



## Proposal Preparation Fact Sheet

The following information is used in the preparation of proposal coversheets, budgets, certifications, and other forms. If you have questions, contact the Office of Sponsored Programs (OSP) at (405) 466-2039

### **Applicant Organization**

Langston University  
P.O Box 1500  
Langston, OK 73050-1500

### **Name of Authorized Official (AO)**

Ruth Ray Jackson, Ph.D.  
President  
P.O Box 907  
Langston, OK 73050-0907  
Phone (405) 466-3201  
FAX (405) 466-3461  
E-Mail Address: [president@langston.edu](mailto:president@langston.edu)

### **Financial Contact**

Andrea Sherwood  
Assistant Director  
401 Whitehurst Hall  
Stillwater, OK 74078  
Phone (405) 744-8236  
FAX (405) 466- 7487  
E-Mail Address: [andrea.sherwood@okstate.edu](mailto:andrea.sherwood@okstate.edu)  
Invoice/Payment E-mail: [luaccountspayable@langston.edu](mailto:luaccountspayable@langston.edu)

### **Administrative Contact**

Ardenna Harris  
Director of Title III & Sponsored Programs  
Page Hall Room 312B  
P.O Box 1500  
Langston, OK 73050-1500

Phone (405) 466-2039

E-Mail Address: [ardenna.harris@langston.edu](mailto:ardenna.harris@langston.edu)

### Human Subjects / IRB

Assurance Number: 00013307 Effective  
08/31/2016

IRB Number: 00006545  
Effective until 06/29/2014

### Animal Welfare Assurance

Assurance Number: **Exempted**  
Effective

### System for Award Management

(Formerly known as Central Contraction Registration)  
SAM status active

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### Type of Organization

Public - State

### Congressional District

Third (3<sup>rd</sup>) OK-03

### DUNS Number

The Data Universal Numbering System (DUNS) number is a unique, nine-character industry-standard and government-wide company identifier code.

071222780

### Business Type

(one or all of these)

\* [Public/State Controlled Inst. of Higher Education](#)

\* [Nonprofit Institution](#)

\* [Historically Black College/University \(HBCU\)](#)

\* [Educational Institution](#)

### Unique Entity Identifier (UEI)

NSNLFLXEDEJ8

### **The North American Industry Classification System (NAICS)**

The standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

NAICS 611310 - Colleges, Universities, and Professional Schools (including private, state, and local government schools)

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### **Standard Industrial Classification (SIC)**

The Standard Industrial Classification (SIC) coding system identifies what type of activity your business performs as well as the type of product or services you offer.

8221 (Colleges and Universities)

### **Tax ID (TIN)**

The taxpayer Identification Number (TIN) is the number companies use for income tax purposes. It is also known as **Employer Identification Number** and **Federal Identification Number**.  
91-1896819

### **Facilities and Administrative (F&A) Costs** (Indirect Costs)

Facilities and administrative cost rates have been negotiated with the Department of Health and Human Services for July 1, 2020 through June 30, 2025. Please use the facilities and administrative cost rate indicated below.

Date signed: September 28, 2020

Agency: Department of Health and Human Services

Contract Person: Arif Karim (214) 767-3261

The federal government requires that with the exception of clinical and drug trials, and state and local contracts and grants that the same indirect cost rate be charged to non-federal grants and contracts as is charged to federal grants and contracts. The Office of Management and Budget (OMB) assumes that it costs the same to administer and provide facilities for privately sponsored research projects as it does for a federally sponsored project and views a reduced rate as a potential unauthorized subsidy to the private sector.

**If the proposed sponsor's policy requires a rate other than those indicated in the table below, apply the sponsor's rate to the total direct costs, unless otherwise stipulated in the sponsor guidelines. Please attach a copy of the sponsor's guidelines to the LU proposal routing sheet.**

In some cases, a reduction or waiver of indirect costs for reasons other than the policy of the sponsor may be requested. Written justification, including the impact of the proposed effort on the mission of the department or center, for partial or complete waiver of indirect costs must be submitted to OSP with the proposal for review.

Type	Effective Period	Rate	Location	Applicable
PRED.	07/01/2024 - 6/30/2025	47.00%	On- Campus	All Programs
PRED.	07/01/2024 - 6/30/2025	15.00%	Off- Campus	All Programs
PROV.	07/01/2024 until amended	Use same rated and conditions as those cited for fiscal year ending June 30, 2025		

**Off-Campus:** For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. Actual costs will be apportioned between on-campus and off-campus components. Each portion will bear the appropriate rate.

**\*Base:** Direct salaries and wages including vacation, holiday, sick pay, and other paid absence but excluding all other fringe benefits.

#### Current Fringe Benefits Rate

FICA	
Retirement	
Unemployment and other	
Group Insurance	
Employee Scholarships	
<b>Total</b>	<b>42.45 % Effective January 2025</b>
Fringe Benefits: Langston University uses the fringe benefit rate of 46.5% for proposal purposes. Actual rates will be charged to the award as direct costs to include the costs of	FICA, Disability Insurance, Workers Compensation, Life Insurance, Unemployment Insurance, Health Insurance, OTR Matching and Oklahoma Teachers Retirement.
<b>Cage Code Number</b>	<b>0UY72</b>
<b>OPE ID Number</b>	<b>00315700</b>