OFFICE OF RESEARCH SERVICES
FOR THE HEALTH SCIENCES
Health Sciences Division Campus

INFORMATION FACT SHEET
FAQs

Official Name & Address

<table>
<thead>
<tr>
<th>Loyola University Chicago</th>
<th>Loyola University Chicago</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stritch School of Medicine</td>
<td>Marcella Niehoff School of Nursing</td>
</tr>
<tr>
<td>2160 S. First Avenue</td>
<td>2160 S. First Avenue</td>
</tr>
<tr>
<td>Maywood, Illinois 60153-3328</td>
<td>Maywood, Illinois 60153-3328</td>
</tr>
<tr>
<td>Office Phone (708) 216-8433</td>
<td>Office Phone (708) 216-3643</td>
</tr>
<tr>
<td>Office Fax (708) 216-5881</td>
<td></td>
</tr>
</tbody>
</table>

Name of Authorized Institutional Officials (Signatories)

<table>
<thead>
<tr>
<th>Richard H. Kennedy, PhD</th>
<th>Jamie Caldwell, MBA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Provost for Research and Graduate Programs</td>
<td>Director</td>
</tr>
<tr>
<td>Health Sciences Division</td>
<td>Office of Research Services for the Health Sciences</td>
</tr>
<tr>
<td>2160 S. First Avenue</td>
<td>Health Sciences Division</td>
</tr>
<tr>
<td>Maywood, Illinois 60153</td>
<td>2160 S. First Avenue</td>
</tr>
<tr>
<td>x68434</td>
<td>Maywood, Illinois 60153</td>
</tr>
<tr>
<td><a href="mailto:rkennedy@luc.edu">rkennedy@luc.edu</a></td>
<td>x62636</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jcaldw@luc.edu">jcaldw@luc.edu</a></td>
</tr>
</tbody>
</table>

**Dr. Kennedy signs all Industry Sponsored Agreements, Sponsored Research Agreements, and Material Transfer Agreements on behalf the Health Sciences Campus.**

<table>
<thead>
<tr>
<th>Jennifer Bojorquez x64282</th>
<th>Katie McCahill x60291</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. Grants Administrator</td>
<td>Administrative Secretary</td>
</tr>
<tr>
<td><a href="mailto:jebojorquez@luc.edu">jebojorquez@luc.edu</a></td>
<td><a href="mailto:kmccahi@luc.edu">kmccahi@luc.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Scott Parkinson, JD, x60786</th>
<th>Ponda Barnes, MPH, x69687</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Administrator</td>
<td>Sr. Grants Administrator</td>
</tr>
<tr>
<td><a href="mailto:sparkinson1@luc.edu">sparkinson1@luc.edu</a></td>
<td><a href="mailto:pbarnes1@luc.edu">pbarnes1@luc.edu</a></td>
</tr>
</tbody>
</table>

**ORS, Health Sciences Research Administrators**

**Contract Administration**

**MNSON Research Administrator**
Sr. Vice President and Provost, Health Sciences Division
Richard L. Gamelli, MD, FACS
rgamell@lumc.edu

Dean, Stritch School of Medicine
Linda Brubaker, MD, MS
lbrubaker@lumc.edu

Assistant Dean for Student Research
Gail Hecht, MD
ghecht@lumc.edu

Staff Support: Kate Peterson x68434
kipeterson@luc.edu

Dean, Marcella Niehoff School of Nursing
Vicki Keough, PhD, RN, ACNP, CCRN
vkeough@luc.edu

Assistant Dean for Basic Science and Postdoctoral Affairs
Ruben Mestril, PhD
rmestri@luc.edu

Staff Support: Peggie Young x65997
pyoung4@luc.edu

RESEARCH FUNDING COMMITTEE (RFC)
Alan Wolfe, PhD, Chair x65814
awolfe@luc.edu

Staff Support: Kate Peterson x68434
kipeterson@luc.edu

PHS NIH Public Access Monitor
Jeanne Sadlik, Associate Director, x65304
HSD Library
jsadlik@luc.edu

General Information

<table>
<thead>
<tr>
<th>Organization Component Codes</th>
<th>01 School of Medicine</th>
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<tr>
<td>Federal Tax ID Number</td>
<td>36-1408475</td>
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<tr>
<td>LUHS Federal Tax ID Number</td>
<td>36-4015560</td>
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<td>Entity ID Number</td>
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<td>Congressional District</td>
<td>IL-007</td>
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<tr>
<td>DUNS Number</td>
<td>791277940</td>
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<tr>
<td>VA DUNS Number</td>
<td>187174339</td>
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<tr>
<td>CAGE NUMBER</td>
<td>9M268</td>
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<tr>
<td>FICE NUMBER</td>
<td>001710</td>
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<tr>
<td>IDHR NUMBER</td>
<td>91707-00-0</td>
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<tr>
<td>IRB FWA</td>
<td>00017487</td>
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<tr>
<td>IACUC ASSURANCE Number</td>
<td>A3117-01</td>
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<tr>
<td>9-Digit Zip Code</td>
<td>60153-3328</td>
</tr>
<tr>
<td>IPF Code:</td>
<td>4689203</td>
</tr>
</tbody>
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FILED ASSURANCE:

- CIVIL RIGHTS - TITLE VI (#23-0580) (HEW 441) Filed Date: 06/19/2001 (HHS690)
- HANDICAPPED INDIVIDUALS - SECTION 504 Filed Date: 06/19/2001 (HHS690)
- SEX DISCRIMINATION - TITLE IX Filed Date: 06/19/2001 (HHS690)
- AGE DISCRIMINATION Filed Date: 06/19/2001 (HHS690)
- DRUG-FREE WORKPLACE Filed Date: 04/06/1989
- SCIENTIFIC MISCONDUCT (#4689201) Filed Date: 01/30/1998 (HHS6315)
- AAAALAC - FILE No. 000180 Filed Date: 11/19/2013
- USDA REGISTRATION
- USDA CERTIFICATE: 33-R-024 Filed Date: 04/06/1989
- DRUG-FREE ASSURANCE: Filed Date: 04/06/1989
- DEA REGISTRATION: PLO182188 Filed Date: 04/06/1989
- OLAW
### Regulatory Compliance & Committee Information

#### INSTITUTIONAL REVIEW BOARD (IRB)

- Federal Wide Assurance No. 00017487  
  Approval Date: Expires June 27, 2016
- Chair: Kenneth Micetich, MD  
  kmiceti@lumc.edu
- Elaine Fluder, MSN, x66198  
  Director, Human Research Protections  
  efluder@luc.edu
- Staff: Angie Carrico x64608  
  IRB Coordinator  
  acarrico@luc.edu
- Linda Millbrandt x64567  
  Regulatory Compliance Monitor  
  lmillbr@luc.edu

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

- Multiple Project Assurance No. A3117-01  
  Approval Date: 8/13-02/17  
  AAALAC Accredited
- Chair: Jawed Fareed, PhD  
  jfareed@luc.edu
- Antonio Valero, DVM, x64288  
  IACUC Director  
  avalero@luc.edu
- Staff: Peggie Young x65997  
  Administrative Secretary  
  pyoung4@luc.edu

#### RESEARCH COMPLIANCE OFFICER

- Matthew Hejna x66738  
  Director of Research Compliance & Safety  
  mhejna@luc.edu

#### CLINICAL TRIALS OFFICE

- Cathy Kalnicky, BSN, CC, x62027  
  Director, CTO  
  ckalnic@luc.edu
- Katie McCahill x60291  
  Administrative Secretary  
  kmccahi@luc.edu

#### COMPARATIVE MEDICINE FACILITY

- Lee M. Cera, DVM, PhD, x66746  
  Director  
  lecera@luc.edu
- Rose Buesing, BS, RLATG, x65165  
  Assistant Director  
  rbuesing@luc.edu
- Maria Pelc x69179  
  Administrative Secretary  
  mpelc@luc.edu

#### INSTITUTIONAL BIOSAFETY COMMITTEE

- Thomas Gallagher, PhD, x64850  
  Chair  
  tgallagher@luc.edu
- Matthew Hejna x66738  
  IBC Coordinator  
  mhejna@luc.edu

#### RADIATION SAFETY

- Robert Wagner, MD, x68667  
  Chair  
  rwagner@lumc.edu
Budget Information

**MILEAGE RATE in CALENDAR YEAR 2014 = $0.56 per mile**

Capital Equipment ≥ $5,000

Future year increases: 3%

**DHHS/PHS: Salary Cap ($181,500) for New and Competing Renewals and Non-Competing Continuation until further notice.**

NSF Cap N/A

<table>
<thead>
<tr>
<th>Fringe Benefits Rates FY 2015 SSOM</th>
<th>Fringe Benefits Rates FY 2015 MSON</th>
</tr>
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<tbody>
<tr>
<td>Faculty</td>
<td>Faculty</td>
</tr>
<tr>
<td>24.1%</td>
<td>28.1%</td>
</tr>
<tr>
<td>Staff</td>
<td>Staff</td>
</tr>
<tr>
<td>25.6%</td>
<td>32.2%</td>
</tr>
<tr>
<td>Graduate Students Tuition</td>
<td>Graduate Students Tuition</td>
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<tr>
<td>38.9%</td>
<td>38.9%</td>
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<tr>
<td>Grad Student Health Insurance</td>
<td>Grad Student Health Insurance</td>
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<tr>
<td>6.3%</td>
<td>6.3%</td>
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<tr>
<td>Part-Time Faculty &amp; Staff</td>
<td>Part-Time Faculty &amp; Staff</td>
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<tr>
<td>7.6%</td>
<td>7.6%</td>
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<tr>
<td>VA Fringe Rate</td>
<td>VA Fringe Rate</td>
</tr>
<tr>
<td>30.0%</td>
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**Facilities and Administrative Costs (F&A) or Indirect Costs (IDC)**

<table>
<thead>
<tr>
<th>Federal F&amp;A Rates</th>
<th>51% On-Campus (Maywood)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>26% Off-Campus (All locations)</td>
</tr>
<tr>
<td></td>
<td>43% On-Campus (Lakeside)</td>
</tr>
</tbody>
</table>

| VA F&A Rate       | 21% |

Cognizant Agency: DHHS Contact Person: Arif Karim, 214-767-3261
DHHS Agreement Date: 06/15/2012
Effective 07/01/2012-06/30/2016
Base: Modified Total Direct Cost (MTDC)

Exclusions: Equipment, capital expenditures, patient care costs, tuition, and a portion of each 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 predetermined 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 Provost for Research and Graduate Programs, HSD. 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, PhD, Vice Provost for Research and Graduate Programs, HSD.
### NRSA Post-doctoral Years of Experience and Stipend Levels

<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>Stipend Level</th>
</tr>
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<tbody>
<tr>
<td>0</td>
<td>$42,000</td>
</tr>
<tr>
<td>1</td>
<td>$43,680</td>
</tr>
<tr>
<td>2</td>
<td>$45,432</td>
</tr>
<tr>
<td>3</td>
<td>$47,244</td>
</tr>
<tr>
<td>4</td>
<td>$49,128</td>
</tr>
<tr>
<td>5</td>
<td>$51,096</td>
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<tr>
<td>6</td>
<td>$53,148</td>
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<tr>
<td>7 or More</td>
<td>$55,272</td>
</tr>
</tbody>
</table>

### NRSA Pre-doctoral Stipend: $22,476

### Graduate School

Richard H. Kennedy, PhD, Associate Dean  
Leanne Cribbs, PhD, Director, Graduate Programs

Staff:  
- Margarita Quesada x63532 SSOM-ORSHS 406  
- Judith Hartwig x63531 SSOM-ORSHS 400  
- Donna Buczek x63650 SSOM-ORSHS 400  
- Ann Kennedy x63353 SSOM-North Entrance 5653

### Tuition & Fees 2014-2015

#### Tuition
- Per credit hour: $965.00

#### Course Fees (per course):
- Thesis Supervision: Course 595: $500.00
- Dissertation Supervision: Course 600: $1,935.00
- Master's Study: Course 605: $565.00
- Doctoral Study: Course 610: $1,350.00

#### Mandatory Fees
- Student Activity Fee, per semester (except for students in online programs): $50.00
- Health Services Fee, per semester (except for students in online programs): $162.50
- Fitness Center Fee, per semester (except for students in online programs): $154.00
- Student Health Insurance Premium, annually: $2,330.00

#### Other Graduate Fees
- Matriculation Fee: $100.00
- Breakage/Damage Fee in Labs: As billed
- Judicial Fines: As billed
- Late Registration Fee (not refundable): $50.00
- Late Payment Fee: 1.5% monthly
- Parking Permit Rates: As billed
- Parking Tickets/Fines: As billed
- Rambler Bucks: As billed
- Returned Check Fee: $40.00
- Room & Board Rates: As billed
- Room Damages Fees: As billed

*Please note: Subject to change without notice*
Graduate Student Stipend (SSOM)  $27,000
Graduate Student Stipend (MSON)  $18,000

Electronic Account Setup & Budget Appropriations

The following documents are necessary for establishing a University Accounting Unit:
• Electronic Postaward Activation
• Award Documentation
• Budget Appropriations

POSTAWARD ADMINISTRATION - HSD FINANCE
Kevin O’Neill, Financial Analyst, HSD Finance
koneill@luc.edu
x63759

Rus Pascual, Sr. Financial Analyst, HSD Finance
epascu1@luc.edu
x66816

Financial Officer Responsible for Fiscal Reporting and Where Checks Should Be Sent

Donna Quirk, MBA
Associate Vice President for Financial Administration and Compliance
dquirk@luc.edu
Loyola University Chicago
820 N. Michigan Avenue
Lewis Towers, 13th Floor
Chicago, IL 60611
Phone 312-915-8723
Fax 312-915-8705

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: August 2014