### Contact Information

**SJSURF ID Numbers**

- SJSURF Tax ID (Federal): 94–6017638
- SJSU Tax ID (Federal): 77-0414438
- SJSURF Federal Unique Entity ID (UEI): LJBXV5VF2BT9
- SJSU Federal Unique Entity ID (UEI): ZM6PVFEKEHK1
- EIN (State): 910–1119

**Funding Codes**

- 21 = Federal
- 22 = State
- 23 = Non-Profit
- 24 = Industry
- 25 = Local & Other Gov’t
- 26 = Cost-Share
- 27 = ARRA
- 34-55 = Self-Support

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

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

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**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

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**California Congressional, State, and Assembly District Information by Zip Code**

- **Zip Codes:** 95112/95192  
  - CA CD: 18  
  - CA SD: 10 & 15  
  - CA AD: 27/28

- **Zip Codes:** 93943/95039  
  - CA CD: 19  
  - CA SD: 17  
  - CA AD: 29/30

**My Congressional District Lookup By Zip Code Tool:**  
[https://www.census.gov/mycd/](https://www.census.gov/mycd/)

*Note: When multiple districts are displayed for one zip code, enter the physical address to search for the specific district.*

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

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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 A3645-01)

**Institutional Biosafety Committee (IBC)**  
**Skye Kelty**, Chemical Hygiene Officer  
biosafety@sjsu.edu
### Compliance — continued

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

|                      | marla.perez@sjsu.edu                                             |
|                      | Phone: (408) 924-2159                                            |

### Data Services

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

### Academic Information

| Academic Year         | Summer: 58-60 Days 12 Weeks  
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<tr>
<td></td>
<td>Interseession: (Up to 20 days)</td>
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<tr>
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<td>Winter: 14-16 days</td>
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<td></td>
<td>Spring: 4-5 days</td>
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<tr>
<td>Calendar Year</td>
<td>2080 hours @ 40 hours/week</td>
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<td>52 Weeks</td>
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- **20% Release Time** is approximately 3 units (1 course) of 15 unit semester
- **40% Release Time** is approximately 6 units (2 courses)
- **Vacant Rate**: [https://www.sjsu.edu/provost/abso/academic-budgects/vacant-rate.php](https://www.sjsu.edu/provost/abso/academic-budgects/vacant-rate.php)
- **Fringe**: Use actual employee fringe.

### Travel/Insurance

- **Travel Per Diem Chart**: [https://www.sjsu.edu/researchfoundation/resources/forms/index.php](https://www.sjsu.edu/researchfoundation/resources/forms/index.php)
- **Current Mileage**: 67¢ per mile as of 1/01/2024 (2023 rate was 65.5¢ per mile)
- **Foreign travel**: $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 Myles.Reed@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, KS, 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/1XLZWaBVz_zX1xZkaW98IFUxuTqWTYZq/view?usp=sharing](https://drive.google.com/file/d/1XLZWaBVz_zX1xZkaW98IFUxuTqWTYZq/view?usp=sharing)