

1. How can I locate funding opportunities?

The ORSP website includes links to resources to help identify grant opportunities. Some searchable database services, (Grants.gov), are available to Dillard University faculty and staff free of charge.

2. Where do I obtain grant forms?

Most agencies have application forms on their web sites. You can also find the university's internal forms under the "Forms" section of our website.

3. Who can help me with budget information?

Please contact Mrs. Elsie Coleman, Sponsored Programs Accountant:
ecoleman@dillard.edu or 504.816.4514

4. What are Dillard University's Facilities & Administration (formally indirect cost) rates?

Dillard University's F&A rates agreement can be obtained from our Frequently Needed Data. ([hyperlink](#))

F&A on-campus: 51%

F&A off-campus: 20%

5. What are the current fringe benefits rates?

Dillard University's Fringe Benefit rate is 23%. This agreement can be obtained from our Frequently Needed Data ([hyperlink](#))

6. How many copies of a grant application need to be submitted?

Follow the agency guidelines as published in the application packet and/or specific program announcement.

7. What are the mailing options for grant applications?

Follow deadline dates and times according to the application packet and/or specific program announcement. You may choose to mail the application yourself or to have ORSP mail it for you.

8. Who signs for the University as the Authorized Representative?

Dr. Walter L. Strong, Executive Vice President signs all contracts and consultant agreements

Mr. Theodore Callier, Asst. Vice President for Research signs all pre and post award documents

9. How can I obtain an account number to start expenditures on my grant?

ORSP will establish an account number once we receive a fully signed award document. In some cases we can activate an account number in advance.

10. Who can help me with electronic submissions?

Please contact Mrs. DeQuindra Rouzan, Sponsored Programs Officer,
drouzan@dillard.edu or 504.816.4796

11. Who can I contact about my Title III activity?

Please contact Ms. Nichele Harper, Director of Title III, nharper@dillard.edu or
504.816.4212

12. Who do I send my Time and Effort report to?

Please send all Time and Effort forms to Ms. Gracious Bias, Administrative Assistant,
gbias@dillard.edu or 504.816.4261

13. Do I need approval to buy equipment not originally included in my grant application?

Yes. Please contact Mr. Theodore Callier, tcallier@dillard.edu or 504.816.4018

14. How often can I apply for Title III funding?

Once a year, there will be a call for proposals. Please contact Nichele Harper for more
information.

15. What area of projects does Title III fund?

Title III will fund any activity aligned with the university strategic plan, by strengthening
academics, fiscal management, and the endowment.

16. Who do I contact to receive a financial report for my grant?

Please contact Mrs. Elsie Coleman: ecoleman@dillard.edu or 504.816.4514

17. Who do I contact for a cost center number?

Please contact Mrs. Elsie Coleman: ecoleman@dillard.edu or 504.816.4514

18. Can I hire a consultant to work on my project?

Yes, if it is stated in your approved budget. Please contact Mrs. DeQuindra Rouzan,
drouzan@dillard.edu or 504.816.4796

19. What is the university Federal Tax ID Number and DUNS Number?

72-0408929/062665468

20. Where should I send my requisition?

All requisitions on sponsored agreements must be processed by the ORSP. Such
requisitions should be forwarded to Ms. Gracious Bias for processing.