem-rates">www.gsa.gov/travel/plan-book/per-diem-rates</a>
Lunch	\$18.00	
Dinner	\$29.00	
Full Day Rate	\$55.00	
Departure		Return
7 am and after <b>no breakfast</b>		8 am and before <b>no per diem</b>
11 am and after <b>no lunch</b>		2 pm and before <b>no lunch</b>
5 pm and after <b>no per diem</b>		7 pm and before <b>no dinner</b>

**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.

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

<sup>1</sup>MTDC (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.

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

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

<sup>3</sup>Off-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.

<sup>4</sup>Ag & 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.