

SJSURF – OSP Information Sheet

Contact Information	SJSURF ID Numbers	Funding Codes												
<p>OSP Email for Electronic Notification research-foundation-osp@sjsu.edu</p> <p>SJSU Research Foundation Website www.sjsu.edu/researchfoundation</p> <p>SJSU Research Foundation 210 N. Fourth Street, 4th Floor San Jose, CA 95112 – 5569</p> <hr/> <p>Inter-Office Mail Code: #0139 Front Office: (408) 924–1400 OSP Fax: (408) 924–7396</p> <hr/> <p>San Jose State University One Washington Square San Jose, CA 95192</p> <hr/> <p>U.S. Department of Health and Human Services (DHHS) Janet Turner Program Support Center, Financial Management Portfolio</p> <p>e: Janet.Turner@psc.hhs.gov p: (415) 437-7859</p>	<p>Tax ID (Federal) #: 94–6017638</p> <p>SJSURF Federal Unique Entity ID (UEI) #: LJBXV5VF2BT9</p> <p>SJSU Federal Unique Entity ID (UEI) #: ZM6PVFEKEHK1</p> <p>EIN (State) #: 910–1119</p> <p>DUNS #s: SJSU: 050520840 SJSURF: 056820715</p> <p>City of San Jose Bus Tax #: 012269</p> <p>NAICS #: 611310</p> <p>SAM.gov Registration Expiration Dates:</p> <ul style="list-style-type: none"> - SJSU: 3/25/22 - SJSURF: 2/25/22 <p>SIC Code: 8221 (siccode.com)</p> <p>NIH Institute Profile (IPF) #: 513616</p> <p>NSF Organization ID #s:</p> <ul style="list-style-type: none"> - SJSU #: 0011551000 - SJSURF #: 0011551001 - SJSU Office of Postsecondary Edu. (OPE) #: 00115500 <div style="background-color: #1a3d54; color: white; text-align: center; padding: 5px; margin: 10px 0;"> California Congressional, State, and Assembly District Information </div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%; text-align: center;"><u>San Jose</u></th> <th style="width: 35%; text-align: center;"><u>Monterey</u></th> </tr> </thead> <tbody> <tr> <td>CA CD:</td> <td style="text-align: center;">019</td> <td style="text-align: center;">020</td> </tr> <tr> <td>CA SD:</td> <td style="text-align: center;">10 & 15</td> <td style="text-align: center;">17</td> </tr> <tr> <td>CA AD:</td> <td style="text-align: center;">27/28</td> <td style="text-align: center;">29/30</td> </tr> </tbody> </table> <p><i>KEY: California (CA), Congressional District (CD), Senate District (SD), and Assembly District (AD)</i></p>		<u>San Jose</u>	<u>Monterey</u>	CA CD:	019	020	CA SD:	10 & 15	17	CA AD:	27/28	29/30	<p>21 = Federal</p> <p>22 = State</p> <p>23 = Non-Profit</p> <p>24 = Industry</p> <p>25 = Local & Other Gov't</p> <p>26 = Cost-Share</p> <p>27 = ARRA</p> <p>28 = Self-Support</p>
	<u>San Jose</u>	<u>Monterey</u>												
CA CD:	019	020												
CA SD:	10 & 15	17												
CA AD:	27/28	29/30												
Compliance														
Chemical Hazards/Carcinogens (Not IBC)	Traci Ferdolage , Senior Associate Vice President	traci.ferdolage@sjsu.edu Phone: (408) 924-1940												
Environmental Health and Safety (EH&S)	Dr. Jessica Trask , Director of Research Compliance	jessica.trask@sjsu.edu Phone: (408) 924-2460												
Institutional Animal Care and Use Committee (IACUC)	Larry Young , Operations Manager, Animal Care Facility	lawrence.young@sjsu.edu Phone: (408) 924-4929												
	Dr. Katherine Wilkinson , Chair	katherine.wilkinson@sjsu.edu Phone: (408) 924-4916 Public Health Service Assurance: D16-00389 (formerly A3648-01)												
Institutional Biosafety Committee (IBC)	Dr. Laura Miller Conrad , Chair	laura.miller.conrad@sjsu.edu Phone: (408) 924-4957												

Compliance — continued

Human Subjects (IRB)	Alena Filip , Human Protections Analyst (IRB)	alena.filip@sjsu.edu Phone: (408) 924-2479 Federal Wide Assurance: FWA00002539
Radiation	Victor Maraschin Dr. Jessica Trask , Director of Research Compliance	University Radiation Safety Officer victor.maraschin@sjsu.edu Phone: (408) 924-4818 jessica.trask@sjsu.edu Phone: (408) 924-2460
Drones	Marla Guerra- Pérez , University Risk Manager, Business Services Dr. Jessica Trask , Director of Research Compliance	marla.perez@sjsu.edu Phone: (408) 924-2159 jessica.trask@sjsu.edu Phone: (408) 924-2460

Data Services

Development of Data Management Plans (for Federal assistance): <https://libguides.sjsu.edu/dataservices>

Academic Information

Academic Year 1360 Hours 170 Days 34 Weeks/Year 17 Weeks/Semester	Summer: 58-60 Days 12 Weeks Intersession: (Up to 20 days) Winter: 14-16 days Spring: 4-5 days	Calendar Year 2080 hours @ 40 hours/week 52 Weeks	<ul style="list-style-type: none"> ■ 20% Release Time is approximately 3 units (1 course) of 15 unit semester ■ 40% Release Time is approximately 6 units (2 courses) ■ Vacant Rate + 48% Fringe \$65,780 + fringe, through 6/30/22
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Travel/Insurance

Travel Per Diem Chart: Current Mileage: Foreign travel: PAI Insurance:	https://www.sjsu.edu/researchfoundation/resources/forms/index.php 62.5 cents/mile (as of 6/9/2022) \$60 for the first 15 days. Refer to the CSURMA Foreign Travel Program High Hazardous/War Countries Rate Sheet. For travel to high hazard countries, \$50/per traveler (\$60+\$50). For additional insurance information and costs estimates for required PAI insurance on projects with K-12 participants, contact Natisha.Holloway@sjsu.edu .
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HR Fingerprinting/Background Check

Live Scan (includes DOJ fee): Accurate Background Check:	\$54.00/person, for more information contact Jocelyn Pena, 408-924-1460 Fee can vary from as low as \$65 to \$150 or more/person based on statutory court fees and location. Contact the Human Resources Manager for additional information
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Adecco Group for out of state employment (other than CA, IL, HI, PA & WA) you must use a fringe rate of 34% of salary instead of the mandatory fringe, for more information contact SJSURF HR department, 408-924-1409.

View “2021 statutory increases” under the “OSP Folder” on the “Google Drive” (Adecco_2021_Statutory_Increases.pdf).
< https://drive.google.com/file/d/1XLZWaBVs_zX1xZkaW98FIUxuTqWTYZq/view?usp=sharing >