



PROPOSAL CLEARANCE FORMS

Please use the most recent PCF and instructions which are located at: <http://louisville.edu/research/common/forms>

FRIENDLY REMINDER

Completed PCFs are due to the **A&S Research Office** a minimum of **7 work days** before the sponsor deadline.

A&S RESEARCH OFFICE ASSISTANCE

If any faculty or staff member needs assistance with a sponsored proposal, such as the PCF or budget, please contact the Research Office and we will set up a time to meet with you. Susanna Cornett specializes in the Arts, Humanities and Social Sciences areas and Teresa Wilkins specializes in the Natural Sciences areas. However, we are all available to help you. Contact our email service account to start the process: asresoff@louisville.edu.

ATTESTATION & DISCLOSURE FORM IN iRIS

Everyone is required to complete an Attestation and Disclosure Form (ADF) **on an annual basis** according to UofL policy. When you access the iRIS Log In screen at <https://iris.louisville.edu/> you will be prompted to enter your UserID and Password. For ADF, click on My Assistant and then Attestation and Disclosure Form.

A&S RESEARCH WEBSITE

Please visit the A&S Research Office website located at: <http://louisville.edu/artsandsciences/research>



On the main page of every section there is a toolbox which links to a PDF with brief descriptions and quick links to every part of the website.

FACILITIES & ADMINISTRATIVE (F&A) RATES

The new F&A indirect cost rates for organized research on campus are:

July 1, 2015-June 30, 2016: **53%**

July 1, 2016-June 30, 2018: **54%**

There is a chart of rates to use for projects starting between July 1, 2015 and June 30, 2016 for a period of 1, 2 and 3 years in the **Proposal Preparation** section:

<http://louisville.edu/artsandsciences/research/research-resources/proposal-preparation/calculations-of-f-a-rates>

DHHS Date: 4-29-15

A&S RESEARCH EMAIL SERVICE ACCOUNT

The Research Office has an email service account. If you have questions or suggestions please email us at: asresoff@louisville.edu

SPONSORED PROGRAMS ADMINISTRATION

Grant Management Specialist Jon Schmidt 852-4350
Grants & Contracts Assistant..... Amy Kinberger 852-8368
Grant Management Accountant... Gail Wilmes 852-8246

GRADUATE STUDENT TUITION

Fall 2015, Spring 2016 and Summer 2016 Tuition Rates
Graduate Regular (non-Online) Tuition

Candidacy \$1,298 per semester Annual 12 mos. \$3,894
Resident \$649 per cr. hour Annual 12 mos. \$15,558
Non-Resident \$1,350 per cr. hour Annual 12 mos. \$32,374

This is for Full-Time (9 cr. Hrs. or Candidacy Fall and Spring (6 cr. Hrs. or Candidacy Summer
<http://louisville.edu/finance/bursar/tuitionfee/tuitionrates1516>

Please see SIGS website regarding policy on Tuition Awards-Sponsored Research located at:
<http://louisville.edu/graduate/current-students/funding-opportunities/university-scholarship-and-tuition-awards>

STATE LAW COMPLIANCE - SENSITIVE DATA

Any paperwork or email containing **names and ID numbers** is considered to be **sensitive data**. Paperwork containing sensitive data must be delivered in sealed envelopes. To secure a campus mail envelope, sign your name on the flap and tape over your signature. If you are carrying the paperwork to the copier or to another person, place it in a file folder. **All sensitive data is to be kept locked up when you are away from your office (even if it is just for lunch).**

Emails containing **names and ID numbers** should always be **sent through Microsoft Exchange or CardMail** so they are automatically encrypted. Email sent from a personal email account is not encrypted even if it says "on behalf of" faculty's name "@louisville.edu." Do not use personal email accounts when sending proposals or making access requests for students.

A&S FACULTY SALARY STRUCTURE

A flow chart showing the salary structure for Institutional Base Salary (IBS) plus allowed supplemental pay and salary recovery options from grants and contracts is on the website in Research Resources > Proposal Preparation: <http://louisville.edu/artsandsciences/research/research-resources/proposal-preparation/a-s-salary-structure/view>