



Budgeting for **travel in your next proposal?**

**Be sure to include documentation that specifies
how the travel will have a direct benefit to the project.**

Need assistance with your proposal? Contact the A&S Research Office!

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. All sensitive data is to be kept locked up when you are away from your office. 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.” Always use your UofL email account when sending proposal materials.

FACILITIES & ADMINISTRATIVE (F&A) RATES

The F&A indirect cost rate for organized research on campus is **54%** (7/1/16-6/30/18)
DHHS Date: 4-29-15

<http://louisville.edu/research/common/f-a-indirect-cost>

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>

GRADUATE STUDENT TUITION

Fall 2017 and Spring 2018 Tuition Rates

Graduate Regular (non-Online) Tuition
Candidacy \$1,362 per semester Annual 12 mos. \$4,086
Resident \$681 per cr. hour Annual 12 mos. \$16,332
Non-Resident \$1,417 per cr. hour Annual 12 mos. \$33,988
Annual Benefits (FY 2018): \$2,726

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/tuitionrates>

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>

GARDINER HALL, ROOM 320

Robert M. Buchanan, Assoc. Dean of Research, 852-5635
Rea Diehlmann, UBM Intermediate, 852-0857
Holly Hogue, Administrative Specialist, 852-2658
Diane Penrod, Research Manager, 852-2803
Jon Schmidt, Research Grants Coordinator, 852-5588

A&S RESEARCH WEBSITE & SERVICE ACCOUNT

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



The toolbox links to a PDF with brief descriptions and quick links.

Email the service account: asresoff@louisville.edu

CONFLICT OF INTEREST

The following are required to complete an **Attestation and Disclosure Form** (ADF) in iRIS on an annual basis.

- All faculty and institutional officials
- All staff with financial and/or personnel responsibilities
- All individuals receiving any portion of their compensation through an externally funded project
- All individuals participating in research under the auspices of UofL.

Access the iRIS Log In screen at <https://iris.louisville.edu/> and enter your Ulink UserID and Password. Click on My Assistant, then Attestation and Disclosure Form. Your ADF is not complete until you have re-entered your Username and Password as signature verification and are presented with the tracking history of your completed document.

SPONSORED PROGRAMS ADMINISTRATION

Grant Management Specialist..... Roberta Brock 852-4350
Grants & Contracts Assistant..... Amy Mock 852-8368
Grant Management Accountant..... Gail Wilmes 852-8246

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.