At its quarterly meeting on September 19, 2018 the Research Foundation Board of Directors passed a resolution to contribute $15 million to the construction of San José State University’s new Interdisciplinary Science Building (ISB), slated for completion in 2021. The resolution calls for the contribution to take the form of annual $500,000 payments over a 30-year period, beginning in June 2019. This commitment will not divert any of the F&A revenue that the Research Foundation returns to campus from its annual reinvestment in the research enterprise.

“All of us at the Research Foundation take great pride in making this contribution to the ISB,” stated Executive Director, Raj Prasad. “The building will be an incredible step forward for research at our university. Most importantly, it will give SJSU students access to extraordinary research facilities well suited for the cutting edge research they will be doing with our exceptional faculty.”

The building will be eight stories high and include teaching and research labs, as well as collaboration space and mentoring hubs where students can meet with industry partners.

Most of the funding for the building is being provided by the CSU Systemwide Revenue Bonds, campus dedicated capital reserves, and continuing education reserves. Construction is expected to begin in 2019.
The newest member of the Research Foundation Human Resources department is Jocelyne Peña, who has joined the team as Human Resources coordinator. She was previously employed as a Human Resources team member at Target Corporation, working at multiple Target locations. She also has six years of customer service experience. Jocelyne graduated from SJSU in May 2018 with a Bachelor of Science degree in Human Resources. She is a San José native and considers herself a true animal lover.

Natalie Hazrati, Sponsored Programs Analyst

Natalie Hazrati joined the Research Foundation as a sponsored programs analyst in August. She is a liaison between the Pre-Award and Post-Award teams at the Central Office and Moss Landing Marine Laboratories. She will also be supporting main campus PIs. Prior to joining the Research Foundation, Natalie worked in the Sustainability Office at UC Santa Cruz as a program coordinator, where she gained research administration experience working on grant proposals and budgets. She holds a BA degree in Environmental Studies and Sustainability from UC Santa Cruz. On weekends Natalie can be found hiking in Rancho San Antonio Park.

Najuma Keels has joined the Research Foundation as a Post-Award assistant, and is providing support to the Post-Award managers by monitoring subcontracts, conducting audit reporting, and following up on cost share processes and conflict of interest documentation.

Earlier in her career Najuma was employed in the field of accounting in the hospitality industry. She has also worked as an Internet search editor. Najuma graduated from SJSU with a Bachelor of Science degree in Business Administration. In her spare time Najuma enjoys writing fiction.

The newest member of the Research Foundation Human Resources department is Jocelyne Peña, who has joined the team as Human Resources coordinator. She was previously employed as a Human Resources team member at Target Corporation, working at multiple Target locations. She also has six years of customer service experience. Jocelyne graduated from SJSU in May 2018 with a Bachelor of Science degree in Human Resources. She is a San José native and considers herself a true animal lover.
Federal Procurement Guidelines and Thresholds Updated

The SJSU Research Foundation Purchasing team works with PIs to procure goods and services in accordance with Research Foundation purchasing policies, state, federal, and sponsoring agencies’ guidelines. Updated federal procurement guidelines are described in the Uniform Guidance 2CFR 200.320 and include standards, definitions, and specific methods that are to be used for various purchases.

In a June 2018 memorandum, the Office of Management and Budget (OMB) announced updates for procurements. As described in the OMB announcement, the following new federal procurement thresholds became effective on July 1, 2018:

- Micro-purchases (<$10,000)
- Small-purchases ($10,000 - <$250,000)
- Simplified Acquisition (>=$250,000)

For questions and assistance, please contact Research Foundation Purchasing at (408) 924-1417.

New F&A Cost and Fringe Benefit Rates

The procedure for calculating facilities and administrative (F&A) costs is prescribed for all universities by the federal government’s Office of Management and Budget (OMB). The U.S. Department of Health and Human Services (DHHS) is the federal agency (referred to as cognizant agency) that audits this process for SJSU.

On September 26, 2018, the SJSU Research Foundation and DHHS entered into a new F&A cost and fringe benefits rate agreement. This agreement establishes F&A cost and fringe benefit rates beginning July 1, 2018 through June 30, 2021. It supersedes the previous rate agreement.

FY 2018-19 F&A Cost Rates

Main Campus On-Campus Research - 45.5% (1% point increase over the previous F&A rate).

The following rates remain unchanged:

- On-Campus Instruction Rate - 55.2%
- On-Campus Other Sponsored Activities Rate - 44.6%
- MLML On-Campus Instruction Rate - 52.5%
- MLML On-Campus Research Rate - 44.6%
- MLML Other Sponsored Activities Rate - 27.5%
- All Off-Campus Rates - 26%

FY 2018-19 Fringe Benefit Rates

- Fully Benefited - 36.6%
- Hourly and Part Time - 9.1%

For more information, contact Research Foundation OSP.
What is Self-Support?

In addition to research grants and contracts, the SJSU Research Foundation also manages Self-Support programs. These programs consist of education-related activities (e.g. seminars, conferences, workshops, or specialized training) for non-academic credit.

The primary distinction between Self-Support programs and sponsored program grants and contracts is that these programs are instigated and directed by the faculty, administrators, or senior foundation managers who are delivering information or services for non-research related projects. Self-Support programs are typically underwritten by user fees and service fees, or by the Research Foundation. They also involve student participation, contributing to SJSU’s educational mission.

Program Examples

Self-Support programs include the annual SJSU Women in Engineering conference, summer music camps, specialized writing workshops, and global innovation programs. Other Self-Support programs include fee-for-service projects conducted by faculty, such as chemical and materials analysis, or water quality sample evaluations for outside agencies.

Self-Support Governance

Self-support programs are subject to applicable federal and state laws, CSU Executive Orders, and Research Foundation policies. These guidelines specify the type of revenue that can be collected, the laws and policies relating to hiring, and how to pay for expenditures.

For more information, please contact Self-Support Program Manager, Ricky Y oneda at (408) 924-1441 or email ricky.yoneda@sjsu.edu.

Recognizing a Conflict of Interest or Conflict of Commitment

Employees are responsible for performing their duties to the best of their abilities and in the best interests of their employer. They have an obligation to avoid any situation or activity that affects or interferes with their independent, unbiased judgment or their loyalty in going about their work.

A conflict of interest exists when an employee or a family member benefits from a relationship with an entity conducting business with the employer. Employees should recuse themselves from making any decision relating to their employer’s business when they are aware of a relationship that might compromise their impartiality or their loyalty to the employer.

A conflict of commitment occurs when a commitment to external activities adversely impacts an employee’s capacity to meet their employment responsibilities. This form of conflict is recognizable through a perceptible reduction of the individual’s time, focus, and/or energy devoted to their employment activities.

Conflicts of interest and conflicts of commitment can arise naturally from an employee’s engagement with the world outside the Research Foundation. The mere existence of a conflict does not necessarily imply wrong-doing on the employee’s part. When these conflicts do arise, however, they must be disclosed and either properly managed or eliminated.

For additional information, visit the Policies web page on the Research Foundation website.
Cost Share FAQs

We recognize that details relating to cost share can be challenging and confusing. We’ve included some frequently asked questions from researchers.

What is cost share?
Cost share is the use of institutional or third party cash or in kind contributions not borne by the sponsoring agency. It provides a portion of the direct costs necessary to fulfill the objectives of a sponsored research award.

Are there different types of cost share?

Mandatory Committed: Required by sponsor agency at the proposal stage as part of the proposed budget. The sponsor provides the requirement in the solicitation and indicates the allowable types. Cost share must be documented and met.

Voluntary Committed: When cost share is not mandated, but rather is offered by the institution or a third party source. It may be considered in cases where the commitment of cost share is weighted in the merit review, but must be approved by the chair, dean, Office of Research, and Research Foundation.

What are the kinds of cost share?

Cash Contributions: Transactions that can be documented in the accounting system such as paid time and effort (salary and fringe).

In-kind: Contributions such as volunteered time and effort wherein a value can be readily determined, verified, and justified, but where no actual cash is exchanged in securing goods and services.

What can be considered as a source of cost share?
Cost share can come from many sources, such as third parties (entities outside the university and the sponsor), volunteers (other than SJSU students), college or department discretionary accounts, gifts, donations, materials and supplies.

Should cost share be included if not required by the sponsor?
No, unless the sponsor specifically requires it, cost share should not be included in the proposal. It is the policy of the Research Foundation to not provide cost share unless it is mandated by the sponsor or weighted in the merit review. The requirement of cost share differs by each sponsor. Some federal sponsoring agencies such as the National Science Foundation, strictly prohibit cost share.

If cost share is required, are there general guidelines to follow?
Yes, in general all cost share must be allowable, allocable, and reasonable. Also, when a federal agency requires cost share, funds from another federal source cannot be used to satisfy that requirement. Carefully review sponsor’s policies and guidelines for award specifics. Also, feel free to contact your Research Foundation OSP manager for assistance.

What if cost share applies to more than one project?
In this case, cost share should be pro-rated across all projects so that in total it is only reported once.

Do I need to track or document the cost sharing?
Yes, if the project is funded, the committed cost share becomes auditable. The principal investigator (PI) is required to maintain detailed cost share records and must provide documentation in the manner required by the sponsor in a timely manner.

For additional information, visit our Policies and Forms web pages on the Research Foundation website.
How Is Overload Calculated?

Definition
Overload refers to workloads above and beyond the primary appointment or time base of CSU employees who are represented by the California Faculty Association.

Under certain circumstances, CSU/SJSU faculty are allowed to work up to a maximum of 125% of their primary appointment, which means that they may work 25% overload.

When determining the 125%, all CSU employment and all outside CSU auxiliary employment are considered together. The SJSU Office of Faculty Affairs tracks and monitors overload to ensure that maximum limitations are not exceeded.

Overload can be requested for academic year appointment, calendar year or summer/intersession or a combination of two or more.

When paid by federal funds, faculty cannot work more than 100% time. NSF does not allow and will not fund time that is considered overload.

Calculating Overload
To calculate overload, first determine when the overload will occur. For example, for summer overload, a faculty can work up to 10 hours per day. Summer is typically between 58-60 days. A faculty asking for one month summer time effort with 20% overload – Total of 10 hrs per day for 21/22 days (one person month).

A Real-World Example
To factor overload on an academic year appointment of 1360 hours and determine the faculty’s hourly rate and direct payment, do the following:

1. Multiply the number of hours in the AY by the requested overload percentage.
2. Multiply the faculty’s CSU contracted monthly base rate by 12.
3. Divide the result by 1360 to determine the hourly rate.
4. Multiply the number of overload hours by the hourly rate to get the total cost of overload.

Scenario: Professor Aguilar is requesting an academic year overload of 15%. His base rate is $7,500.

\[
\begin{align*}
1360 \times 15\% &= 204 \text{ hours} \\
7,500 \times 12 &= 90,000 \\
90,000/1360 &= 66.18 \\
\text{Total cost of overload is 204 hours x $66.18 (hourly rate) = $13,500}
\end{align*}
\]

Note: Fringe benefits are calculated at the DHHS negotiated rate and included in the total direct payment to the faculty.

Additional Employment
Additional employment refers to any CSU employment that is in addition to the employee’s primary appointment. Overload within a CSU auxiliary is considered ‘additional employment.’

To read more, please follow this link to the CSU Additional Employment Policy, HR 2002-05 on the CSU website.

For questions and assistance, please contact the Research Foundation Office of Sponsored Programs.

Visit the Research Foundation website for a complete listing of OSP contacts.
A Word about Release Time

Definition
Release time, also called reimbursed time, is the portion of time that an SJSU faculty member is released from his or her university appointment to work on a sponsored research project. Typically, faculty are released by a percentage of time or by a course time, either for a semester or a full academic year.

Release time is generally included in the budget portion of the proposal, with prior approval - obtained during the internal routing and approval process - from the faculty’s chair and dean.

Calculating Release Time
Release time is included in the proposal budget using the CSU faculty contracted salary and fringe benefit rates. It is calculated by course, with one course being equal to 20% release time, or two courses equaling 40% release time.

A Real-World Example
Professor Smith is requesting one course release for fall and spring to work on her research project. Professor Smith is a full-time faculty on an academic year appointment. She teaches four courses at a CSU monthly base rate of $7,500 plus a fringe benefit rate of 58.2%.

The calculation is $7,500 x 12 months x .20 = $18,000

The fringe calculation is $18,000 x .582 = $10,476

The sponsored project funds will reimburse Professor Smith’s college for a total of $28,476 (20% of her salary plus the appropriate fringe benefit rate).

Why Report Time and Effort?
Time and effort reporting tracks the percentage of activities of the employee’s work effort during the time period reported. It is used to demonstrate that employees’ work and compensation are correctly charged to federal sponsored awards. It also documents the distribution of salary or wages among specific activities if an employee works on more than one award or activity.

Because time and effort reporting is required for all federal award recipients, the Research Foundation must follow the federal Office of Management and Budget (OMB) Uniform Guidance rules and requirements.

What is a Certification Report?
This report certifies a faculty member’s percentage of effort on a project. An OSP manager from Post-Award will generate the report and send it to the faculty who work on the project. The faculty member will then record their hours on the report.

How often is time and effort reporting certified?
The Research Foundation generates the report three times a year. The reporting periods are January – May, June – August, and September – December.

Please contact your OSP manager from Post-Award if you have any questions.

Visit the Research Foundation website for a complete listing of OSP contacts.

Call for Nominations:
Early Career Investigator Award
Nominations will soon be open for the 2018 Early Career Investigator Award.

The purpose of this award is to recognize tenure-track faculty who have excelled in the areas of research, scholarship, or creative activity as evidenced by their success in securing external funds for their research, publishing in peer reviewed publications, and demonstrating other scholarly and creative activities, at an early or beginning point in their career.

The nomination form and guidelines will be available at:
Early Career Investigator Awards
For more information, email researchfoundation@sjsu.edu.

Celebration of Research
April 23, 2019
Please mark your calendars for next year’s SJSU Celebration of Research. The 2019 event will be expanded to include a Research Open House where students will exhibit posters and make presentations between the hours of 1:00 and 4:00 p.m.

The event will include presentations by the SJSU delegates to the CSU Student Research Competition and SJSU undergraduates participating in the Student-Faculty Research Pairs program. The Early Career Investigator Awards Program will take place from 4:00 to 6:00 p.m.
PI Appreciation Day Celebrated with Ice Cream Social at the Research Foundation

The Research Foundation appreciates all of the faculty and staff who contribute to our research, scholarly and creative activities. Among our faculty and staff are researchers, research assistants, and administrators who put forth tremendous effort to advance research, scholarly, and creative activities in their respective disciplines.

To demonstrate our appreciation of their innovative and continuous contributions to their field, the Research Foundation hosted an ice cream social to recognize these dedicated PIs and celebrate their achievements at our annual PI appreciation event on September 13, 2018.

College of Science Associate Dean for Research, Marc d’Alarcao with Research Foundation employees, Diem Trang Vo and Hoang Tran.

Human Resources Director, Lupe Lechuga and Human Resources Coordinator, Jocelyne Peña scoop up the ice cream for Gurpreet Mundra and other staff.

Associate Dean for Research, Gilles Muller and Research Foundation Executive Director, Raj Prasad.

A table full of tasty toppings.