

Quick Reference Guide for Grant Applications 2023-2024

AUTHORIZED UNIVERSITY GRANT SIGNATORIES

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Support, Proposal & Budget Review, Internal Approvals, Submission

Misty Koonse
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Ms. Rachel Depenbusch
Associate Controller
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Mr. Mike Drees
Controller
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ADDITIONAL RESOURCES

MORE RESOURCES AT THE OFFICE OF SCHOLARSHIP AND SPONSORED PROJECTS:
www.fhsu.edu/academic/gradschl/ossip

GRANTS RESOURCE CENTER (GRC)
GRC provides grant and funding agency information, copies of funded proposals, special notices/announcements, as well as a grant search function. FHSU has a paid subscription available to all employees.
<https://aascu.org/resources-expertise/grc/>
***Previous campuswide login information will no longer work. You must create new individual credentials.*

COVER SHEET INFORMATION
Legal name of Applicant:
Fort Hays State University
Address:
600 Park St.
Hays, KS 67601-4099
Telephone: (785) 628-4000
FAX: (Admin & Fin.) (785) 628-4046
FAX: (Grants Office) (785) 628-4479
US Congressional District: 1st (KS-001)
Legislative District: 111th
FEIN Number: 48-1210777
DUNS Number: 07-627-4919
UEI Number (replaces DUNS Number):
DVSMS2BMAK51

PLEASE NOTE: The FY24 Kansas fiscal year is July 1, 2023 – June 30, 2024

SPIN
<https://spin.infoedglobal.com/Home/SOLRSearch>
Use to search for funding from a university IP address or through VPN

No login required

**STATE OF KANSAS TRAVEL
& SUBSISTENCE RATES**

Current lodging and per diem rates:
<https://www.fhsu.edu/bus-off/Expenses%20and%20Travel/index>

Current FHSU mileage and fuel rates:
<https://www.fhsu.edu/administrative/physicalplant/motor-pool/index>

Current federal mileage reimbursement rates:
<https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2023-business-use-increases-3-cents-per-mile>

Travel outside the U.S. must be on an American carrier

Health Insurance Rates FHSU's Portion - Semi Monthly			
	Medical	Dental	Total
Part Time:			
Single	\$284.38	\$19.74	\$304.12
With Family	\$414.31	\$27.11	\$441.42
Full Time:			
Single	\$355.34	\$19.41	\$374.75
With Family	\$520.64	\$27.85	\$548.49

INDIRECT COST RATE or FACILITIES & ADMINISTRATIVE (F&A) or OVERHEAD COSTS

The negotiated federal INDIRECT COST RATE for FHSU is 32.00% of salary + fringe for on-campus.
 Use 14.00% for off-campus.

“Indirect costs” refer to the overhead charges for general support and management.

**PAYROLL COSTS – FRINGE BENEFITS
(less Health Insurance)**

CLASSIFICATION	FY24
Unclassified Personnel	.18104
USS Personnel	.22174
Student Labor	.00954
Graduate Assistants	.00954
Student Summer – Not Enrolled	.08604

Student labor & Tuition

Undergraduate Student Wage = \$10.00/hr
<https://www.fhsu.edu/humanresourceoffice/student-employment/>

Graduate Assistantships
www.fhsu.edu/academic/gradschl/Graduate-Assistantships/

Tuition Rates
https://www.fhsu.edu/sfs/students_parents/tuition/fy24-tuition-and-fees.pdf