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SJSU Student Wins CSU Competition



Israel Juarez Contreras from the College of Engineering was awarded first place in the CSU Student Research Competition, which took place at CSU Sacramento May 4 - 5. His presentation was on "Expression of Snake Antivenom Peptide Chain in *Pichia Pastoris*." His faculty mentor is Claire Komives.

SJSU Research Foundation

Spring 2018

Newsletter

From the Executive Director

We are excited to share our first SJSU Research Foundation semi-annual newsletter! In this edition we are introducing you to some of our employees and describing the services we provide. These services support principal investigators (PIs) throughout the grant proposal and grant management processes. In some cases, our services enable our faculty to move the products of their work from the laboratory, classroom, and field into local, national, and international businesses and communities.

Our goal is to consistently and strategically invest in our personnel and resources in order to provide you with an effective infrastructure that is focused on customer service. This includes maintaining up-to-date policies, employee training, and efficient management of administrative resources.

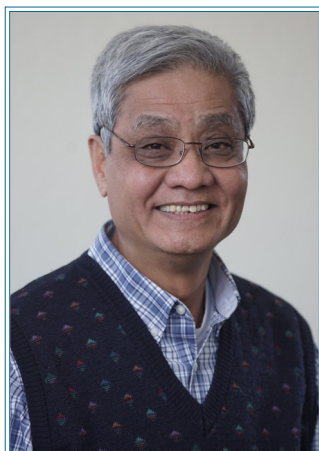


Rajnesh Prasad

In fiscal year 2016-17, the SJSU Research Foundation contributed one million dollars in indirect revenue and strategic investments back to the campus community. This support makes it possible for SJSU faculty and students to make important contributions to their disciplines, walk the exciting path of discovery, and contribute to collaborations that improve and enrich our lives. Research, scholarship, and creative activities take many forms and we value what occurs within the walls of a laboratory, in the classroom, and out in the field.

As always, we welcome your feedback. If you have information to share or any concerns, please feel free to contact me at rajnesh.prasad@sjsu.edu or (408) 924-1434.

A Fond Farewell to Kam Lam



Kam Lam

Senior Director of Finance & Accounting, Kam Lam will be retiring from the Research Foundation this fall. He has graciously arranged to stay on through October in order to oversee the organization's annual audits and to ensure a smooth transition as new Director of Finance & Accounting, Kristin Gifford takes over the reins.

Kam is a 27-year veteran of the Research Foundation, having joined in 1990. His solid finance and accounting expertise has been a tremendous asset to the Research Foundation during this time. He is also a true Spartan, having earned both his Bachelor of Science degree in accounting and his MBA from San José State University.

Kam leaves the Research Foundation with a feeling of accomplishment. He attributes his successes to his team, support from the campus, and being a member of a university that recognizes the important role research, scholarship, and creative activities play on our campus. Please join us in wishing Kam the very best as he embarks upon new and exciting adventures.

Did You Know?

The Research Foundation contributed one million dollars in indirect revenue and strategic investments back to the campus during Fiscal Year 2016-17.

On behalf of faculty, the Research Foundation submitted 295 proposals to potential funders during Fiscal Year 2016-17.

433 SJSU students are currently employed by the Research Foundation either as Central Office staff or as research project employees.

176 SJSU faculty members are currently working on sponsored grants or research projects managed by the Research Foundation.

The SJSU Research Foundation currently administers 311 active contract and grant accounts.

OSP Pre-Award Managers Organize for Smooth Service to Campus

To better serve the SJSU research community, the Office of Sponsored Programs (OSP) Pre-Award managers have reconfigured their college assignments. Pre-Award duties are now distributed among six managers including the two senior managers, Angela Au and Michele Vaccaro, who co-lead the Pre-Award manager team.

Angela and Michele provide intensive training and guidance to the Pre-Award managers, which includes

compliance review and quality assurance for each proposal submission.

While managers are still assigned specific colleges as their primary areas of coverage, they have also received cross training to expand and increase their capabilities to serve other colleges when needed. This ensures that all principal investigator (PI) needs are met on time and in a consistent manner. Our current college assignments are listed below:

College of Business, College of Humanities and the Arts

Angela Au: 4-7394, angela.au@sjsu.edu

Department of Meteorology and Climate Science, Department of Environmental Studies

Michele Vaccaro: 4-1430, michele.vaccaro@sjsu.edu

College of Health and Human Sciences, College of Social Science, University Programs

Ellen Orasa: 4-1427, ellen.orasa@sjsu.edu

Moss Landing Marine Laboratories, College of Education

Mary Margaret Perez: 4-1440, mary.perez@sjsu.edu

College of Engineering

Carmina Som: 4-1429, carmina.som@sjsu.edu

College of Science

(except Meteorology & Climate Science, Moss Landing Marine Laboratories)

William "Bill" Yabumoto: 4-1307, william.yabumoto@sjsu.edu

OSP & Risk Management

Joaquin Ramirez: 4-1546, joaquin.ramirez@sjsu.edu



Front Row: Carmina Som, Angela Au, Christine Hu (Pre-Post Analyst), Brenda Swann (Sr. Mgr., Info Services), Gurpreet Mundra (Student Assistant); Back Row: Ellen Orasa, Mary Margaret Perez, Richard Chavez (Proposal Processing), Ryan Grech (Pre-Post Analyst), Michele Vaccaro.

Meet the Post-Award Team

The OSP Post-Award team oversees day-to-day fiscal management and compliance regulations, monitors budget and cash flow, administers subcontracts, and assists with sponsor-required technical and financial progress reports.

When awarded, the Post-Award team reviews the award document for terms and conditions of the award, sets up the new account in the grant management system, and meets with researchers to provide project management orientation.

The Post-Award team consists of Associate Director, Lan Duong and Post-Award Managers Natalie Babella, Diem Trang Vo, Jeannie Nguyen, and Luann Chu.



The Post-Award Team: Natalie Babella, Lan Duong, Diem Trang Vo, Jeannie Nguyen, Annamae Grande (Pre-Post Analyst), and Luann Chu.

H-1B Visa Guidelines

Do you hold an H-1B visa? Are you seeking employment on an awarded contract or grant through the SJSU Research Foundation?

The SJSU Research Foundation is a separate legal 501(c)3 entity from San José State University (SJSU). Payment to SJSU faculty or employees who hold an H-1B visa will be processed through SJSU as release time or overload. The SJSU Research Foundation will then reimburse the university for the amount paid to the faculty for work done on the project.

SJSU faculty and employees holding an H-1B visa are required to complete the Special Consultant Payment Form before employment begins. The form will then need to be approved by the respective chair and dean, and then by the University Personnel office.

To learn more about the H-1B employment process, please contact your Post-Award manager.

Reimbursement Process for Travel

The Research Foundation's travel authorization and reimbursement process provides a system for reimbursing expenses to individuals traveling on Research Foundation business.

To facilitate reimbursement, please do the following:

- Review and understand the SJSURF Travel Bulletin.
- Review and understand the Research Foundation Travel Policy.
- Ensure that proper authorization for the business travel is obtained prior to making arrangements that cannot be cancelled, and prior to departing on your trip.
- Submit a Travel Expense Claim Form with receipts to the assigned Post-Award manager within 15 days of returning from the trip.

The Travel Policy, Travel Bulletin, Travel Approval Form and Expense Claim Form are all on the Research Foundation's website:

sjsu.edu/researchfoundation

For more information, please contact Maya Ortega-Camarillo if your last name starts with A through L, or Winston Lam if your last names starts with M through Z.

Maya Ortega-Camarillo
(408) 924-1408
maya.ortega@sjsu.edu

Winston Lam
(408) 924-1513
winston.lam@sjsu.edu

Are You at Risk?

Risk management and intellectual property matters can be complex. For this reason, the Research Foundation OSP and Risk Management team does the following:

- Reviews contracts for potential risks inherent in the scope of work
- Identifies exposure to loss and implements risk mitigation solutions
- Secures the insurance needed for contracts and grants, including real and personal property, fire, earthquake, and travel
- Manages vehicle, fire, and property damage claims
- Identifies intellectual property rights associated with sponsored research
- Assists with enforcement of activities related to the licensing of intellectual property

For more information, please contact Manager, OSP & Risk Compliance, Joaquin Ramirez at (408) 924-1546 or joaquin.ramirez@sjsu.edu.

Research Foundation's New Faces

Meet Kristin Gifford, Director of Finance & Accounting



Kristin Gifford, CPA, has joined the Research Foundation team as director of Finance and Accounting. She recently moved to the Bay Area from Washington D.C.

Kristin has nearly 21 years of experience as a financial professional. Prior to joining the Research Foundation, Kristin served as Director for Treasury Management at the University of Maryland College Park Foundation. She holds a B.S. in Business Administration from Villanova University. She is also a member of the American Institute of Certified Public Accountants and the Virginia Society of CPAs.

Meet Alyssa Gapuz, Information Services Coordinator



New Information Services Coordinator Alyssa Gapuz joined the Research Foundation in April. She reports directly to OSP Information Services Senior Manager, Brenda Swann.

Alyssa has several years of administrative, event planning, customer service, and general office experience.

Prior to joining our team she was employed as an administrative assistant at the Silicon Valley Teen Therapy Center.

Alyssa is an SJSU Spartan, and holds a Bachelor of Science degree in Kinesiology.

Meet Vaishu Duraisamy, Accounts Payable Technician



Vaishnavi "Vaishu" Duraisamy joined the Finance and Accounting team as an Accounts Payable technician on May 1. She had previously been on a temporary assignment with the Research Foundation since last October,

Prior to joining the Finance and Accounting team at SJSURF, Vaishu worked in several other accounting roles throughout the Bay Area. She holds a Bachelor's degree in Commerce and an MBA.

Approve Time Cards with a Swipe

The Human Resources, Payroll, and Information Technology teams are working collaboratively to roll out NOVAtime (a new timekeeping system) in July. Non-exempt employees and their managers will have an easier way of tracking and approving work hours.

The web-based platform can be accessed from a computer or from a mobile device. It allows non-exempt employees to keep track of their hours by electronically logging in and logging out when they start and stop work. Managers will be able to review and approve employee "timecards" using the same NOVAtime system – no more double logins!

For more information, please contact Payroll Manager, Aroz Ali by phone at (408) 924-1412 or email aroz.ali@sjsu.edu.



Payroll Manager Aroz Ali, and Payroll Technicians Michael Rann and Seema Gupta

Accounts Payable Team Pays the Bills

The Research Foundation Accounts Payable (A/P) team is responsible for payment of vendor invoices, expense reimbursements, and travel reimbursements. The team also processes credit applications, 1099 forms, and nonresident alien tax assessments. As is the case with other Research Foundation departments, the team ensures that transactions comply with federal, state, and sponsoring agencies' guidelines. Services also include:

- Providing faculty, staff, and students with supplies, equipment, and services.
- Processing purchase orders for all projects and departments.

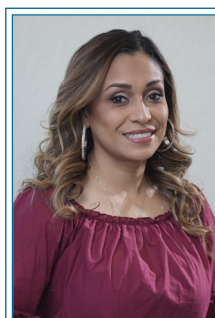
For more information, please contact Hue "Ha" Ngo at (408) 924-1417 or email hue.ngo@sjsu.edu.



*Hue "Ha" Ngo
Purchasing &, AP Lead*



*Winston Lam
A/P Specialist*



*Maya
Ortega-Camarillo
A/P Specialist & Cashier*



*Vaishnavi "Vaishu"
Duraisamy
A/P Technician*

Coming Soon

**Research Foundation
Performance
Evaluation Season!**

**Project Employee
Appraisal Timeline:**

May 14 - June 1

**Employee Completes
Self-Appraisal**

June 4 - July 13

**Manager/Director
Completes Appraisal**

July 16 - September 7

**Final Appraisal Given to
Employee**

September 8

Final Appraisal Due to HR

**For additional information
about performance
appraisals or any other
topics related to Human
Resources, please contact:**

**HR Director,
Guadalupe Lechuga
(408) 924-1410 or
lupe.lechuga@sjsu.edu**

Or

**Associate HR Director,
Ranjit Kaur
(408) 924-1409 or
ranjit.kaur@sjsu.edu**

**The updated Background
Checks Policy becomes
effective on June 1.**

Did You Know?

Did you know that a high-performance computer (HPC) is housed at the Research Foundation?

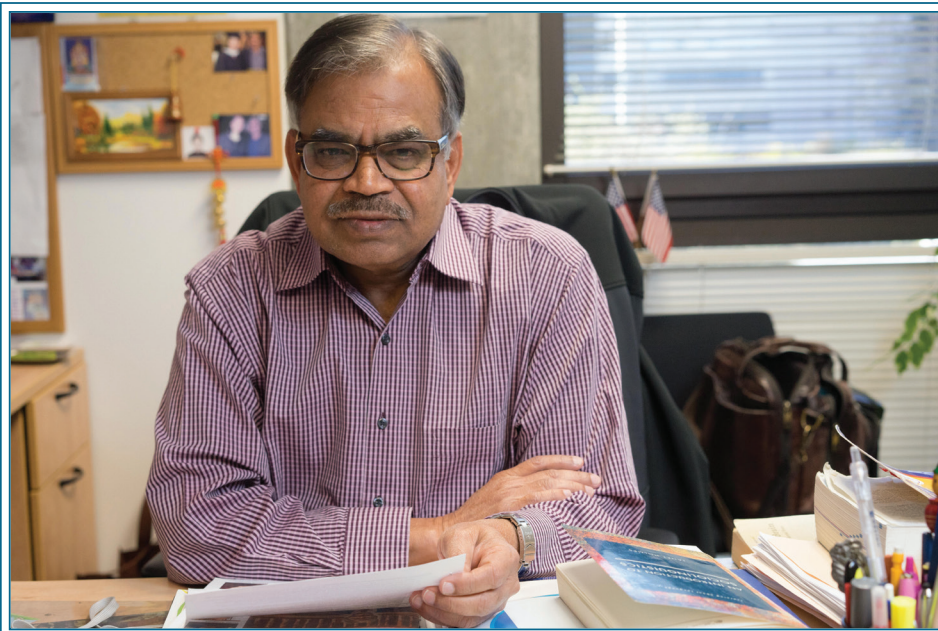
Last year the National Science Foundation awarded a \$900K grant to Dr. Sen Chiao, Meteorology and Climate Science, College of Science, to acquire the \$900K HPC cluster. It was installed at the Research Foundation building in a carefully designed room.

The equipment consists of a set of seven-foot black metal boxes that support an array of cutting-edge STEM research projects and teaching activities at SJSU. Some of these projects and activities include:

- Use by science and engineering students for their term projects.
- Use by graduate students to generate detailed quantitative precipitation forecasts for the Santa Clara Valley Water District.
(<http://www.met.sjsu.edu/weather/models/wrfhydro>)
- Use in interdisciplinary projects relating to machine learning (math) and big data applications (computer engineering).

Ehsan Khatami, Kamran Turkoglu, Brooke S. Lustig and Aaron J. Romanowsky are co-PIs on the NSF grant.

Highlighting Research Endeavors



Principal Investigator Swathi Vanniarajan

As English has become one of the most dominant global languages, SJSU has partnered with the University of Azad Jammu Kashmir (AJKU) in Muzaffarabad, Pakistan to establish a university partnership in English Linguistics, Literature, and English Language Teaching.

The multi-year Pakistan Applied Linguistics Education Enhancement Project (PALEEP) grant was funded by the U.S. State Department in 2013, with Professor Swathi Vanniarajan as the principal investigator. The grant supports a program that provides English language education opportunities to young English language teachers in Pakistan. The program has also offered learning opportunities in curriculum development, collaborative teacher training programs, distance education research through faculty exchange, sharing of resources to assist with data exchange, and active research on curriculum and pedagogy.

The project has seen significant progress to date with six faculty exchange programs to the U.S. and two successful conferences held at the University of Azad Jammu and Kashmir in Muzaffarabad, Pakistan. These events provide young teaching professionals a platform to share their acquired knowledge from PALEEP and discuss how it has impacted their teaching methods. It also serves as a valuable foundation for the development of the next generation of bilingual education programs.

In October 2017 and in May 2018, U.S. State Department representatives visited SJSU to meet with Professor Vanniarajan and the SJSU PALEEP team. In October the representatives also met with the two young Pakistani teachers visiting SJSU through the faculty exchange program and discussed their educational experience and ways they can implement U.S. teaching methods in Pakistan.

Professor Vanniarajan has served as chair of the Linguistics and Language Development Department for the College of Humanities since 1995 and continues to conduct linguistic research. He also develops methods that support the integration of English language infrastructure across different cultures.

Sponsor: U.S. State Department

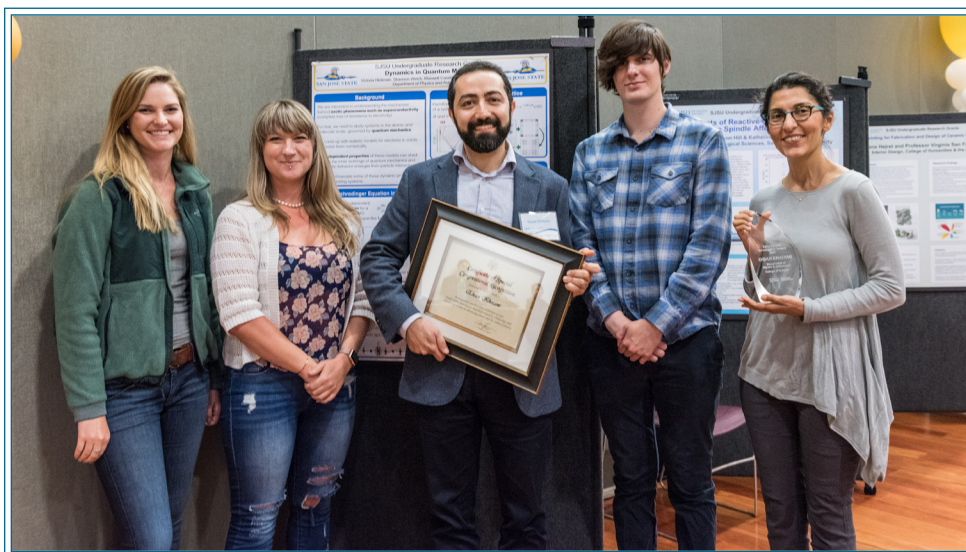
Web Site: www.sjsu.edu/linguistics/paleep/

Research Celebrations at SJSU



College of Social Sciences Dean Walt Jacobs, David Schuster, Department of Psychology Chair Lynda Heiden, and Deputy Provost Carl Kemnitz.

Ehsan Khatami and David Schuster received the Early Career Investigator Award at the Annual SJSU Celebration of Research on April 4, 2018. The award honors faculty who have demonstrated success in the areas of research, scholarship and creative activity at an early or beginning point in their careers.



Students Shannon Welch and Victoria Hickman, ECIA winner Ehsan Khatami, Student Max Casebolt, and Dr. Khatami's partner, Bahar Hanjani.

Honoring Faculty & Student Research

On April 17, the SJSU Office of Research and the SJSU Research Foundation hosted the Annual Student Research Forum to honor SJSU student finalists and their faculty mentors for excellence in research, scholarship, and creative activities.

The finalists listed below were selected to represent SJSU at the statewide CSU Student Research Competition May 4 and May 5 at CSU Sacramento.

Israel Juarez Contreras
Chemical Engineering
Faculty Mentor: Claire Komives

Kelly Cricchio, Art & Art History
Faculty Mentor: Anne Simonson

Vijay Lalith Cuppala
Mechanical Engineering
Faculty Mentor: Burford Furman

Revathy Devaraj, Qi Li, &
Unnikrishnan Sreekumar
Computer Science and
Software Engineering
Faculty Mentor: Kaikai Liu

Simon Jarrar, Applied Anthropology
Faculty Mentor: A.J. Faas

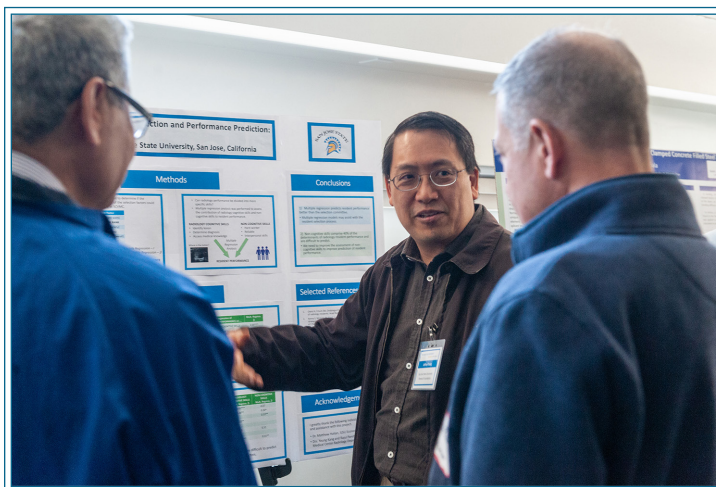
Vandana Kannan
Computer Science
Faculty Mentor: Sami Khuri

Khiem Pham, Computer Science
Faculty Mentor: Guangliang Chen

Jeffrey Tseng, Economics
Faculty Mentor: Matthew Holian



Art & Art History student Kelly Cricchio describes her research on *Invisible Women: The Casa delle Zitelle and Female Patronage in Early Modern Venice* at the Student Research Forum.



Economics student Jeffrey Tseng talks with Student Research Forum guests about his work investigating *Radiology Resident Selection and Performance Prediction: Can We Do Better?*

The Research Foundation Team wants to congratulate all of our SJSU PIs on their amazing accomplishments this year!



SJSU | RESEARCH FOUNDATION

210 North 4th Street, San José, California
(408) 924-1400
sjsu/researchfoundation