## Contact Information

**OSF Email for Electronic Notification**
research-foundation-osp@sjsu.edu

**SJSU Research Foundation Website**
www.sjsu.edu/researchfoundation

**SJSU Research Foundation**
210 N. Fourth Street, 4th Floor
San Jose, CA 95112 – 5569

Inter-Office Mail Code: #0139
Front Office: (408) 924–1400
OSP Fax: (408) 924–7396

San Jose State University
One Washington Square
San Jose, CA 95192

U.S. Department of Health and Human Services (DHHS)
Janet Turner
Program Support Center,
Financial Management Portfolio

e: Janet.Turner@psc.hhs.gov
p: (415) 437-7859

## SJSURF ID Numbers

<table>
<thead>
<tr>
<th></th>
<th>SJSURF ID Numbers</th>
<th>Funding Codes</th>
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<tr>
<td>Tax ID (Federal) #</td>
<td>94–6017638</td>
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<td>SJSURF Federal Unique ID (UEI) #</td>
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<td>22 = State</td>
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<td>ZM6PVFEKEHK1</td>
<td>23 = Non-Profit</td>
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<td>EIN (State) #</td>
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<td>DUNS #s:</td>
<td>SJSU: 050520840</td>
<td>SJSURF: 056820715</td>
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<td>26 = Cost-Share</td>
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<td>NAICS #:</td>
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<td>27 = ARRA</td>
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<td>NIH Institute Profile (IPF) #:</td>
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<td>NSF Organization ID #s:</td>
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<td>- SJSU Office of Postsecondary Edu. (OPE) #: 00115500</td>
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## 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

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**San Jose**

CA CD: 019
CA SD: 10 & 15
CA AD: 27/28

**Monterey**

CA CD: 020
CA SD: 17
CA AD: 29/30

*KEY: California (CA), Congressional District (CD), Senate District (SD), and Assembly District (AD)*
Compliance — continued

<table>
<thead>
<tr>
<th>Human Subjects (IRB)</th>
<th>Alena Filip, Human Protections Analyst (IRB)</th>
<th><a href="mailto:alena.filip@sjsu.edu">alena.filip@sjsu.edu</a></th>
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<tbody>
<tr>
<td></td>
<td>Phone: (408) 924-2479 Federal Wide Assurance: FWA00002539</td>
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<tr>
<th>Radiation</th>
<th>Victor Maraschin</th>
<th>University Radiation Safety Officer <a href="mailto:victor.maraschin@sjsu.edu">victor.maraschin@sjsu.edu</a></th>
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<tr>
<td></td>
<td>Phone: (408) 924-4818</td>
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<th>Dr. Jessica Trask, Director of Research Compliance</th>
<th><a href="mailto:jessica.trask@sjsu.edu">jessica.trask@sjsu.edu</a></th>
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<tr>
<td>Phone: (408) 924-2460</td>
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<tr>
<th>Drones</th>
<th>Marla Guerra-Pérez, University Risk Manager, Business Services</th>
<th><a href="mailto:marla.perez@sjsu.edu">marla.perez@sjsu.edu</a></th>
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<tr>
<td></td>
<td>Phone: (408) 924-2159</td>
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<tr>
<th>Dr. Jessica Trask, Director of Research Compliance</th>
<th><a href="mailto:jessica.trask@sjsu.edu">jessica.trask@sjsu.edu</a></th>
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<tbody>
<tr>
<td>Phone: (408) 924-2460</td>
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Data Services

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

**Academic Information**

<table>
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<tr>
<th>Academic Year</th>
<th>Summer: 58-60 Days 12 Weeks</th>
<th>Intersession: (Up to 20 days)</th>
<th>Winter: 14-16 days</th>
<th>Spring: 4-5 days</th>
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<tbody>
<tr>
<td>1360 Hours</td>
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<tr>
<td>170 Days</td>
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<tr>
<td>34 Weeks/Year</td>
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<tr>
<td>17 Weeks/Semester</td>
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**Calendar Year**

- **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

**Travel/Insurance**

- [Travel Per Diem Chart](https://www.sjsu.edu/researchfoundation/resources/forms/index.php)
- Current Mileage: 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.

**HR Fingerprinting/Background Check**

- **Live Scan (includes DOJ fee):** $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

**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/1XLZWaBVszX1xZkaW98lFlUxuTqWTYZq/view?usp=sharing>