



**Auburn University at Montgomery  
Office of Sponsored Programs & Research  
Fact Sheet**

All proposals must be accompanied by AUM Proposal Transmittal Form (PTF). Prior to returning the PTF to the Office of Sponsored Programs and Research, please have your Chair and Dean/Director sign the PTF to indicate their approvals.

**Typical parts of a proposal:**

- Transmittal Form
- Title Page
- Table of Contents
- Abstract
- Needs Statement
- Goals & Objectives
- Procedures
- Evaluation Plan
- Equipment, Facilities, & Personnel
- Budget & Budget Narrative
- Logic Model
- Timeline
- Appendices
- CV/Vitae

**Proposals Indicating the possible use of subcontractors or consultants should contain the following:**

- **Subcontractors:** A detailed statement of work and a detailed budget indicating the activities, levels of involvement, and costs proposed by the subcontractor. This information should be presented in a way to distinguish it from the activities and costs of AUM. A Letter of Commitment signed by an Authorized Representative of the subcontractor is, also, required. The AUM Principal Investigator (PI) should be prepared to explain the reason for choosing the particular subcontractor.
- **Consultant:** A Statement of Work and indications of rates to be charged should be included in the AUM proposal in the form of a Letter of Commitment from the consultant showing the willingness to be part of the AUM effort.

**Applicant Organization**

Auburn University at Montgomery

**Physical Address:**

7400 East Drive  
Montgomery, Alabama 36117-7088

**Awards Should Be Sent To:**

Mailing Address:

AUM Office of Sponsored Programs & Research  
Post Office Box 244023  
Montgomery, Alabama 36124-4023

**Checks Should Be Sent To:**

Mailing Address:

AUM Office of Financial Services  
ATTN: Financial & Administrative Services  
Post Office Box 244023  
Montgomery, Alabama 36124-4023  
334-244-3600

**Important Proposal Information:**

Organizational Type:	Institution of Higher Education
Congressional District:	AL-002
County:	Montgomery
Employer ID Number (EIN) – Tax ID Number:	63-6000724A
Cage Code Number (Federal Agreements):	05UF9
SAM Registration Number:	05UF9
Data Universal Number System (DUNS for Federal Contracts) Auburn University at Montgomery:	183862119-0000
Data Universal Number System (DUNS for Federal Contracts) Auburn University:	066470972
NSF Institutional/Organizational Code:	008310500
NIH Institutional Profile Number:	1470403
UEI:	S2Y7SMVZ1R96
Human Subjects Assurances:	
• FWA (Federalwide Assurance) Number:	00012889 Expires: 06/05/2030
• IRB Assurance Number:	00006286 Expires: 02/25/2029
• IORG Assurance Number:	0005227 Expires: 02/25/2029

**Budget Information:**

Fringe Benefit Rate:	Fiscal Year 2025
• Full Time:	28.70%
• Part Time/Postdoctoral:	10.60%
• Graduate Students/Graduate Assistants:	3.40%
• Undergraduate Students:	Exempt

Department of Health and Human Services Agreement Rate (Indirect Rate Agreement) \*

Location	On-Campus Rate:	Off-Campus Rate:
All Programs	52%	30%

\*\*IDC Base: Total Salaries and Wages, Not Including Fringes

\*F&A (Fiscal and Administrative Rate): Effective Dates 10/01/2022 to 09/30/2026

**Modified Total Direct Costs (MTDC) – Total Direct Costs Minus:**

- Equipment
- Capital Expenditures
- Tuition
- Rental Costs of Off-Site Facilities
- Scholarships & Fellowships
- Portion of Each Subcontract in Excess of \$25,000

**Consulting Rates for AUM Faculty:**

12 Month Salary x .0012 = Maximum Hourly rate

9 Month Salary x .00156 = Maximum hourly rate

As a general rule, extra compensation for faculty from externally funded sources is not allowed.

Be prepared to provide justification. Such consulting must be approved by the Provost.

**Travel:**

**Reimbursement for Mileage** (72.5 cents per mile for personal vehicle use from AUM):

Montgomery Airport = Miles X 72.5 cents per mile

Birmingham Airport = Miles X 72.5 cents per mile

Atlanta Airport = Miles X 72.5 cents per mile

Auburn = 97 Miles X 72.5 cents per mile

(This mileage rate change is effective beginning 01/01/2026)

**Meals for Out-of-State:** Meals and incidental expenses (M&IE) will be reimbursed using daily per diem amounts which correspond with the U.S. General Services Administration (GSA) established rate for the travel destination (GSA website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>). A traveler will not be required to submit receipts when being reimbursed at GSA rates, nor will they be able to claim any extra expenses for those items intended to be covered by the M&IE rate.

**Out-of-State Lodging:** Actual expense.

**Foreign Lodging:** Actual expenses not to exceed Federal Travel Rates per diem for the visited city ([www.state.gov](http://www.state.gov))

**In-State Per Diem:** \$85.00 for travel that requires one overnight stay and \$100 for travel that requires a stay of more than two nights. Meal Reimbursement reflects the actual expense with receipts **unless** the overnight (lodging) per diem is claimed. Meals are then included in the \$85/\$100 rates and cannot be an additional claim.

When an overnight stay is not included, the reimbursement rate for meals is:

- \$12.75 (6 – 12 Hours)
- \$34.00 (Over 12 Hours)

<https://sites.auburn.edu/admin/universitypolicies/Policies/TravelPolicies.pdf>

**Other AUM Information:**

- Established: 1967
- Accrediting Body: SACSCOC
- Chancellor: Dr. Carl Stockton
- Provost: Dr. Mrinal Varma

**Important Definitions:**

- **Off-Campus:** For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. Grants or contracts will not be subject to more than one F&A cost rate. If more than 50% of a project is performed off-campus, the off-campus rate will apply to the entire project.
- **Basic Research:** Research for the purpose of gaining a fuller knowledge or understanding of a subject without seeking specific ways to put that knowledge to work in new processes of products.
- **Research:** Systematic study that is undertaken in order to gain a fuller scientific knowledge or understanding of a subject.
- **Instruction:** Except for research training, instruction includes all teaching and training, whether for credit toward a degree or certificate or on a non-credit basis.
- **Other Sponsored Activities:** Programs and projects supported by outside sponsors that involve performing work other than Instruction and Research.
- **Cognizant Audit Agency:**  
Department of Health and Human Services  
Cost Allocation Services  
7700 Wisconsin Avenue  
Suite 2301  
Bethesda, MD 20814  
HHS Rep: Olulola Oluborode  
(301) 492-4065