OFFICE OF RESEARCH SERVICES FOR THE HEALTH SCIENCES INFORMATION FACT SHEET FAQ’S

Official Name & Address

Loyola University Chicago
Stritch School of Medicine
2160 S. First Avenue
Maywood, Illinois 60153-3328
Office Phone (708) 216-8433
Office Fax (708) 216-5881

Loyola University Chicago
Marcella Niehoff School of Nursing
2160 S. First Avenue
Maywood, Illinois 60153-3328
Office Phone (708) 216-3643

Name of Authorized Institutional Officials (Signatories)

Richard H. Kennedy, PhD
Vice President for Health Sciences Research & Senior Associate Dean for Research
Stritch School of Medicine
Loyola University Chicago
2160 S. First Avenue
Maywood, Illinois 60153
6-8434
rkennedy@lumc.edu

Dr. Kennedy signs all Industry Sponsored Agreements, Sponsored Research Agreements, Materials Transfer Agreements and certain MOU’s on behalf the Health Sciences Campus.

Jamie Caldwell, MBA
Director
Office of Research Services for the Health Sciences
Loyola University Chicago at the Medical Center
2160 S. First Avenue
Maywood, Illinois 60153
jcaldw@lumc.edu
6-2636

Mr. Caldwell signs all Grant proposals, Sub Awards/Subcontract Agreements, certain MOU’s/MAO’s. Agency required Approval Letters. Negotiates and accepts awards on behalf of the Health Sciences Campus.

RESEARCH FUNDING COMMITTEE (RFC)

Alan Wolfe, PhD, Chair 6-5814
awolfe@lumc.edu

Staff Support: Carol Wojtulewicz, 6-8434
cwojtul@lumc.edu

Dean, School of Medicine
Richard Gamelli, MD, FACS

Dean, School of Nursing
Vicki Keough, PhD, RN, ACNP, CCRN

Senior Associate Dean for Clinical and Translational Research
Linda Brubaker, MD., MS
lbrubaker@lumc.edu

Staff Support: Bernice Partacz 6-5895
bpartacz@lumc.edu

Assistant Dean for Basic Science and Postdoctoral Affairs
Ruben Mestril, PhD
rmestril@lumc.edu

Staff Support: Cheryl Paulus 6-5997
cpaulus@lumc.edu
**Staff Attorney & Director of Technology Transfer**  
Mary Donnelly, BSN, JD  6-2412  
mdonnelly@lumc.edu

**ORS, Health Sciences Research Administrator**  
Susan Meyer-Pugl 6-8537  
Manager of Research Administration  
smeye1@lumc.edu  
Office of Research Services for the Health Sciences

**MNSON Research Administrator**  
Janet Campbell, MS 6-3643  
Research Administrator  
jcampbell2@luc.edu  
School of Nursing, Maguire 2840

**General Information**

| Organization Component Codes | 01 School of Medicine  
| 01 School of Nursing |
| Federal Tax ID Number | 36-1408475  
| LUHS Federal Tax ID Number | 36-4015560  
| Entity ID Number | 1361408475A2  
| Congressional District | IL-07  
| DUNS Number | 791277940  
| VA DUNS Number | 187174339  
| CAGE NUMBER | 9M268  
| FICE NUMBER | 001710  
| IDHR NUMBER | 91707-00-0  
| IRB ASSURANCE # | FWA-00009471  
| IACUC ASSURANCE # | A3117-01  
| 9 Digit Zip Code | 60153-3328 |

**REGULATORY COMPLIANCE & COMMITTEE INFORMATION**

**INSTITUTIONAL REVIEW BOARD (IRB)**

| Federal Wide Assurance Number | 00009471  
**Approval Date:** Expires January 3, 2014 |
| Chair: | Kenneth Micetich, MD  
kmiceti@lumc.edu |
| Elaine Fluder, BSN, MSN  6-6198  
Director, Human Research Protections  
efluder@lumc.edu |
| Staff: | Michelle Brown  6-4608  
IRB Coordinator  
mbrown17@lumc.edu |

**INSTITUTIONAL ANIMAL & USE COMMITTEE (IACUC)**

| Multiple Project Assurance Number: A3117-01  
**Approval Date:** 03/29/10-02/28/14  
AAALAC Accredited |
| Chair: | Jawed Fareed, PhD  
jfareed@lumc.edu |
| Antonio Valero, DVM  6-4288  
IACUC Administrator  
avalero@lumc.edu |
| Staff: | Cheryl Paulus  6-5997  
Administrative Secretary  
epaulus@lumc.edu |

**RESEARCH COMPLIANCE OFFICER**

| Matthew Hjena, 6-6738  
Director of Research Compliance & Bio-Safety  
mhejna@lumc.edu |

**Staff:** Cheryl Paulus  6-5997  
Administrative Secretary  
epaulus@lumc.edu

**CLINICAL TRIALS OFFICE**

| Cathy Kalnicky, BSN, CC, 6-2027  
Director, CTO  
ekalnick@lumc.edu |

**Staff:** Katie McCahill  6-0291  
Administrative Secretary  
kmccahi@lumc.edu
COMPARATIVE MEDICINE FACILITY
Director: Lee M. Cera, DVM, PhD 6-6746
tcera@lumc.edu
Assistant Director, Rose Buesing, BS, RLATG 6-5165
Staff: Maria Pelc, 6-9179
Administrative Secretary
mpec@lumc.edu

INSTITUTIONAL BIOSAFETY COMMITTEE
Chair: Thomas Gallagher, PhD 6-4850
tgallagher@lumc.edu
IBC Coordinator: Matthew Hjena 6-6738
mjhena@lumc.edu
Staff: Cheryl Paulus 6-5997
cpaulus@lumc.edu

BUDGET INFORMATION

MILEAGE RATE 2011 $.50 cents per mile

Capital Equipment: $5,000
Future year increases: PHS/NIH Non-Module/Non-Federal 2%
DHHS/PHS: Salary Cap $199,700 (Effective January 1, 2010)

Fringe Benefits Rates FY 2011 SSOM Fringe Benefits Rates FY 2011 MSON

Faculty 25.6% Faculty 23.6%
Staff 32.1% Staff 24.4%
Graduate Students Tuition 32.2% Graduate Students Tuition 32.2%
Grad Student Health Insurance 9.5% Grad Student Health Insurance 9.5%
Part-Time Faculty & Staff 7.5% Part-Time Faculty & Staff 7.5%
VA Rates 30%

NRSA Post-doctoral Years of Experience
0 $37,740
1 $39,756
2 $42,624
3 $45,960
4 $47,940
5 $49,836
6 $52,068
7 or more $52,068

NRSA Pre-doctoral Stipend $21,180

STRITCH SCHOOL OF MEDICINE GRADUATE SCHOOL

Richard H. Kennedy, PhD, Associate Dean
Leanne Cribbs, PhD., Director, Graduate Programs
Staff: Margarita Quesada 6-3532 SSOM-ORSHS 406
### Tuition and Fees 2010-2011 (for informational purposes only)

<table>
<thead>
<tr>
<th>Tuition</th>
<th>Per credit hour</th>
<th>$830.00</th>
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<tbody>
<tr>
<td>Course Fees, per course:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thesis Supervision: Course 595</td>
<td>$565.00</td>
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<tr>
<td>Dissertation Supervision: Course 600</td>
<td>$1,935.00</td>
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<tr>
<td>Master’s Study: Course 605</td>
<td>$565.00</td>
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<tr>
<td>Doctoral Study: Course 610</td>
<td>$1,350.00</td>
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</tbody>
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### Mandatory Fees

| Student Activity Fee, per semester (all students except online BEHP) | $50.00 |
| Health Fee, per semester (all full-time students except online BEHP) | $138.00 |
| Fitness Center Fee, per semester (all full-time students except online BEHP) | $130.00 |
| Student Health Insurance Premium, annually | $1740.00 |

For eligibility and information, visit [Student Health Insurance](#).

### Other Graduate Fees

| Fees payable at time of registration: |
| Dissertation Registration Fee | $100.00 |
| Matriculation Fee | $100.00 |
| Master’s Thesis Microfilm Fee | $50.00 |
| Thesis Registration Fee | $50.00 |

*PLEASE NOTE: For Predoctoral Fellowships, NIH/NRSA will only provide 60% of $16,000 (including the tuition expenses). The institutional allowance is $4,200. The fringe benefit expense rate of 34.7% is not applicable. The proposed budget should include actual costs based on the categories listed above.*
Graduate Student Stipend (SSOM) $25,000
Graduate Student Stipend (MSON) $18,000

FACILITIES AND ADMINISTRATIVE COSTS (F & A) or INDIRECT COSTS (IDC)

<table>
<thead>
<tr>
<th>Federal F&amp;A Rate's</th>
<th>49.5% On-Campus (Maywood)</th>
<th>41.5% On-Campus (Lakeside)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA F&amp;A Rate</td>
<td>21%</td>
<td></td>
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</table>

Cognizant Agency: DHHS Contact Person: **Arif Karim, 214-767-3261**
DHHS Agreement Date: 05/05/2010
Effective 07/01/2008-06/30/2012
Base: Modified Total Direct Cost (MTDC)

Exclusions: Equipment, Capital expenditures, Patient Care Costs.
A portion of each sub-grant or subcontract exceeding $25,000.

Non-Federal Rates:
26% of total direct costs for - Sponsors funding Clinical Trials (Drugs or Devices in Human Subjects).
26% of total direct costs for Non-Federal Sponsors. Be sure to check specific Sponsor guidelines for pre-determined rate. In the case where Indirect Costs are not mentioned, the Office of Research Services will use the above non-federal rate of 26%.

Requests for reduction or waiver of F &A (Indirect Costs) should be submitted to the Vice President for Health Sciences Research. Request for a waiver or reductions in Facilities & Administrative Cost (IDC) on Federal Grants are not normally considered. However, each request will be handled on a case by case basis and must also be approved by the University Chief Financial Officer.

Requests for Cost Sharing or Matching Funds should be directed to Richard Kennedy, Ph.D. Vice President for Health Sciences Research.

FILED ASSURANCES:

- CIVIL RIGHTS - TITLE VI (#23-0580) (HEW 441)
- HANDICAPPED INDIVIDUALS - SECTION 504 (HHS641)
- SEX DISCRIMINATION - TITLE IX (HHS639-A)
- DRUG-FREE WORKPLACE - 04/06/89-indefinite
- SCIENTIFIC MISCONDUCT - 01/30/98 (#4689201)(HHS 6315)
- AGE DISCRIMINATION - (HHS 680)
- DHHS COST SHARING AGREEMENT
- AAALAC FILE NO: 000180  Date: November 10, 2010
- USDA REGISTRATION:
- USDA CERTIFICATE: 33-R-024
- DRUG-FREE ASSURANCE: 04/06/89- Indefinite
- DEA REGISTRATION: PLO182188
- OLAW
ELECTRONIC ACCOUNT SET-UP & BUDGET APPROPRIATIONS

The following documents are necessary for establishing a University Accounting Unit:

- Electronic Post Award Activation
- Award Documentation
- Budget Appropriations

POST AWARD ADMINISTRATION- FISCAL AFFAIRS
John Barakat, MBA, Financial Analyst, Fiscal Affairs-Dean’s Office
jbarakat@lumc.edu
Building 120 Suite 420
6-6816

<table>
<thead>
<tr>
<th>WHERE CHECKS SHOULD BE SENT</th>
<th>FINANCIAL OFFICER RESPONSIBLE FOR FISCAL REPORTING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Quirk, MBA</td>
<td>Donna Quirk, MBA</td>
</tr>
<tr>
<td>Director &amp; Assistant Controller</td>
<td>Director &amp; Assistant Controller</td>
</tr>
<tr>
<td><a href="mailto:dquirk@luc.edu">dquirk@luc.edu</a></td>
<td><a href="mailto:dquirk@luc.edu">dquirk@luc.edu</a></td>
</tr>
<tr>
<td>Sponsored Program Accounting</td>
<td>Sponsored Programs Accounting</td>
</tr>
<tr>
<td>Loyola University of Chicago</td>
<td>Loyola University of Chicago</td>
</tr>
<tr>
<td>820 N. Michigan Avenue</td>
<td>820 N. Michigan Avenue</td>
</tr>
<tr>
<td>Lewis Towers, 13th Floor</td>
<td>Lewis Towers, 13th Floor</td>
</tr>
<tr>
<td>Chicago, Illinois 60611</td>
<td>Chicago, Illinois 60611</td>
</tr>
<tr>
<td>Phone # 312-915-8723</td>
<td>Phone # 312-915-8723</td>
</tr>
<tr>
<td>Fax # 312-915-8705</td>
<td>Fax # 312-915-8705</td>
</tr>
</tbody>
</table>

Sponsored Program Accounting Staff Directory: Water Tower Campus (Lewis Towers)

PLEASE REFER TO THE SPONSORED PROGRAM WEBSITE FOR CURRENT STAFF LISTING

http://www.luc.edu/spa/contact_us.shtml

Last updated: March 24, 2011