# School of Graduate Studies and Research (SGSR)
## OSP FAQ Sheet

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|---|---|
| **Address (for all official correspondence)** | Norfolk State University  
School of Graduate Studies and Research (SGSR), Office of Sponsored Programs (OSP)  
700 Park Avenue, McDemmond Center for Applied Research (MCAR), Suite 601, Norfolk, VA 23504 |
| **Type of Organization** | State Related Institution of Higher Education & Historically Black College and University (HBCU) |
| **U.S. Senator** | Tim Kaine, 222 Central Park Avenue, Suite 120, Virginia Beach, VA 23462 757.518.1674  
Mark R. Warner, 101 W. Main Street, Suite 7771, Norfolk, VA 23510, 757.441.3079 |
| **U.S. Congress State Senator** | Robert C. Scott, District 3, Phone: 202.225.8351  
Lionell Spruill Sr., District 5, Phone: 757.424.2178, E-mail: district05@senate.virginia.gov |
| **Officials Authorized to Sign Legally Binding Agreements** | Dr. Leroy Hamilton Jr., Provost and Vice President for Academic Affairs (I), H. B. Wilson Hall, Suite 460, 700 Park Avenue, Norfolk, VA 23513  
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| **Financial Contact** | Karla Amaya Gordon, Controller, HBW 360, 700 Park Avenue, Norfolk, VA 23504  
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| **Authorized University Official for all Proposals (Proposal Contractual, & Business Contact)** | Paula R. D. Shaw, Director, OSP, 700 Park Avenue, MCAR, Suite 601, Norfolk, VA 23504  
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| **University General Counsel** | Pamela Boston, General Counsel & Spec. Assist. Attorney, 700 Park Ave., Norfolk, VA 23504  
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| **IRS Employer ID Number** | 54-6002808-041 (Internal Revenue Service) |
| **Federal Entity Identifier** | 54-6002808 |
| **DUNS Number** | 074754805 (Data Universal Numbering System) |
| **CAGE** | 6Y311 Code (Contractor and Government Entity) |
| **FICE Code** | 003765 (Federal Interagency Committee on Education) |
| **ARC Number** | 14584 (Acquisition Resource Center Profile, National Security Agency) |
| **PIC Number** | 954330039 (Project Identification Code, European Commission) |
| **State Identification Number** | 30546002808F001 |
| **OPE ID Number** | 00376500 (Office of Postsecondary Education) |
| **OPEDS ID Number** | 232937 (Office of Postsecondary Education Data System) |
| **NIH IPF Number** | 504401 (National Institutes of Health, Institutional Profile File) |
| **Cognizant Agency/Contract Administration Office** | Department of Health & Human Services (DHHS)  
The fixed rate is 43% for on-campus or 20.8% for off-campus of total direct costs excluding capital expenditures (buildings, individual items of equipment, alterations and renovations) and that portion of each sub-award in excess of $25,000. |
| **Fringe Benefit Rate** | **Full-Time**  
2017: 42.0%  
2018: 42.0%  
2019: 42.0%  
2020: 42.0%  
**Part-Time:** 7.65% |

OSP, FAQ Sheet, CEDH, 12/20/18