OFFICE OF RESEARCH SERVICES (ORS)
LAKESIDE CAMPUS
GENERAL INFORMATION

Office Address
Loyola University of Chicago
6439 N Sheridan Rd. Granada Center, Ste. 400 Chicago, IL 60626
Research Office General Phone (773) 508-2471
Research Office Fax (773) 508-8942

ORS Director
Angelica Vaca
Granada Center, Ste. 400
6439 N Sheridan Rd.
Chicago, Illinois 60626
773-508-2480
avaca1@luc.edu

Authorized Institutional Official Signatory
Meharvan Singh, PhD
Vice Provost for Research
2160 S. First Avenue
Maywood, Illinois 60153-3328
708-216-8434
msingh@luc.edu

General Institutional Information
Entity ID Number.................................................................36-1408475
Congressional District ..................................................IL-007 & IL-009
Unique Entity Identification (UEI) Number............................CVNBL4GDUKF3
Federal Tax ID Number..................................................36-1408475
IACUC Animal Welfare Assurance Number............................D16-00330 (A3543-01)
FICE (Federal Interagency Committee on Education) Number......001710
IDHR (Illinois Department of Human Rights) Number...............91707-00-0
Illinois Corporate File Number..........................................N11084290
LUC Tax Exemption Number..............................................E9989-4408-07
Institution Profile File (IPF) Code Lakeside Campus...............4689201
North American Industry Classification (NAICS)......................61131

FEDERAL ASSURANCES:
CIVIL RIGHTS - TITLE VI........................................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)
DRUG-FREE ASSURANCE.............................................Filed Date: 04/06/1989
DEA REGISTRATION.....................................................PLO182188

REVISED NOVEMBER 18, 2021
Applicable Rates-Budgeting

**Fringe Benefit Rates FY 2022 SPA**

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Faculty</td>
<td>21.0%</td>
</tr>
<tr>
<td>Full Time Staff</td>
<td>22.2%</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>47.5%</td>
</tr>
<tr>
<td>Graduate Tuition</td>
<td>35.4%</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>12.1%</td>
</tr>
<tr>
<td>Part-Time Faculty &amp; Staff</td>
<td>7.8%</td>
</tr>
</tbody>
</table>

[https://www.luc.edu/spa/rates.shtml](https://www.luc.edu/spa/rates.shtml)

DHHS/NIH Executive Level II Salary Cap = $199,300

Current mileage rate= $0.56 per mile

Cost Sharing (Full time faculty & staff at 30% fringe rate and part time faculty & staff at 8.50%): Requests must be preapproved.

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

Cognizant Agency: DHHS
Contact Person: Arif Karim, 214-767-3261
DHHS Agreement Date: 03/16/2020
Effective through 06/30/2022
Base: Modified Total Direct Cost (MTDC)

Exemptions: Equipment, capital expenditures, charges for patient care, (facility) rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of $25,000.

**F&A Rates** [https://www.luc.edu/spa/rates-university/](https://www.luc.edu/spa/rates-university/)

**Sponsored Projects:**

<table>
<thead>
<tr>
<th>Fiscal Year (July-June)</th>
<th>On-Campus Organized Research</th>
<th>On-Campus *Other Sponsored Activity</th>
<th>On-Campus Instruction</th>
<th>Off-Campus All Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY22</td>
<td>45.50%</td>
<td>40%</td>
<td>50%</td>
<td>26%</td>
</tr>
</tbody>
</table>

*Other Sponsored Activity includes programs and projects that involve the performance of work other than organized research or instruction (e.g., community service, public outreach, conferences, and seminars) or for activities where there is no training of students, data collection, or evaluation of any kind.

**Reduction or Waiver of F&A Rates:**

Requests to either reduce or waive our F&A rates must be preapproved by Dr. Meharvan Singh, Vice Provost for Research. Please work with your Research Administrator in ORS

REVISED NOVEMBER 18, 2021
Instructions for Sending Payments to Loyola University Chicago ACH and Wire Transfer Instructions

(Preferred methods) are listed below:

**ACH:**
Name of Bank: PNC
Address: 1 N. Franklin, Chicago, Illinois 60606
ABA Number or Routing Number: 071921891
Account Name: Loyola University of Chicago
Account Number: 4643690883
Reference: * Loyola department name or person expecting the ACH and the purpose of the ACH

**WIRE TRANSFER:**
Name of Bank: PNC
Address: 1 N. Franklin, Chicago, Illinois 60606
ABA Number or Routing Number: 041000124
Swift Address (if required): PNCCUS33
Account Name: Loyola University of Chicago
Account Number: 4643690883
Reference: * Loyola department name or person expecting the wire transfer and the purpose of the wire transfer

*Please note: In order to avoid delays in processing, it is very important that reference information be included with the wire transfer or ACH.

FOR PAYMENT BY CHECK: (in the event ACH or Wire Transfer is not possible)

**U.S. MAIL** (First Class Mail)
Loyola University of Chicago P.O. Box 777323 Chicago, Illinois 60677-9056

**COURIER** (FedEx, UPS, etc.)
PNC Bank c/o Loyola University Chicago
Lockbox Number 777323
350 East Devon Avenue
Itasca, Illinois 60143

Please note that the “P.O. Box” address should only be used for mail routed through the U.S. Postal Service. All overnight mail by couriers (FedEx, UPS, DHL, etc.) should be sent to the physical street address in Itasca, IL. The box name and number should be referenced in the address.
Research Administrative Information

Vice Provost for Research
Meharvan Singh, PhD
msingh@luc.edu

Program Manager
Office of the Vice Provost for Research
Samantha Bynum, x708-216-5139
sbynum1@luc.edu

Director, Office of Research Services
Angelica Vaca, x82480
avaca1@luc.edu

Office Manager
Jennifer Rios, x82128
jrios1@luc.edu

Research Administrator
Annnmarie Diaz, x82477
adiaz14@luc.edu

Research Administrator
Marzena Nowicka, x82985
mnowicka@luc.edu

Research Administrator
Quang Tran, x82804
gtran2@luc.edu

Associate Director of Research Compliance
Andrew Ellis, x82689
aellis5@luc.edu

Compliance Specialist
Laura Loeb, x88831
lloeb1@luc.edu

Database & Software Analyst
Pawel Grudysz, x88830
pgrudysz@luc.edu

Grant Administration Central Email
ors@luc.edu

Research Compliance Chairs and Officials

Institutional Review Board
(Human Subjects)
Chair: Loretta Stalans, PhD x88368
lstalan@luc.edu

Occupational Health & Safety
Matthew Hejna x66738
mhejna@luc.edu

Biosafety Official
F. Bryan Pickett, PhD x83367
fpicket@luc.edu

Radiation Safety Committee
Chairperson: Andrew Ellis, x82689
aellis5@luc.edu

IACUC
(Animal Subjects)
Chair: Martin Berg, PhD x88853
mberg@luc.edu

Animal Care Facility (ACF)
Director: Lee Cera, D.V.M, PhD x66596
lcera@luc.edu

Clinical Veterinarian
Farshid Azarafrooz x65162
fazarafrooz@luc.edu

REVISED NOVEMBER 18, 2021
Internal Funding Opportunities

ORS Advisory Board
Angelica Vaca, x82480 Chair
avaca1@luc.edu

Internal Grants
Jennifer Rios x82128
jrios1@luc.edu

Sponsored Program Accounting (SPA)

Senior Director
Brian Slavinskas, x58730
bslavin@luc.edu

Assistant Director
Sponsor Program Administration
Stefanie Rute, x58732
srute@luc.edu

Grant Administrator
Meredith Feuerbach, x58730
mfeuerbach@luc.edu

Accountant
Erin Merwin, x58730
emerwin@luc.edu

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

Brian Slavinskas, x58730
Senior Director
Sponsored Program Accounting
bslavin@luc.edu

Loyola University Chicago
Sponsored Program Accounting
820 N. Michigan Avenue Lewis Towers, 13th Floor
Chicago, IL 60611
Phone 312-915-8723
Fax 312-915-8705

Sponsored Program Accounting
Central Email: grntcon@luc.edu

REVISED NOVEMBER 18, 2021
Graduate Student Stipend (Lakeside Campus)

Graduate students who have full-time status with a 9 month stipend of at least $28,000 paid by an external grant/contract plus applicable fringes, are eligible to receive tuition remission paid by the university up to 18 credit hours. Graduate students who have full-time status with 12 month stipend of at least $37,333 paid by an external grant/contract plus applicable fringes, are eligible to receive tuition remission paid by the university up to 21 credit hours.

Such tuition costs are partially covered by means of the applicable graduate student fringe benefit rate used in the grant/contract budget. The information provided on this form will assist in determining the cost to the university that will not be reimbursed by the grant/contract.

Once an award is made and an accounting unit is established, a **graduate assistantship award** application must be submitted to the Graduate School for each supported Graduate Student. Any deviation to the above Policy needs to be approved by the Graduate School before PTAP/budget preparation and submission.

Please note: All tuition and fees are subject to change. Refer to the Office of the Bursar's website for the most updated figures. The current URL is https://www.luc.edu/bursar/tuitionfees/2021-2022/graduate-cas/.

Additional Accounting/Budget Information

Accounts Payable  
Accounts-Payable@luc.edu

Purchasing  
purchasing@luc.edu

Accounting  
Accounting@luc.edu

HR Processing  
HR-Processing@luc.edu

HR general  
HR-LSC@luc.edu

Cash Management  
CASHMGMT@luc.edu
Lakeside Campus Schools & Deans

**Arrupe College**  
Dean: Thomas Neitzke, S.J., EdD  
tneitzke@luc.edu

**College of Arts and Sciences (CAS)**  
Dean: Peter Schraeder, PhD  
casloyola@luc.edu

**Quinlan School of Business**  
Interim Dean: Maciek Nowak, PhD  
mnowak4@luc.edu

**School of Communications**  
Dean: Hong Cheng, PhD  
hcheng5@luc.edu

**School of Education**  
Interim Dean: Markeda Newell, PhD  
mnewell2@luc.edu

**School of Law**  
Interim Dean: Zelda B. Harris, JD  
zharris@luc.edu

**School of Environmental Sustainability (SES)**  
Dean: Nancy Tuchma, PhD  
ntuchma@luc.edu

**School of Continuing & Professional Studies**  
Interim Dean: Jeanne Widen, PhD  
jwiden@luc.edu

**School of Social Work**  
Dean: Goutham Menon, PhD  
SSWDeanLUC@luc.edu

**Graduate School**  
Dean: Emily Barman, PhD  
ebarman@luc.edu

Office of the Provost

**Provost**  
Margaret Callahan, CRNA, PhD, FNAP, FAAN  
x57585 mcallahan3@luc.edu

**Executive Administrative Assistant**  
Gina Lopez, x57585  
glopez@luc.edu

**Director, Business Operations**  
Catherine Carlson, x83521  
Ccarlson3@luc.edu

**Vice Provost, Academic Finance and Operations**  
Joanna Pappas, x57516  
jpappas@luc.edu

**Senior Director, Academic Business Operations**  
Adam Shorter, x87488, x57350, x68369  
ashorte@luc.edu

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