

OFFICE OF RESEARCH SERVICES (ORS)

LAKESHORE CAMPUS (LSC)



Preparing people to lead extraordinary lives

OFFICE NAME AND ADDRESS

Loyola University of Chicago
6439 N Sheridan Road
Granada Center, Suite 400
Chicago, IL 60626

Research Office Phone: (773)508-2471
Research Office Fax: (773)508-8942

ORS DIRECTOR

Angelica Vaca
Granada Center, Ste. 400
6439 N Sheridan Road
Chicago, IL 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.....	L-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
Cage Code Number.....	4B825

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

BUDGET INFORMATION

Fringe Benefit Rates FY 2024

<https://www.luc.edu/spa/rates.shtml>

Full Time Faculty	27.7%
Full Time Staff	29.8%
Graduate Students	48.6%
Graduate Tuition	35.2%
Student Health Insurance	13.4%
Part-Time Faculty & Staff	7.9%

*If mandatory cost share is required and approved, the university's operating fringe benefit rate should be used to budget the cost.

<https://www.luc.edu/spa/rates-university/>

OTHER CONSIDERATIONS:

NIH Executive Level II Salary Cap = \$212,100

Current mileage rate= 65.5 cents per mile

FACILITIES & ADMINISTRATIVE COSTS (F&A), INDIRECT COSTS (IDC)

Cognizant Agency: DHHS

Contact Person: Arif Karim

Contact Phone: 214-767-3261

DHHS Agreement Date: 09/07/2022

Effective Period: 7/1/2022 to 06/30/2025

Base: Modified Total Direct Cost (MTDC)

Exclusions: 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

Sponsored Projects:

Fiscal Year (July-June)	On-Campus Organized Research	On-Campus *Other Sponsored Activity	On-Campus Instruction	Off-Campus All Programs
FY2024	45.5%	40%	50%	26%

*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.

REVISED 4/17/2024

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. Be mindful that reductions/waivers of F&A result in cost sharing, which negatively impacts our future F&A rates. F&A is used to help cover our operating costs (staff salary, utilities, building maintenance, etc.), so it is important that we recover all we can.

[Request for IDC Waiver or Reduction Form](#)

Instructions for Sending Payments to Loyola University Chicago ACH and Wire Transfer Instructions (Preferred methods) are listed below:

ACH

Name of Bank:	PNC
Address:	500 First Ave. Pittsburgh, PA 15219
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:	500 First Ave. Pittsburgh, PA 15219
ABA Number or Routing Number:	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

Claudia Orellana,
x82128
corellana1@luc.edu

Research Administrator

Marco Leoni, x82477
mleoni@luc.edu

Senior Research Administrator

Marzena Nowicka, x82985
mnowicka@luc.edu

Research Administrator

Quang Tran, x82804
qtran2@luc.edu

Associate Director of Research Compliance

Andrew Ellis, x82689
aellis5@luc.edu

Grant Administration Central Email

ors@luc.edu

RESEARCH COMPLIANCE CHAIRS AND OFFICIALS

Institutional Review Board (IRB)

Chair: Loretta Stalans, PhD x88368
lstalan@luc.edu

Laboratory 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

Interim Attending Veterinarian

Jeffrey Oswald, DVM, DACLAM
joswald2@luc.edu

Clinical Veterinarian

Farshid Azarafrooz x65162
fazarafrooz@luc.edu

INTERNAL FUNDING OPPORTUNITIES

ORS Advisory Board

Angelica Vaca, x82480 Chair
avaca1@luc.edu

Internal Grants

Claudia Orellana,
x82128
corellana1@luc.edu

SPONSORED PROGRAM ACCOUNTING (SPA)

Senior Director

Brian Slavinskis, x58730
bslavin@luc.edu

Assistant Director Sponsor Program Administration

Stefanie Rute, x58732
srute@luc.edu

Assistant Director Sponsor Program Administration

Melissa Alich, x58724
malich@luc.edu

Senior Grant Administrator

Tomasz Zalewski, x58735
tzalewski@luc.edu

Accountant

Erin Merwin, x58730
emerwin@luc.edu

Grand Administrator

Nazgul Mokeeva, x58731
nmokeeva@luc.edu

Grant Administrator

Emma Barzen, x58729
ebarzen@luc.edu

FINANCIAL OFFICER RESPONSIBLE FOR FISCAL REPORTING AND WHERE PAYMENTS SHOULD BE SENT

Brian Slavinskis, 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

GRANT RELATED UNITS

Accounts Payable	payables@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 AND 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

Dean: Michael Behnam, PhD
mbehnam@luc.edu

School of Communications

Interim Dean: Elizabeth Coffman, PhD
ecoffma@luc.edu

School of Education

Interim Dean: Markeda Newell
Mnewell2@luc.edu

School of Law

Dean: Michèle Alexandre, JD
Malexandre1@luc.edu

School of Environmental Sustainability (SES)

Dean: Nancy Tuchman, PhD
ntuchma@luc.edu

School of Continuing & Professional Studies

Interim Dean: Jeanne Widen, PhD
jwiden@luc.edu

School of Social Work

Interim Dean: James Marley, PhD
jmarley@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

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