

SJSURF – OSP Information Sheet

Contact Information	SJSURF ID Numbers	California Congressional, State, and Assembly Districts Information by address and Zip Code												
OSP Email for Electronic Notification research-foundation-osp@sjsu.edu SJSU Research Foundation Website www.sjsu.edu/researchfoundation SJSU Research Foundation 1 Washington Sq San José CA 95112 – 3613 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: 02/19/2027 - SJSURF: 07/31/2027 NIH Institute Profile (IPF) #: 513616 NSF Organization ID #s: - SJSU #: 0011551000 - SJSURF #: 0011551001 - SJSU Office of Postsecondary Edu. (OPE) #: 00115500 Funding Codes <table><tr><td>21 = Federal</td><td>27 = ARRA</td></tr><tr><td>22 = State</td><td>34-55 = Self-Support</td></tr><tr><td>23 = Non-Profit</td><td></td></tr><tr><td>24 = Industry</td><td></td></tr><tr><td>25 = Local & Other Gov’t</td><td></td></tr><tr><td>26 = Cost-Share</td><td>27 = ARRA</td></tr></table>	21 = Federal	27 = ARRA	22 = State	34-55 = Self-Support	23 = Non-Profit		24 = Industry		25 = Local & Other Gov’t		26 = Cost-Share	27 = ARRA	Main Campus CA CD: 18 CA SD: 17 15 CA AD: 30 25 Moss Landing Marine Labs 699 Dyer Rd Monterey, CA 93943 8272 Moss Landing Rd Moss Landing, CA 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 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 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/1XLZWaBVzX1xZkaW98IFIUxuTqWTYZq/view?usp=sharing >			