

## Lewis & Clark - Commonly Needed Items for Grant Proposal Development

Each funding agency will have its own set of instructions and guidelines that should be followed precisely. However, many grant applications require similar institutional information. Some of the most common items are as follows.

### Name and address of organization applying for support:

Lewis & Clark

0615 S.W. Palatine Hill Road

Portland, OR 97219

Lewis & Clark Law School

10015 S.W. Terwilliger Boulevard

Portland, OR 97219

### Congressional District(s):

- College of Arts & Sciences and the Graduate School of Education and Counseling: Fifth

- Lewis & Clark Law School: Third

- To locate the Congressional District of your residence:

[http://fastfacts.census.gov/servlet/CWSFacts?geo\\_id=04000US32&sse=on/](http://fastfacts.census.gov/servlet/CWSFacts?geo_id=04000US32&sse=on/)

- Oregon Senate District: 19<sup>th</sup>

- Oregon House District: 38th

### Important Numbers and Dates:

Data Universal Number System ( DUNS ) Number:

009418286

Federal (also Employer) Identification Number:

93-0386858

Date of 501 (c) 3:

1946, affirmed June 3, 2002

Date of 509 (a):

Affirmed June 3, 2002

Lewis & Clark College's founding

February 2, 1867

### Budget Numbers:

- Current **Facilities & Administrative (F&A) Rate** is 50% of direct salaries and wages including vacation, holiday, sick pay, and other paid absences but excluding all other fringe benefits. The date of Most Recent Cost Rate Agreement with the Department of Health and Human Services (DHHS) is April 23, 2007. This rate is effective from 6/1/07 to 5/31/11.

- **U.S. Department of Education** Indirect Cost Rate is 8% of all direct costs.

- **Standard Fringe Benefit Rate:** Academic Year – 31% of regular salary; summer – 10% of salary

- **Mileage Reimbursement:** Effective 6/1/08 the Lewis & Clark mileage rate is \$0.505/mile.

- **Oregon Minimum Wage:** Effective 1/1/08-12/31/08, Oregon minimum wage is \$7.95/hour.

- Value of **Volunteer Time:** The Independent Sector ([www.independentsector.org](http://www.independentsector.org)) estimates the dollar of volunteer time at \$19.51/hour for 2007.

### Signature of Institutional Representation:

The persons authorized to sign on behalf of Lewis & Clark College are Thomas J. Hochstettler, President, and Carl Vance, Vice President for Business & Finance/Treasurer.

## **About Lewis & Clark**

<http://www.lclark.edu/dept/about/>

### **Students and Faculty, Fall 2007**

#### **College of Arts and Sciences**

Enrollment: 1,964 students from 46 states and 35 countries

Student/faculty ratio: 13:1

Full-time faculty with Ph.D. or highest degree in field: 94%

Bachelor of Arts conferred in 26 majors in the arts and humanities, social sciences, and mathematical and natural sciences.

<http://www.lclark.edu/dept/about/cas.html>

#### **Graduate School of Education and Counseling**

Enrollment: 927

Tenured and tenure-track faculty with Ph.D. or Ed.D.: 100%

Average class size: 11.1

Programs for initial, standard, and continuing licensure in several disciplines including school psychology, educational administration, school counseling, and teacher education.

<http://www.lclark.edu/dept/about/grad.html>

#### **School of Law**

Enrollment: 742

Student/faculty ratio: 14.6:1

Full-time faculty with J.D.: 100%

LSAT scores rank Lewis & Clark Law School nationally in the top quarter of all ABA-accredited law schools.

<http://www.lclark.edu/dept/about/law.html>