SJSURF – OSP Information Sheet

Contact Information	SJSURF ID Numbers	Funding Codes
OSP Email for Electronic Notification research-foundation-osp@sjsu.edu **SJSU Research Foundation Website** www.sjsu.edu/researchfoundation **SJSU Research Foundation** 210 N. Fourth Street, 3rd 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 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 **DUNS #s:** SJSU: 050520840 | SJSURF: 056820715 **City of San Jose Bus Tax #:** 012269 **NAICS #:** 611310 (large business) **SAM.gov Registration Expiration Dates:** - SJSU: 3/08/24 - SJSURF: 1/28/25 **NIH Institute Profile (IPF) #:** 513616 **NSF Organization ID #s:** - **SJSU #:** 0011551000 - **SJSURF #:** 0011551001 - **SJSU Office of Postsecondary Edu. (OPE) #:** 00115500	21 = Federal 22 = State 23 = Non-Profit 24 = Industry 25 = Local & Other Gov't 26 = Cost-Share 27 = ARRA 34-55 = Self-Support **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/* *Note: When multiple districts are displayed for one zip code, enter the physical adress to search for the specific district.* *KEY: California (CA), Congressional District (CD), Senate District (SD), and Assembly District (AD)*

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 **Dr. Katherine Wilkinson**, Chair	lawrence.young@sjsu.edu Phone: (408) 924-4929 katherine.wilkinson@sjsu.edu Phone: (408) 924-4916 Public Health Service Assurance: D16-00389 (formerly A3648-01)
Institutional Biosafety Committee (IBC)	**Skye Kelty,** Chemical Hygiene Officer	biosafety@sjsu.edu

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	▪ **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-budgets/vacant-rate.php ▪ **Fringe**: Use actual employee fringe.

Travel/Insurance

Travel Per Diem Chart: **Current Mileage:** **Foreign travel:** **PAI Insurance:**	https://www.sjsu.edu/researchfoundation/resources/forms/index.php 67¢ per mile as of 1/01/2024 (2023 rate was 65.5¢ per mile) $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): **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

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/1XLZWaBVs_zX1xZkaW98IFlUxuTqWTYZq/view?usp=sharing >