



# OFFICE OF SPONSORED PROGRAMS AND RESEARCH COMPLIANCE

Information Sheet – last revised on **September 15, 2020**

## CONTACT SPARC

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**Hours of Operation:**  
8:00AM – 5:00PM, Monday – Friday

**Contact Proposal Development at:**  
[proposals@uncw.edu](mailto:proposals@uncw.edu)

**Contact Award Management at:** [AOR@uncw.edu](mailto:AOR@uncw.edu)

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**Mailing Address:** UNCW – SPARC  
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**Institutional Address and Contact Phone Number**  
Office of Sponsored Programs & Research Compliance  
601 South College Road  
Wilmington, NC 28403-5973  
Phone Number: (910) 962-3810  
Fax Number: (910) 962-4011

**Remittance Address for Payment**  
University of North Carolina Wilmington  
Accounts Receivable  
601 South College Road  
Wilmington, NC 28403-5934

## UNIVERSITY INFORMATION

Official Legal Name: **University of North Carolina at Wilmington**

**Date of Incorporation:**  
September 04, 1947

**Type of Organization:** State  
Institution of Higher Education

[UNCW Fact Sheet PDF](#)

**Fiscal Year:** July 01 – June 30

**Academic Year:** Aug. 15 – May 15

**Summer:** May 16 – Aug. 14

**UNCW Tax Exempt Status:** The University of North Carolina Wilmington is an agency of the State of North Carolina and is tax-exempt under the Internal Revenue Code Section 115. This Code Section exempts state and local governments in the performance of their essential functions. Additionally, any gifts made for exclusively public purposes to or for the use of government units of a state or possession of the United States, or their political subdivisions, such as the University, are tax deductible. See IRC Section 170(c) (1).

## PROPOSAL PREPARATION: IDENTIFICATION AND REGISTRATION INFO

*Federal Inter-Agency Committee on Education (FICE) Code:*  
**002984**

*Employee Identification Number (EIN) and Federal Tax ID Number:* **56-1258660**

*Data Universal Numbering System (DUNS) Number:*  
**040036584**

*Federal Contractor Identification Code (Cage Code):* **7F076**

*North American Industry Classification System (NAICS) Code:* **611310 (Primary)**  
**611630; 541715; 541990; 411430**

*FDP Financial Conflict of Interest (FCOI) Institutional Clearinghouse Listing:* **08/17/2012**  
(verification date)

*Most Recent Audited Financial Statements:* [UNCW Financial Reports](#) (Controller's Office)

*Sam Registration:* **Valid through 06/16/2021**

*Congressional District (UNCW/CMS):*  
**NC-007**

*Animal Welfare Assurance Number:* **A3871-01**  
Valid through 6/30/2022

*Human Subjects Assurance Number:* **FWA00001025**  
Valid through 10/22/2023



BUDGET PREPARATION		
Decision Trees	Forms	Templates
<ul style="list-style-type: none"> <li><a href="#">Decision Tree Position Classification 2018</a></li> <li><a href="#">Subagreement vs Subcontractor Decision Tree</a></li> <li><a href="#">Subrecipient vs Contractor</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Subrecipient Commitment Form</a></li> <li><a href="#">Subcontractor Commitment Form</a></li> <li>F&amp;A Waiver</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Budget Template</a> (Excel)</li> <li><a href="#">Fringe Benefits Calculator</a> (Excel)</li> </ul>
Facilities and Administrative Costs	Current F&A Rates	Policies and Procedures
<p><a href="#">UNCW F&amp;A Rate Agreement</a></p> <p><b>Cognizant Audit Agency</b>            Department of Health &amp; Human Services            330 Independence Ave. SW            Cohen Building, Room 1067,            Washington, DC 20201            Contact: Lucy Siow, (301) 492-4855</p>	<ul style="list-style-type: none"> <li>On-Campus Research: <b>49%</b></li> <li>On-Campus Instruction: <b>50%</b></li> <li>On-Campus Other Sponsored Activities: <b>32%</b></li> <li>All Off-Campus Rates: <b>26%</b></li> </ul>	<p>It is important to be familiar with UNCW policies and procedures related to budget preparation to prevent delays in funding, should the proposal be awarded.</p> <p>Click <a href="#">here</a> to learn more.</p>

Faculty Pay Information		
Term	Type	Calculation
Academic Year	Course Buyout	Please reach out to a proposal specialist to calculate a course buyout.
Summer Pay	Supplemental Pay (Click <a href="#">here</a> to read the official policy)	For a 9-month faculty appointment: Institutional Base Salary divided by 9 = 1 month of pay Ex. \$65,000/9 = \$7,222.22 = 1-month summer salary <i>*Summer pay must be based on previous year's Institutional Base Salary</i>

Student Pay Information				
Term	Type	Hiring Range (Stipend)	Hiring Range (Hourly)	Hours Allowed to Work
Academic Year	Undergraduate	N/A	\$8 - \$12	No more than 20 hours per week
	Master's	\$13,000	\$12 - \$17	
	PhD	\$21,000	\$25 - \$30	
Summer	Undergraduate	N/A	\$8 - \$12	Up to 40 hours per week (may require Dean's approval)
	Master's	\$2,888	\$12 - \$17	
	PhD	\$4,667	\$25 - \$30	

\*Please contact the [Graduate School](#) for rates by department

[Student Health Insurance Premium](#): \$1,308.40 per semester

Student Tuition & Fees Rates can be found [here](#).

Other Helpful Information	
<a href="#">UNCW Travel Rates</a> :	Current Fringe Benefits Rates:
<p><b>Breakfast:</b> \$8.60 in-state and out-of-state</p> <p><b>Lunch:</b> \$11.30 in-state and out-of-state</p> <p><b>Dinner:</b> \$19.50 in-state and \$22.20 out-of-state</p> <p><b>Lodging:</b> \$75.10 in-state and \$88.70 out-of-state</p> <p><b>International</b> per diem rates can be found <a href="#">here</a>.</p>	<ul style="list-style-type: none"> <li>- <b>Faculty Rates</b> (Academic Year &amp; Summer) can be calculated using the UNCW Fringe Benefits Calculator, found <a href="#">here</a>.</li> <li>- All <b>Students</b> (Graduate and Undergraduate) and <b>Other Personnel</b> (e.g., post-doctoral associate, technician, programmer, statistician) have a fringe benefits rate of 8.65%.</li> </ul>
Federal and State Guidelines for Reference	
<ol style="list-style-type: none"> <li><a href="#">Federal Acquisition Regulation</a> (FAR)</li> <li><a href="#">Federal Demonstration Partnership</a> (FDP)</li> <li><a href="#">North Carolina General Assembly Statutes</a> (NCGA)</li> </ol>	<ol style="list-style-type: none"> <li><a href="#">North Carolina Office of State Budget and Management</a></li> <li><a href="#">Umstead Act</a> (Word doc)</li> <li><a href="#">Uniform Guidance</a> (2 CFR 200)</li> </ol>