

Frequently Asked Questions (FAQ)

All personnel (e.g., How do I get paid in the summer?) related questions can be found in the *Personnel on Grants* section of this handbook. Below are many frequently asked questions often asked by researchers at OHIO.

Q *Who is the authorized official to sign on behalf of the University, and, what is the official applicant address?*

The Director of Research and Sponsored Programs
Office of Research and Sponsored Programs
Ohio University
105 Research & Technology Center
Athens, Ohio 45701-2979
Phone: 740.593.2857
Fax: 740.593.0379

If the Director of Research and Sponsored Programs is unavailable for signature, the Vice President for Research will sign all proposals and/or contracts and agreements.

Q *Who is the fiscal officer on grants for OHIO?*

OHIO's fiscal officer on grants is:

The Assistant Controller, Grants, Contracts and Plant Accounting
Ohio University
204 HDL Center
Athens, OH 45701
Phone: 740.593.0860
Fax: 740.593.1903

Q *What is the University's Federal Tax ID or EIN Number?*

31-6402113W

Q *Is OHIO a land grant institution?*

No, Ohio University is a non-land grant institution.

Q *Where can I find information regarding current enrollment figures and faculty and staff employment figures?*

This information is gathered and reported through the Provost's Office of Institutional Research. The information changes often, so please consult their website at <http://www.ohiou.edu/instres/>.

Q *What is OHIO's negotiated indirect cost, F&A rate, or overhead rates?*

47% for on-campus research, 45% for instruction, 36% for other sponsored activity. Off-Campus research, instruction, and other sponsored activity is 26%. This rate agreement was effective Apr 7, 2004 through the US Department of Health and Human Services.

Q *What are OHIO's fringe benefit rates?*

Fringe benefit rates for the 05-06 fiscal year are:

Faculty	16.1219%
Staff	15.4319%
Students	0.6719%
Health Insurance	\$7,908/year

Rates can change annually, especially health insurance. For more information, visit http://www.ohiou.edu/orsp/orsp_SBER.html.

Q *What is OHIO's Cage Number?*

4B860

Q *What is OHIO's Data Universal Numbering System (DUNS) number?*

04-107-7983

Q *What is OHIO's Letter of Credit (LOC) number?*

72001342

Q *What is OHIO's Animal Welfare Assurance of Compliance Number?*

A3610-01

Q *What is OHIO's DHHS Human Subjects Assurance of Compliance Number?*

FWA00000095

Q *What is OHIO's National Science Foundation Institutional Code?*

0031005000

Q *What is OHIO's NIH Institutional Profile Number (IPF)?*

A: 1523702

Q *What is OHIO's J-1 Visa Number?*

A: P-1-0214

Q *What is OHIO's Carnegie Designation?*

The Carnegie Foundation for the Advancement of Teaching classifies OHIO as a Doctoral/Research University – Extensive.

Q *In what U.S. Congressional District is OHIO (main campus) located, and, who are its representatives?*

6th Congressional District

U.S. House Representative: Ted Strickland

U.S. Senate Representatives: Mike Dewine and George Voinovich

Q *In what Ohio House of Representatives District is OHIO (main campus) located, and, who is its representative?*

92nd District

Jimmy Stewart

Q *In what Ohio Senate District is OHIO (main campus) located, and, who is its representative?*

20th District

Joy Padgett

Q *What are OHIO's Standard Industrial Classification (SIC) identifiers?*

Universities	8221
Engineering Services	8711
Non-Commercial Research Orgs	8733

Q *What are OHIO's North American Industry Classification System (NAICS) identifiers?*

Universities	61131
Engineering Services	54113
Non-Commercial Research Orgs	611699

Q What do I do with a check received for a grant or contract?

Please send any contract or original award letter to ORSP, 105 Research & Technology Center, Ohio University, Athens, OH 45701-2979. Please send them immediately upon receipt, but retain a photocopy for your records. All checks should be sent or hand delivered to Grant and Contract Accounting, 280 HDL Center, Athens OH 45701.

Q How do I get registered in electronic proposal submission systems such as NSF Fastlane and NIH Commons?

Please contact your designated proposal preparation manager in ORSP. The following information may be required from you in order to register you into a system:

- Full Name (First, Middle Initial, Last)
- Social Security Number
- Email address
- Phone number
- Fax number (if known)
- Department
- Highest degree obtained

Q How do I work with other institutions?

Please have your collaborators refer their research office to ORSP, or provide your pre-award administrator with the contact information for the research office of the participating institutions. In order to include collaborating institution(s) as subcontractors on an Ohio University-led proposal, ORSP requires the following information: detailed budget, in a format consistent with the sponsor format or, in some cases, on the sponsor forms; statement of work detailing tasks or responsibilities of subcontractor(s); letter of participation signed by the authorized institutional official of the institution(s); and any miscellaneous items require by sponsor.

Q Do I need to have human/animal subject approval before I submit a proposal?

Please see sponsor guidelines to determine the answer to this question. Most federal agencies (NIH, NSF, etc.) do not require approval at the time of proposal. However, failure to obtain the proper approvals will delay the setup of your award. Please contact the Office of Research Compliance to discuss the approval process as soon as possible.

Q Can someone help me fill out sponsor forms?

Please contact your pre-award administrator for assistance in locating forms, gathering information for forms, or in completing forms. Some institutional identifiers that may be required on sponsor forms can be obtained online.

Q What is the address of OHIO's Defense Contract Audit Agency (DCAA)?

Eastern Region
Defense Contract Audit Agency
2400 Lake Park Drive, Suite 300
Smyrna, GA 30080
Phone: 770.319.4400

Q What is the address of OHIO's Defense Contract Management Agency (DCMA)?

DCMDE-GY
Area C, Building 30
1725 Van Patton Drive
Wright Patterson Air Force Base, OH 45433