



WEST VIRGINIA STATE  
UNIVERSITY

**Office of Sponsored Programs  
Frequently Requested Grants Information**

**SF 424 Applicant Information for Grants.gov / or other Applications:**

**West Virginia State University Research and Development Corporation:**

Legal Business Name as  
listed in System for Award  
Management (SAM):

West Virginia State University

Doing Business as:

West Virginia State University Research and  
Development

Street (Physical Address):

4015 Fairlawn Avenue  
Dunbar, WV 25064-3501

Mailing Address:

204 ACEOP Administration Bldg.  
P.O. Box 1000  
Institute, WV 25112-1000

Organizational Data Universal Numbering System (DUNS Number): 874797876

**West Virginia State University:**

Legal Business Name as  
listed in System for Award  
Management (SAM):

West Virginia State University

Doing Business as:

(none)

Street (Physical Address):

5000 Fairlawn Avenue  
Institute, WV 25112-0001

Mailing Address:

111 Ferrell Hall  
P.O. Box 368  
Institute, WV 25112-0368

Organizational Data Universal Numbering System (DUNS Number): 088907431

**West Virginia State University Foundation:**

Legal Business Name: West Virginia State University Foundation, Inc.  
Street (Physical Address): 100 East Hall, Barron Drive, Institute, WV 25112  
Mailing Address: 100 East Hall, P.O. Box 1000, Institute, WV 25112  
Organizational Data Universal Numbering System (DUNS Number): N/A

**Person to be contacted on matters involving grant application:**

The following contact information may be listed for the Office of Sponsored Programs or the Principal Investigator may list themselves as the contact.

Name: Amy Postalwait  
Position/Title: Director of the Office of Sponsored Programs  
Address: 201 Campbell Conference Center, P.O. Box 1000  
Institute, WV 25112-1000  
County: Kanawha  
Phone Number: 304-204-4005  
E-mail: [grants@wvstateu.edu](mailto:grants@wvstateu.edu)

**Federal Employer Identification Number (FEIN):**

- WVSU R&D: 55-0708567
- WVSU: 55-6000839
- WVSU Foundation: 55-6019228

**Type of Applicant (in grants.gov):**

- Public/State-Controlled Institution of Higher Education
- Historically Black College and Universities (HBCUs)

**US Congressional District:**

Second District: WV-002 (as entered in grants.gov)

## **Is this Application Subject to Review by State Executive Order 12372 Process:**

Executive Order 12372, the "Intergovernmental Review of Federal Programs," is intended to promote intergovernmental partnership through the coordination and review of proposed Federal financial assistance and direct Federal development. The West Virginia Development Office, Community Development Division is the Single Point of Contact for the State of West Virginia. The provisions of Executive Order 12372 of July 14, 1982, appear at 47 FR 30959, 3 CFR, 1982 Comp., p. 197, unless otherwise noted. [The White House Office of Management and Budget](#) maintains the official policies and directory of State Single Points of Contact.

Sometimes grant instructions will identify whether the federal assistance requires intergovernmental review. The Catalog of Federal Domestic Assistance also lists programs eligible for intergovernmental review under Executive Order 12372. To determine if a funding opportunity requires intergovernmental review visit the [beta.SAM.gov website](#), under the "Federal Assistance" heading, click on **Search Assistance Listings**, then in the Keywords box type, **programs requiring executive order 12372 review**.

After confirming the program's intergovernmental review eligibility, indicate whether your application is subject to the process by responding to the E.O. 12372 question on the SF-424, Application for Federal Assistance.

If the program is covered by the Executive Order, please contact the Office of Sponsored Programs to discuss the process for submitting information to the West Virginia Development Office, Community Development Division. A brief letter of intent will need to be submitted on institutional letterhead, stating the contact name, program/grant title, CFDA number and name of program/grant, along with the following documents:

- Signed Copy of SF-424
- Narrative or Abstract
- A Copy of the Budget

According to the West Virginia Development Office a review letter will be mailed from the office within 30 days for a competitive grant or 60 days for a non-competitive grant application, after receipt of the required information. For more information, contact Leanne Thompson at 304-558-2234 or [Leanne.M.Thompson@wv.gov](mailto:Leanne.M.Thompson@wv.gov).

## **Is Organization Delinquent on Any Federal Debt?**

No

## **Drug Free Workplace:**

Yes

**Debarment:**

No

**Assurance of Nondiscrimination:**

Yes

**Authorized Organizational Representatives:**

**West Virginia State University Research and Development Corporation:**

Mr. Stephen Seitz  
Director of Business and Finance and  
Executive Director, WVSU Research and  
Development Corporation  
204 ACEOP Administration Building  
West Virginia State University  
Research and Development Corporation  
P.O. Box 1000  
Institute, WV 25112-1000  
Telephone: (304) 204-4323  
Fax: (304) 204-4084  
[sseitz@wvstateu.edu](mailto:sseitz@wvstateu.edu)

**WVSU:**

Christina Dalton  
Vice President for  
Business and Finance  
115 Ferrell Hall  
West Virginia State University  
P.O. Box 368  
Institute, WV 25112-1000  
Telephone: (304) 766-3061  
[Christina.dalton@wvstateu.edu](mailto:Christina.dalton@wvstateu.edu)

Dr. J. Paige Carney  
Interim Provost and Vice President  
for Academic Affairs  
131 Ferrell Hall  
West Virginia State University  
P.O. Box 1000  
Institute, WV 25112-1000  
Telephone: (304) 766-3194  
[PCarney@wvstateu.edu](mailto:PCarney@wvstateu.edu)

**WVSU Foundation:**

Patricia J. Schumann  
Vice President for University  
Advancement, Communications  
and Marketing  
112 Ferrell Hall  
West Virginia State University  
P.O. Box 1000  
Institute, WV 25112-1000  
Telephone: (304) 766-5779  
[Patricia.schumann@wvstateu.edu](mailto:Patricia.schumann@wvstateu.edu)

Sue Woodward, CFRE  
Assistant Vice President for  
University Advancement and  
Vice President of the WVSU Foundation  
100 East Hall  
West Virginia State University  
P.O. Box 1000  
Institute, WV 25112-1000  
Telephone: (304) 766-5779  
[Sue.woodward@wvstateu.edu](mailto:Sue.woodward@wvstateu.edu)

## **Budget Guidelines:**

Salaries for current WVSU faculty and staff should be confirmed with WVSU or WVSU R&D Payroll Offices before submitting the budget to the Office of Sponsored Programs for internal approval.

Salaries/wages whether for faculty, other professionals, technicians, post-doctoral associates, research associates, or graduate and undergraduate students should be included as a direct cost and are subject to the indirect cost rate. Any salary/wage that is charged fringe cannot be included in participant support. It will need to be listed as Salary, and both fringe and indirect costs will need to be calculated.

### **NIH Salary Cap:**

The NIH salary for senior personnel on grants, cooperative agreements, and contracts is capped at \$192,300 per year. Verify at [www.nih.gov/](http://www.nih.gov/).

### **NSF Salary Restriction:**

NSF-funded salary for senior project personnel on grants, cooperative agreements and contracts is limited to two months per project year. Verify at [www.nsf.gov/](http://www.nsf.gov/).

## **Budget Guidelines for Students:**

Salaries/wages are not considered Stipends unless they are paid directly to the University, rather than to the student.

If Students are taking classes in the regular or summer sessions, then they cannot work more than 20 hours per week. In the summer students can work up to 29 hours per week if they are not taking summer classes.

Undergraduate Student wages should be budgeted at \$8.75 to \$12 per hour depending upon their level of experience and how much funding the Principal Investigator has available in their grant budget.

Graduate Student wages should be budgeted at a minimum of \$666.67 every two weeks. Wages should be determined by level of experience and how much funding the Principal Investigator has available in their grant budget. The \$666.67 base provides students approximately \$12,000 per year for the academic year. If Graduate Students will work 12 months, (Academic and Summer months) this works out to \$16,000 per year.

### **Fringe Benefit Rates When applying for grants:**

Full-time employees (WVSU)	30%
Full-time employees (R&D)	38%

Temporary Employees (R&D)	
<ul style="list-style-type: none"> <li>• Employees 0 to 29 hrs./week</li> <li>• Employees averaging 30 hours or more per week are eligible for healthcare and retirement benefits.</li> </ul>	<p>18%</p> <p>38%</p>
Graduate Students (R&D)	15%
Undergraduate Students (R&D)	15%
Faculty Summer Salaries (R&D)	25%

### **Travel Information:**

Mileage Rate: The current IRS Standard Mileage Rate for 2021 is \$0.56 per mile.

The University and R&D both follow the standard US General Services Administration rates which are based on locations for per diem, meals and incidentals and expenses (IE). Visit [www.gsa.gov/](http://www.gsa.gov/) and click on the menu option for Travel to access rates for Per Diem, Meals and IE.

Lodging and flights are booked through National Travel. Third party vendors such as Priceline and Expedia can be used for estimates to obtain travel approval. However, lodging and flights must be booked through National Travel. Please contact your respective travel coordinator for R&D or Samantha Baisden in the University Business and Finance Office at 304-766-3013 for assistance.

### **Facilities and Administration (F&A), Indirect Costs (IDC), or Overhead Costs:**

Most sponsored projects include Direct and Indirect Costs. The direct costs are those that can be specifically and easily identified with a particular project or activity and are allowable under the sponsoring organizations guidelines. Indirect costs, according to the federal Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards issued by the Office of Management and Budget (Uniform Guidance), are those costs that are incurred for common or joint purposes, and cannot be easily and specifically identified with a particular sponsored project.

These costs are also sometimes called “facilities and administrative costs (F&A)” or “overhead.” The terms indirect costs, overhead costs, and F&A costs are synonymous.

University indirect costs include building and equipment depreciation and use allowance; general administration; departmental, operation and maintenance expenses. Most federal agencies and other sponsoring organizations pay the university for indirect costs in addition to the direct costs of a grant or contract award.

Thus, indirect costs are the related costs of using the University's facilities and administrative support that cannot be claimed as direct costs. Indirect costs are not profit; instead they are part of the real costs of conducting externally sponsored projects. By collecting indirect costs from sponsors, WVSU is recovering those expenses.

The federal government has established what costs may be charged as direct costs and what costs are considered indirect costs. The following summary gives a brief description of costs and whether they should be charged as direct or whether they are included in the indirect cost calculations.

### **Current Indirect Cost Rate:**

Our current negotiated indirect cost rate agreement with the Department of Health and Human Services (DHHS) is effective until June 23, 2022 or until revised. Grants or contracts are not subject to more than one indirect cost rate.

The WVSU rate is a Modified Total Direct Cost (MTDC) Rate. To determine the MTDC base to which the indirect cost rate will be applied, assess all direct costs then subtract equipment, capital expenditures (alterations and renovations), charges for patient care and tuition remission, off-campus space rental costs, scholarships and fellowships, participant support costs and the portion of each subgrant or subcontract in excess of \$25,000, and then multiply by the indirect cost rate to calculate the dollar amount that will be requested for indirect costs.

### **On-campus versus Off-campus:**

For activities performed in facilities **not** owned by the university and to which rent is directly allocated to the project(s) the off-campus rate will apply. If more than 50% of a project is performed off-campus, the off-campus rate will apply.

- 50.73 percent for on-campus activities. Modified Total Direct Cost (MTDC).
- 26.54 percent for off-campus activities. Modified Total Direct Cost (MTDC).

### **Cognizant Federal Agency:**

The U.S. Department of Health and Human Services (DHHS)

DHHS Contact: Lucy Siow

Telephone: (301) 492-4891

E-mail: [CAS-Bethesda@psc.hhs.gov](mailto:CAS-Bethesda@psc.hhs.gov)

**Financial/Fiscal Officer:****WVSU R&D Corp.:**

Stephen Seitz  
Director of Business and Finance and  
Executive Director, WVSU Research and  
Development Corporation  
204 ACEOP Administration Building  
West Virginia State University  
Research and Development Corporation  
P.O. Box 1000  
Institute, WV 25112-1000  
Telephone: (304) 204-4323  
Fax: (304) 204-4084  
[sseitz@wvstateu.edu](mailto:sseitz@wvstateu.edu)

**WVSU:**

Christina Dalton  
Vice President for  
Business and Finance  
West Virginia State University  
115 Ferrell Hall  
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Institute, WV 25112-1000  
Telephone: (304) 766-3061  
[christina.dalton@wvstateu.edu](mailto:christina.dalton@wvstateu.edu)

**WVSU Foundation:**

Cynthia Rakes  
Office Manager, WVSU Foundation  
West Virginia State University  
Planning and Advancement  
200 East Hall  
P.O. Box 1000  
Institute, WV 25112-1000  
Telephone: (304) 766-3130  
[rakescm@wvstateu.edu](mailto:rakescm@wvstateu.edu)

**Awards & Checks Payable to:**

- West Virginia State University Research & Development Corporation
- West Virginia State University
- West Virginia State University Foundation, Inc.

**Payment / Mailing Address:**

West Virginia State University  
Research and Development Corporation  
Business and Finance  
204 ACEOP Administration Building  
P.O. Box 1000  
Institute, WV 25112-1000

West Virginia State University  
Business and Finance  
P.O. Box 368  
Institute, WV 25112-1000

West Virginia State University Foundation, Inc.  
100 East Hall  
P.O. Box 1000  
Institute, WV 25112-1000



## **Institutional Codes and Information:**

### **West Virginia OASIS number:**

For grants where funds are transferred directly from a West Virginia state agency to WVSU, please contact the WVSU Fiscal Office for the correct OASIS funding code(s). Previously known as FIMS.

### **Square Footage In-Kind Rate:**

\$10 per square foot.

### **Institutional Review Board (IRB):**

Chair, Dr. Micheal Fultz, Department of Chemistry  
(304) 766-3106  
[mfultz@wvstateu.edu](mailto:mfultz@wvstateu.edu)

### **Institutional Animal Care and Use of Committee (IACUC):**

Refer all inquiries to: Dr. J. Ulises Toledo, Associate Vice President for Research  
(304) 204-4245  
[Toledoju@wvstateu.edu](mailto:Toledoju@wvstateu.edu)

### **Federal Interagency Committee on Education (FICE) Code:**

003826

### **NSF Organization ID (WVSU):**

- WVSU R&D: 6250032571
- WVSU: 0038265000

### **NIH Organization ID (WVSU):**

10030198

### **Federal Wide Assurance Number (FWA) (WVSU):**

00019108

### **HHS IRB Organization Number (IORG) (WVSU):**

IORG0007424

### **HHS IRB Number (WVSU):**

00008915 – West Virginia State University IRB #1

### **HHS Institutional Profile File (IPF) code (WVSU):**

10030198

### **Office of Postsecondary Education Identification (OPE ID) Number (WVSU):**

00382600

**Integrated Postsecondary Education Data System (IPEDS) Number (WVSU):**  
237899

**Free Application for Federal Student Aid (FAFSA) number (WVSU):**  
003826

**Automated Standard Application for Payments Payee Identification Number (ASAP):** For WVSU R&D; contact the Office of Sponsored Programs Ext. 4005.

**Carnegie Classification (WVSU):**  
Basic: Bac/A&S (Baccalaureate Colleges – Arts & Sciences)

**Standard Industrial Classification (SIC) Identifier (WVSU):**  
8221 – Colleges and Universities

**Geographic Names Information System (GNIS) ID Number (WVSU):**  
1548951

**North American Industry Classification System (NAICS) Identifier (WVSU):**  
611310

**Federal Information Processing Standard (FIPS) code:**  
54 (for West Virginia)

**J-1 Program Code (WVSU):**  
P-1-14079

**F-1 School Code (WVSU):**  
PHI214F10263000