



Hektoen Institute for Medical Research, L.L.C.

Dennis Ronowski
Administrator
2100 West Harrison
Chicago, Illinois 60612
Phone: (312)948-2530
Fax: (312) 948-2549
E-mail: dennis.ronowski@hektoen.org

September 24, 2008

To: Principal Investigators/Project Administrators

From: Dennis Ronowski
Administrator

In re: Hektoen Grant Policies and Rates, 2009

As you know, the New Year inevitably brings changes with it. We thought we would outline Hektoen's current policies for purposes of clarification and information. The changes that we note are included below:

Please note that for all grants submitted on behalf of any agency or entity of the Cook County Bureau of Health, the Bureau's D-1 forms must be signed and submitted before Hektoen is authorized to submit the grant to the funding agency. These forms are available from our website: www.hektoen.org or can be obtained from Lynda Brodsky at (312) 864-0716. Secondly, all proposals must be given to Hektoen's office of grants administration before submission. Finally, all budgets must be reviewed and approved by the Office of Grants Administration before a proposal can be submitted.

Indirect Cost/Facilities and Administrative Costs

- a. **Federal Rate**, unless otherwise specified by the RFA, is **45% of salaries only, exclusive of fringe and all other costs**. This rate has been in effect since 9/1/2005; we anticipate a new rate as of 9/1/2009.
- b. Local and state agencies, **10 – 20 % of total costs**.
- c. Proprietary pharmaceutical study, **25% of Total Direct Cost**
- d. **All other grants** – please contact Dennis Ronowski at (312) 948-2530.

Fringe Benefit Rate

Employees hired between 80% and 100% time (FTE)

For projects starting or renewing as of 9/1/08, 37% of salary

For projects starting or renewing as of 3/1/08, 36% of salary

For each year thereafter, assume an increase of one percentage point per fiscal year which starts 9/1/2008.

Employees hired less than 80% time (PTE)

Fringe benefit rate is 18%; assume an increase of .5% per year, when calculating multi-year budgets.

Hiring Procedures

Hektoen is an equal opportunity employer and hires individuals solely based on their qualifications and ability to do the job. Hektoen follows the Federal and State laws of employment. When a job vacancy occurs, the manager responsible for filling the position (hiring manager) will complete the Approval to Hire Form. Fax or scan the completed Approval to Hire Form to 312-948-2509.

If you need any assistance with developing a job description, call 312-948-2507. Job descriptions should be emailed to bettye.merriweather@hektoen.org, the Director of Human Resources. The Human Resource Department will post the position internally for two weeks. If no qualified candidates result from the internal posting, then hiring manager can interview external candidates. HR is responsible for posting all external ads in newspapers, etc. Vacant positions are posted on Hektoen's website: www.hektoen.org

NIH Salary Caps

2008	\$191,300
2007	\$186,600
2006	\$183,500

These rates are the maximum salary that can be charged to an NIH grant, regardless of actual salary.

Pension Plan/Tax Deferred Savings

Federally maximum allowable contribution for the Pension Plan and the Tax Deferred Annuity is \$15,500. For staff over 50, an additional \$5,000 can be deferred. Hektoen matches the employee's contribution amount to the Pension Plan up to 6% of salary.

Mileage Rate

\$0.585/mile for City, County, State and Federal Grants; per the GSA (General Services Administration) rate effective August 1st, 2008

Per Diem Rate

\$57/day unless specified by the funder.

Travel

To charge your travel directly to your grant fund number, please contact Pegasus Travel: Pegasus1@consolidated.net. Phone: (800) 228-6906. Fax: (217) 532-7810. There is a \$20 ticketing charge.

Hektoen has a discount number with Avis. The discount number is L179992. The traveler must pay the rental charges with a personal credit card; the discount account number is not a charge account.

Hektoen Forms

Forms for travel advances, check requests and purchase orders are available electronically at www.hektoen.org.

Hektoen Queries

For questions regarding proposal development and submission and related pre award questions, please call Anne Carmack at (312) 948-2508. For questions regarding contract administration and related post award questions, please call Billie Moore at (312) 948-2514.

For questions relating to human resources, including job posting, hiring, firing, discipline, salary review or benefits, medical leaves, and worker's comp injuries, please call Bettye Merriweather at (312) 948-2507 or by e-mail: bettye.merriweather@hektoen.org

For questions regarding purchasing, please call Alicia Jones at (312) 948-2504.

For questions regarding accounting or fiscal reporting, please call Yulanda Brown at (312) 948-2531.

For questions regarding computers or software, please call Ali Memon, (312) 948-2526.

If you have any further questions, please do not hesitate to contact Dennis Ronowski at (312) 948-2530.