Under the Division of Research and Innovation, the San José State University Research Foundation’s Central Office manages an array of public funded grants and contracts, providing comprehensive specialized business services and support that span the full project life cycle.

The SJSU Research Foundation’s Central Office supports faculty through each step in the research proposal process: planning a project, identifying sources of funding, developing a grant proposal, submitting proposals to sponsoring agencies, and managing business details once the project is funded.
Organized into three functional teams—**Office of Sponsored Programs (OSP), Finance and Accounting, and Human Resources**—the Research Foundation provides the following services and support:

### Office of Sponsored Programs

- Funding alerts, grant-search consultations, and custom searches
- Guidance on use of grant-search tools
- Monthly bulletins
- Planning and coordination of grant-related workshops and webinars
- Review of sponsor guidelines
- Assistance with proposal plans, project budgets, and submission timelines
- Review and verification of compliance
- Proposal routing for authorized signers’ approvals
- Proposal submission on behalf of the authorized organizational representative
- Award negotiation and acceptance on behalf of the principal investigator (PI)
- New account setup, including creation of timelines for deliverables
- Project management orientation for PIs
- Oversight of day to day fiscal management and compliance regulations
- Monitoring of budgets and cash flow
- Administering and monitoring of subcontracts
- Assistance with technical and financial progress reports, as required
- Project closeout in collaboration with Finance and Accounting and Human Resources
- Submission of sponsor-required final reports

### Finance and Accounting

- Oversight of facilities and administrative (F&A) rates and fringe benefit rates
- Oversight of insurance requirements in contract services
- Assistance with sponsoring agency compliance requirements
- Procurement services (including P-Cards, independent contractor agreements)
- Accounts Payable services
- Property/Fixed Assets services
- Risk Management services
- Accounts Receivable services
- Project closeout in collaboration with OSP and Human Resources

### Human Resources

- Guidance on applicable employment and labor law compliance
- Assistance with workforce planning; recruitment and staffing
- Onboarding of project staff
- Assistance with immigration guidelines (F-1, J-1, H1-B visa)
- Benefits Administration
- Employee relations
- Payroll services
- Compensation analysis and review
- Project closeout in collaboration with OSP and Finance and Accounting

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