

# STANDARD INSTITUTIONAL INFORMATION

**Mailing address:**

Research & Sponsored Programs  
Wake Forest University  
P.O. Box 7528  
Winston-Salem, NC 27109

**For overnight delivery:**

Research & Sponsored Programs  
Wake Forest University  
117E Reynolda Hall  
1834 Wake Forest Road  
Winston-Salem, NC 27106

**Authorized officials to sign proposals and contracts:**

Lori Messer, Director  
Research & Sponsored Programs

*alternate:*

Stephen Williams, Assistant Director  
Research & Sponsored Programs

**Cage Code:** 0V3S1

**Check Payee:** Wake Forest University

**Checks should be sent to:**

Wake Forest University  
Financial & Accounting Services  
P.O. Box 7201  
Winston-Salem, NC 27109  
attn: Debbie Hellmann

**Cognizant Audit Agency:**

U.S. Department of Health & Human Services  
Division of Cost Allocation  
Cohen Building-Room 1067  
330 Independence Avenue, S.W.  
Washington, DC 20201

**Congressional District:** 5<sup>th</sup>  
(NC-005 on SF 424)

**DUNS:** 04-14-18799

**Employer Identification Number:** 56-0532138

**Entity Identification Number:** 1560532138A1  
(for PHS applications)

**Facilities and Administrative Costs:**

56% on-campus  
26% off-campus

*Rates applied to salaries and wages only  
Agreement dated March 28, 2007*

**Federalwide Assurance Number:** FWA00001732

**Financial Administrator:**

Ms. Debbie Hellmann  
Grant Accounting Manager  
Financial & Accounting Services  
Wake Forest University  
P.O. Box 7201  
Winston-Salem, NC 27109

**Fringe Benefit Rates:**

Academic Year Faculty/Staff = 27.4% of salaries  
Faculty *summer* = 10% of salary  
Temporary employees = 10% of salary or wages  
Adjunct = academic year rate – 10%  
FICA only = 7.65% of wages

**Graduate Research Assistant Stipends:** please go to this link for a list of stipends by department

<http://www.wfu.edu/rsp/gss.html>

Ph.D. students get health insurance benefits of \$1,800

**Institutional Profile File Number (IPF):** 9021201

**NAICS:** 611310 (*replaces SIC code*)

**NSF Organization Code:** 0029785000

**Salary Increase Rate:** 3% annually

**Standard Industrial Code (SIC):** 8221 (*replaced by NAICS*)

**State Senate/Congressional Districts:**

NC Senate 20<sup>th</sup>  
NC House 67<sup>th</sup>

**Student Salaries:** Hourly workers pay rate based on job requirements/qualifications; click here for Graduate Research Assistant stipend amounts: <http://www.wfu.edu/rsp/gss.html>

**Tuition:** 5% of total direct costs for budgets under \$100,000/year; \$5,000/student/year when direct costs exceed \$100,000/year.

**Type of Organization:** Private institution of higher education