HUMBOLDT STATE UNIVERSITY

Fall 2018

OFFICE OF RESEARCH & SPONSORED PROGRAMS Newsletter

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# Sponsored Programs Foundation Distributes Over $1.2 Million to HSU Research Community

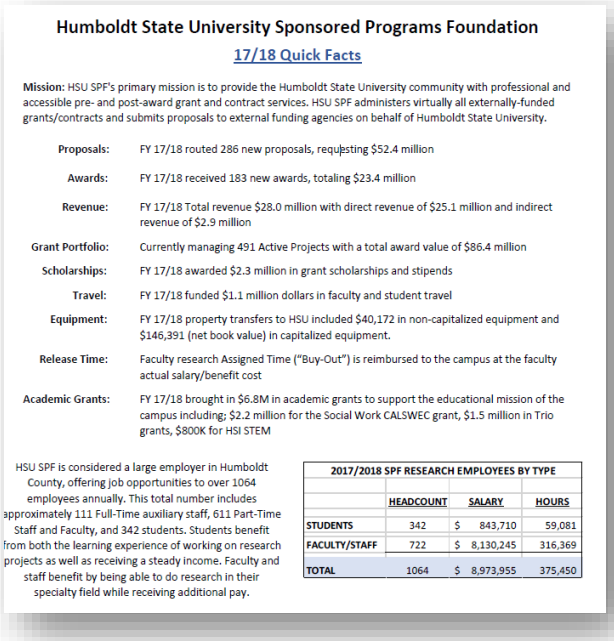
Humboldt State University's Sponsored Programs Foundation (SPF) is distributing $1,201,425 to faculty, staff, and departments this year, based on their grant activity. This is the largest distribution in the Foundation's history. Funds are intended to stimulate and incentivize externally sponsored research. The SPF Board of Directors approved the funding at the September meeting. SPF is a non-profit auxiliary of the University, and it exists to administer externally funded grants and submit proposals to funding agencies on behalf of HSU. It receives revenue by collecting indirect costs in each proposal that is submitted through SPF. Each year after SPF's operating costs are met, previously unallocated indirect revenue is available to be distributed back to the campus research community.

The purpose is to provide funding that can be applied to further research and student success at HSU. These funds can be used by faculty and staff researchers to expand opportunities for students to participate in undergraduate research, help identify and pursue potential sources of research grants, engage in scholarly and creative activity, or develop their research facilities.

The funds help to support the research goals outlined in HSU's strategic plan, which include developing a campus-wide focus on externally funded research and to foster supportive collaborations for grant writing and research.

## Did You Know...?

HSU SPF is considered a large employer in Humboldt County, offering job opportunities to over 1064 employees annually. Students benefit from both the research experience and steady income. Faculty and staff benefit by being able to do research in their specialty field while also receiving additional pay. Click here to read more about what types of activities the research foundation is engaged in.



**Humboldt State University Sponsored Programs Foundation**

**17/18 Quick Facts**

**Mission:** HSU SPF's primary mission is to provide the Humboldt State University community with professional and accessible pre- and post-award grant and contract services. HSU SPF administers virtually all externally-funded grants/contracts and submits proposals to external funding agencies on behalf of Humboldt State University.

| | |
|---|---|
| **Proposals:** | FY 17/18 routed 286 new proposals, requesting $52.4 million |
| **Awards:** | FY 17/18 received 183 new awards, totaling $23.4 million |
| **Revenue:** | FY 17/18 Total revenue $28.0 million with direct revenue of $25.1 million and indirect revenue of $2.9 million |
| **Grant Portfolio:** | Currently managing 491 Active Projects with a total award value of $86.4 million |
| **Scholarships:** | FY 17/18 awarded $2.3 million in grant scholarships and stipends |
| **Travel:** | FY 17/18 funded $1.1 million dollars in faculty and student travel |
| **Equipment:** | FY 17/18 property transfers to HSU included $40,172 in non-capitalized equipment and $146,391 (net book value) in capitalized equipment. |
| **Release Time:** | Faculty research Assigned Time ("Buy-Out") is reimbursed to the campus at the faculty actual salary/benefit cost |
| **Academic Grants:** | FY 17/18 brought in $6.8M in academic grants to support the educational mission of the campus including; $2.2 million for the Social Work CALSWEC grant, $1.5 million in Trio grants, $800K for HSI STEM |

HSU SPF is considered a large employer in Humboldt County, offering job opportunities to over 1064 employees annually. This total number includes approximately 111 Full-Time auxiliary staff, 611 Part-Time Staff and Faculty, and 342 students. Students benefit from both the learning experience of working on research projects as well as receiving a steady income. Faculty and staff benefit by being able to do research in their specialty field while receiving additional pay.

**2017/2018 SPF RESEARCH EMPLOYEES BY TYPE**

| | HEADCOUNT | SALARY | HOURS |
|---|---|---|---|
| STUDENTS | 342 | $ 843,710 | 59,081 |
| FACULTY/STAFF | 722 | $ 8,130,245 | 316,369 |
| TOTAL | 1064 | $ 8,973,955 | 375,450 |

## Pre-Award Corner

Are you interested in obtaining grant funding?

SPF is available to assist you at each step along the way. If you are looking for funding sources, please see our resources for finding funding available on our website.

Our Pre-Award Specialists

Erika Wright
(707) 826-5166

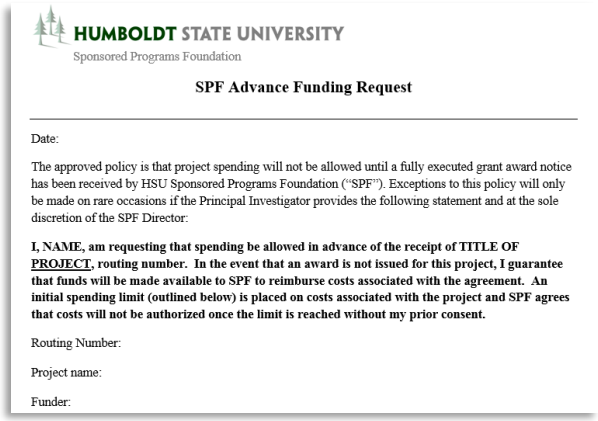
Pia Gabriel
(707) 826-5203

# Pre-Award Spending Process

Sometimes things do not go quite as planned. In some cases it can take months for a funder to issue a contract. We also know that research can't always wait: flowers bloom, birds migrate, and students need to be paid. In those rare cases where we have received notice of award but do not yet have a contract, we do have a process for authorizing Pre-Award spending.

These requests should always go through the Pre-Award Office. For a 'Pre-Spending Authorization' to be successful, we need some sort of guarantee from the funder that the contract is imminent.

You will also need to identify a source of funding to be used in the event that the contract does not come through. If there is a need to begin work on a grant/contract prior to receiving the fully executed award, you can request a Pre-Spending Authorization via the HSU-SPF Pre-Award office. Visit your Pre-Award Specialist if this situation applies to you!



HUMBOLDT STATE UNIVERSITY
Sponsored Programs Foundation

**SPF Advance Funding Request**

Date:

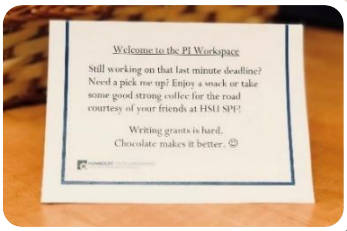
The approved policy is that project spending will not be allowed until a fully executed grant award notice has been received by HSU Sponsored Programs Foundation ("SPF"). Exceptions to this policy will only be made on rare occasions if the Principal Investigator provides the following statement and at the sole discretion of the SPF Director:

**I, NAME, am requesting that spending be allowed in advance of the receipt of TITLE OF PROJECT, routing number. In the event that an award is not issued for this project, I guarantee that funds will be made available to SPF to reimburse costs associated with the agreement. An initial spending limit (outlined below) is placed on costs associated with the project and SPF agrees that costs will not be authorized once the limit is reached without my prior consent.**

Routing Number:

Project name:

Funder:



# Faculty Work Space

You will no longer have to perch on the edge of a desk, or balance your laptop on your knees because there is now a dedicated faculty work station in the Pre-Award office!

You can plug your computer into the docking station and take advantage of two screens, bottomless coffee, a fully stocked snack basket, and close proximity to your Pre-Award specialist. It's a great place to get some work done!

# How Can I get my Reimbursements Faster?

Below is a list of common travel claim mistakes that you can avoid in order for your travel claim to process as quickly as possible.

1) It is unallowable to pay for another traveler's travel expenses, except when sharing a hotel room.

2) When claiming mileage on a travel claim, you *must:*
    a. Provide your personal vehicle license plate number.
    b. Use the correct mileage rate. (currently 0.545)
    c. Provide a Google map (or other map service) print out of your trip.

3) When claiming gas receipts, you *must*:
    a. List the amounts under the Business Expense column.
    b. Include a copy of your rental car agreement.

4) If you are traveling out of state or out of country, make sure that your SPF budget includes the correct account *prior* to submitting your travel claim.
    a. Out of state travel = account 606002
    b. In state travel = account 606001
    c. Foreign travel = 606830
    d. Don't know? Check OBI.
    e. Still not sure? Contact your Grant Analyst.

5) The Travel Claim Form requires **two** signatures from the traveler and an authorized project signer. The accompanying Payment Request Form requires **one** signature from an authorized project signer.
    a. Are you the traveler and the authorized project signer? Your "One-Up" must sign the Travel Claim Form **and** the Payment Request Form.

6) Box 14 is your friend. Use this space to describe any oddities about the trip which are not easily interpreted from the form.

7) If you lost a receipt, include a completed Lost Receipt Form.

## Reminder: Purchasing ITS Software with SPF Funds

When purchasing ITS hardware and software with SPF funds, you must first contact HSU Information Technology Services for approval. **ITS approval is *also* required when renewing or updating software subscriptions, such as Microsoft Office.**

For HSU faculty and staff renewing their Microsoft Office subscription on their personal computers, please visit https://humboldt.onthehub.com. The download costs only $9.95!

### Post- Award Corner

Our focus for Post-Award grants management encompasses three areas: training, monitoring, and reporting. Post-Award services provide support to your project throughout the life span of your grant.

Our Post-Award Grant Analysts


Anthony Johnson
(707) 826-5164

Leslie Rodelander
(707) 826-5163

Sam Caudill
(707) 826-5167


## *Did you know...?*

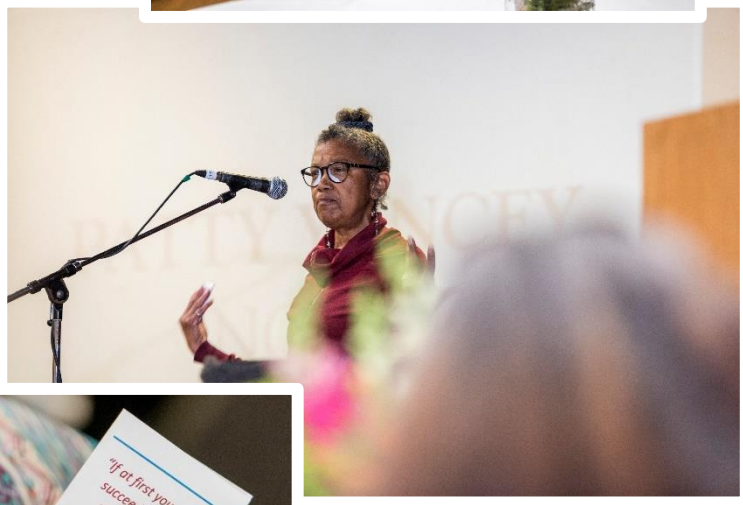
*Federal law requires I-9s to be verified within 72 hours of an employee's start date. Ensure you are in compliance and your employees do not begin work on a project unless they are officially appointed.*

# 7TH Annual PI Celebration at HumBrews in Arcata

This past October, staff, faculty and student researchers mingled while enjoying drinks and appetizers at the Office of Research & Sponsored Programs Foundation's 7th Annual Principal Investigator (PI) Celebration.

This yearly event was put on to show our support to all the campus researchers and staff who work on all facets of research conducted here at Humboldt State.

Interim Executive Director, Kacie Flynn, began the festivities, followed by President Rossbacher's words of encouragement. The evening consisted of three "TedTalk" inspired Presentations by Harold Zald (Forestry), Kyle Sipes (Environmental Resources Engineering) and a short film by the North Coast Arts Integration Project (NCAIP). Thank you to everyone involved and we hope to see you again next year!



# Looking for Funding? Here Are a Few Upcoming Deadlines for Internally Funded Competitions…

Incentives Program for Grant Proposal Development is requesting applications for assigned time funding for the Fall 2019 and Spring 2020 semesters. In addition to assigned time, we are also extending funding for summer salary/overload pay during the summer 2019 session. The purpose of the HSU Incentives Program is to stimulate tenured/tenure-track faculty members to develop and submit full proposals to external funding agencies and organizations for research and educational projects. Open to all faculty in any discipline. **Application Deadline: Friday, January 18, 2019 to your College Dean**

The McCrone Promising Faculty Scholars Award will recognize up to 3 of HSU's newer faculty, acknowledge their potential in their field of research, and encourage their continued achievement. Successful applicants will be awarded $1,500 in the spring to further their research and creative activities. **Deadline for Nominations: Wednesday, January 30, 2019**

The Alistair and Judith McCrone Graduate Fellowship Fund was created to honor Dr. and Mrs. McCrone, who together shepherded Humboldt State University and its students for over a quarter of a century. One award in the amount of $3,000 will be given to a graduate student to further their research at HSU. **Deadline for Nominations: Wednesday, January 30, 2019**

The CSU Student Research Competition is held to promote excellence in undergraduate and graduate research and scholarly and creative activity, by recognizing outstanding student accomplishments throughout the 23 campuses of the California State University (CSU). Each campus may select up to 10 entries to send to the final round, which will be held at CSU Fullerton, on April 26 and 27, 2019. To be considered at the HSU level, a student will need to submit a written summary of their presentation. **Deadline for Nominations: Friday, February 15, 2019**

## Registration Now Open: 2019 ideaFest!

The Office of Research, HSU Library, and MarCom, would like to invite you & your students to participate in the 6th Annual HSU ideaFest! More than 400 students and faculty from HSU will showcase research, performances, creative projects, and more. HSU's 2019 ideaFest will be held on Friday, May 3rd, 2019 from 2:00-5:00pm.

If you or your students are interested in presenting, registration for ideaFest 2019 is now open! Click here for more information or to sign up.

## Executive Director's Corner

Greetings from the Sponsored Programs Foundation! We know there have been a lot of changes at SPF recently, but we're excited for the direction things are headed.

With the implementation of KRONOS timekeeping coming in the next few months, we're looking forward to finally getting our employees to a completely paperless system. Streamlining our Payroll in this way has been a collective goal for many years. We hope you're looking forward to a day with no more paper timesheets as much as we are!

As always, if you have any questions, comments, or concerns, please feel free to reach out anytime at x5159 or (kacie.flynn@humboldt.edu) - Kacie

# Grant News

## $2.7M Dept. of Ed. Award

Mary Dingle just received a $2,703,734 grant from the Department of Education to establish pathways into teacher education programs for Latino/a students and prepare students to gain teaching certification in California. This grant will also help create academic and social support systems to integrate place-based learning into classes and degree programs.

## $1.2M Dept. of Ed. Award

Chris Hopper received a $1,242,590 grant from the Department of Education to support the development of a Master's degree in Kinesiology which will result in a teacher education program leading to certification to teach children with disabilities in California. This project will help to provide a program to meet the needs of schools across California.

## $24K Prestigious Grant Awarded to Professor and Graduate Student

Professor Jeff Kane and his graduate student, Alexis Bernal, recently won a $24,460 Graduate Research Innovation Award from the U.S. Bureau of Land Management Joint Fire Science Program to study the effect of variable density thinning and burning treatments on the spatial patterns of drought-related tree mortality.

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Research Supporting Sound Decisions

# Jeff Black:
## Wildlife Management

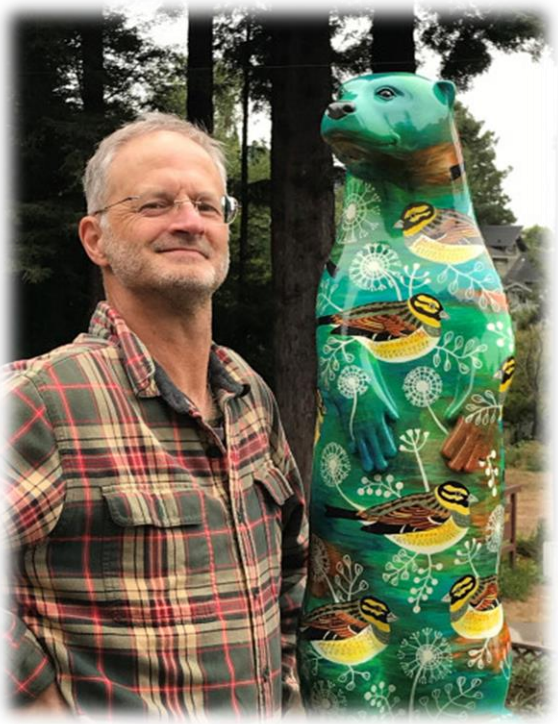
# P.I. Spotlight

Jeff Black is a Wildlife professor who combines theory, experimentation, and long-term field studies, which often includes citizen science volunteers.

His research interests include describing how animals are distributed in space and time, humans and competitors, and why some individuals are faithful to mates and territories while others are not.

He is a long-time PI of ours and had grants researching EelGrass and the Izembek habitat and wildlife. His other research projects include collecting data on Steller Jays, raptors, goose, and river otters.

Lately, he is hard at work preparing for the North Coast Otters - public arts initiative! for summer 2020, an educational trail of 100 Otter Art pieces hosted at sites throughout the North Coast, from Mendocino to Del Norte.



Jeff Black, Professor, Wildlife Management

His inspiration for this project came from the successful Moor Otters project in Dartmoor National Park, England.

The Otter Art will be displayed at shops, restaurants, visitor centers, and galleries and then auctioned off at the end of the summer to raise valuable funds for HSU student internships with the many grassroots watershed programs in our community.

The project's goal is to build community (on campus and beyond) on the theme "clean water and healthy habitats where we live and play!" with the charismatic river otter as the 'poster child!' In addition to businesses and partners in the community, all HSU offices and departments are invited to sponsor and be associated with one or more of the 100 Artsy Otters!

Recently, his project was also highlighted in local newspapers, *Times-Standard* and *The Lost Coast Outpost* in which Jeff spoke more about his inspiration for this project, the sculpture details and more. Visit the OtterArt webpage and HSU giving page too! Please join them in this wonderful celebration of life!

*Congratulations on being nominated by the SPF Staff for our P.I. Spotlight this fall 2018. Keep up the great work Jeff!*

## Front Office Corner

Our Front Office staff acts as the first point of contact to assist faculty, staff, and students.

We strive to offer excellent customer support to direct you in whichever services you may be seeking from our office.

Our Front Office Staff


Andrea Barrera
(707) 826-5169

Nalee Yang
(707) 826-4189

Sally Hang
(707) 826-4190

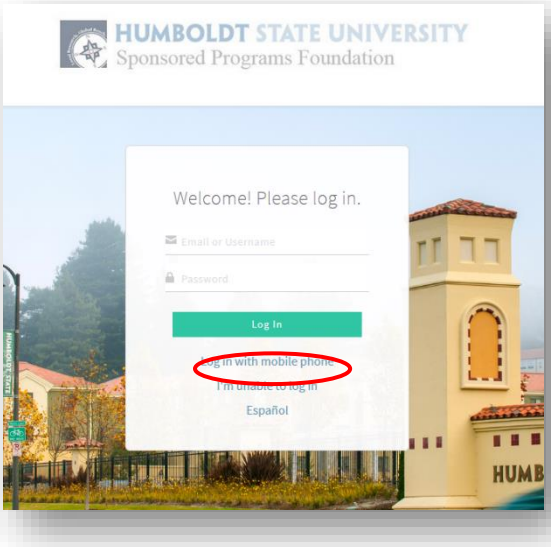
# CA Minimum Wage Increase

**Effective January 1, 2019**, the California minimum wage will be increased from $11.00 to **$12.00/hr.** If you have employees currently appointed at less than this new minimum, you must submit a new Appointment Document (it does not happen automatically). Please contact our office *before you submit January payroll* to re-appoint those affected by this change.

# EaseCentral

If you are a benefited employee of HSU Sponsored Programs Foundation you should have heard about EaseCentral. This is a new system our Insurance Company (Pauli-Shaw Insurance Agency) is using to manage benefits (medical, dental, vision, life). EaseCentral helps you manage your benefits and other important HR activities. You cannot make changes during this time unless you have a qualifying life event or are newly hired. However you can login to view your current benefit information such as: benefit plan detail (medical, dental, vision, life), current dependents, and semi-monthly cost breakdown. Newly hired benefitted employees will also use this system to easily enroll or decline health benefits.

To set-up your profile click the link emailed to you by Pauli-Shaw Insurance Agency. If you did not receive an email link, you can go to the site at hsuspf.easecentral.com and select, "I'm unable to log in." An email will be sent to you to reset your password. Feel free to call our office if you have any questions!




*Interested in keeping up with the latest research at Humboldt State?*
*Reach us from anywhere in the world!*
*Follow us on our Instagram to see how local resarch meets global reach*

*hsu_spf*
#hsuspf #researchathsu

# Principal Retirement

We have transferred our retirement plan investment and recordkeeping services to Principal Financial Group. Principal Financial Group was on campus in early September to discuss their services and answer questions. To access their presentation slides, please click here.

# Equal Opportunity/Affirmative Action Plan – Voluntary Invitation to Self-Identify

The HSU SPF is committed to Equal Opportunity Employment. As part of our Equal Opportunity Affirmative Action Program we will be conducting a re-survey using our HSU SPF Employee Information Form - Voluntary Invitation to Self-Identify.

In order to comply with the law(s), HSU SPF employees are invited to provide this information voluntarily. This information will remain CONFIDENTIAL and will be used only for purposes allowed by law. Please note that Sponsored Programs Foundation employees are not required to resubmit this form. Refusal to supply this information will not jeopardize or adversely affect your employment. When reported to the government, this data will not identify any specific individual. This resurvey will be emailed to all HSU SPF employees early next year.

# Update: NSF Sexual Harassment Policy

The National Science Foundations' (NSF) sexual harassment terms and conditions go into effect on October 21, 2018. These new guidelines will require HSU SPF to notify the agency of:

- Any findings or determinations that an NSF-funded Principal Investigator or Co-Principal Investigator committed harassment, including sexual harassment or sexual assault.
- The placement of the Principal Investigator or Co-Principal Investigator on administrative leave, or of the imposition of any administrative action relating to a harassment or sexual assault finding or investigation.

Once claims are fully investigated on any NSF sponsored awards, HSU SPF will notify NSF of any findings. HSU SPF will comply with this policy by coordinating its investigation with the HSU HR Deputy Title IX Coordinator and the HSU Title IX Coordinator.

# Enterprise Rentals for SPF

We've been reconciling the Enterprise Rent-a-Car charges for the last few months and have noticed an increase in SPF rentals being charged to the State account. Please remember to use the auxiliary Account Code **XZCP019** with the Pin **/CS** for any rentals being paid through an SPF project. Thank you!

## Compliance Corner

The primary objective of the HSU SPF Compliance Office is to provide information, training, and internal controls that are needed to meet the laws, rules, and policies governing sponsored research at Humboldt State University.

Our Compliance Office

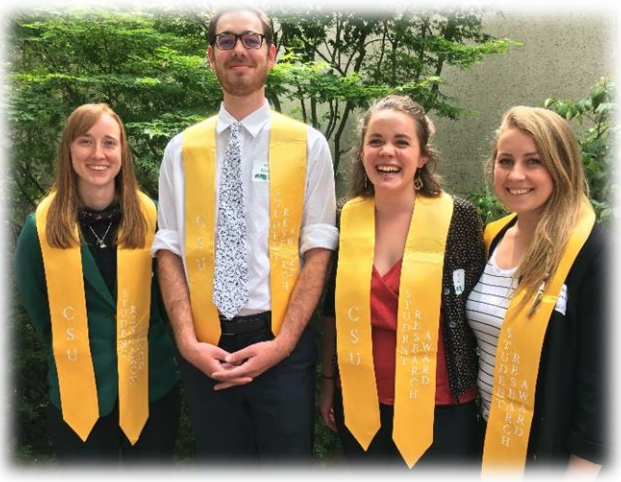
William Cook
Compliance Officer
(707) 826-5162

Susan Brater
Admin. Analyst/IRB
(707) 826-5165

### *Compliance Fun Fact:*

*"Audit" is a Latin word which means "to hear." Audit reports began in ancient times as oral accounts and evolved into written reporting in the 19th Century.*

# HSU Wins Big at CSU Student Research Competition!



Pictured left to right: Madison Kirkpatrick, Wyatt Kozelka, Jenna Kelmser & Cheyenna Burrows.

HSU students took home two second place awards at the 32nd Annual California State University Student Research Competition at CSU Sacramento.

Cheyenna Burrows, Jenna Kelmser, and Wyatt Kozelka won second place for undergraduates in the Interdisciplinary category. Their project "Cannabis Carbon Accounting & Modeling," was advised by Kevin Fingerman, Assistant Professor of the Department of Environmental Science & Management.

Madison Kirkpatrick won second place for a graduate student in the Health, Nutrition, and Clinical Sciences category.

Kirkpatrick, a kinesiology major, won for her project "Effects of Active Versus Passive Recovery on Blood Lactate and Performance in Repeated Wingate Tests." She is advised by Boe Burrus, Assistant Professor of the Department of Kinesiology & Recreation. "These students are all passionate about their research, which represents the academic rigor of all three colleges at HSU," says Kacie Flynn, Interim Executive Director of Sponsored Programs Foundation.

Pictured left to right: Madison Kirkpatrick, Mahayla Slackerelli, Wyatt Kozelka, Cheyenna Burrows, Jenna Kelmser, Grecia Alfaro-Ruiz, Laurelynn Memmott, Manisha Davesar, Kyle Sipes, and Boram Lim. Not pictured are Rachel Brewer and Trevor Short.

In total, twelve students represented HSU at this annual statewide competition. The other students were:

- **Grecia Alfaro-Ruiz,** Undergraduate, Sociology
  Faculty advisor: David McElhattan, Lecturer, Sociology

- **Rachel Brewer**, Graduate in Biological Sciences
  Faculty advisor: Amy Sprowles, Assistant Professor, Biological Sciences

- **Manisha Davesar**, Graduate in Anthropology
  Faculty Advisor: Marissa Ramsier, Assistant Professor, Anthropology

- **Boram Lim**, Graduate in Kinesiology & Recreation
  Faculty advisor: Young Sub Kwon, Assistant Professor, Kinesiology & Recreation

- **Laurelyn Memmott**, Graduate in Anthropology
  Faculty advisor: Marisol Cortes-Rincon, Chair, Anthropology

- **Trevor Short**, Graduate in Kinesiology & Recreation
  Faculty advisor: Young Sub Kwon, Assistant Professor, Kinesiology & Recreation

- **Kyle Sipes**, Graduate in Environmental Resources Engineering
  Faculty advisor: Eileen Cashman, Professor, Environmental Resources Engineering

- **Mahayla Slackerelli,** Graduate in Economics
  Faculty advisor: Steve Hackett, Professor, Economics

32ND ANNUAL CSU STUDENT RESEARCH COMPETITION

The Office of Research, Economic & Community Development was proud to underwrite the travel costs of these students. Another call for student research submissions is now available, and we hope to involve even more students in the 2019 CSU Student Research Competition.

## Featured Funding Opportunities

### Community Requests Grants Program

Community Requests Grants Program is a grant program that focuses on women, water and well-being. It also supports community programs such as arts and culture, community and economic development programs in the United States as well as HIV/AIDS prevention and awareness programs in Africa and Latin America.

Application deadline: Continuous

### California Coastal Conservancy Grants

California Coastal Conservancy Grants provide support for organizations doing projects in one of the following areas: California Coastal Trail work, impacts of climate change in California, wildlife management and/or coastal conservation in the North, Central or South coastal regions, and conservation in the San Francisco Bay Area and the Santa Ana River.

Application deadline: Continuous

### Fellowships, Research & Program Grants

The goal of the Fellowships, Research and Program Grants are to support innovative research and programs in psychology. Their priorities include: strengthening the connecting between mental health and physical health, understanding and preventing violence, reducing stigma and prejudice, exploring other long-term psychological needs and more.

Application deadline: Continuous

# Research, Scholarship, and Creative Activities (RSCA)

This year's Research, Scholarship, and Creative Activities (RSCA) competition was extremely competitive. We received 42 applications requesting a total of $197,015. Since the available funding allocation from the Chancellor's Office was only $56,202, this made the selection process very competitive, as we had many worthwhile proposals submitted. Please help us in congratulating the following 14 awarded faculty:

- Ramona Bell, CGRS, Project: *Sporting Divas: Black Female Athletes, Citizenship & Empowerment*
- Alison Holmes, International Studies, Project: *Multi-layered Diplomacy in a Global State: The International Relations of California*
- Kerri Malloy, Native American Studies, Project: *The Northwestern California Genocide Project*
- Cutcha Risling Baldy, Native American Studies, Project: *G-O Road Database Project*
- Rafael Cuevas Uribe, Fisheries Biology, Project: *Polychaetes Worms in a Recirculating Land-Based Integrated Multi-trophic Aquaculture System with Sablefish and Seaweed*
- Lucy Kerhoulas, Forestry and Wildland Resources, Project: *Request to Purchase a Cavitation Chamber for Measuring Tree Drought Resistance*
- Kerry Byrne, Environmental Science and Management, Project: *Experimental Restoration Method for Novel Nitrogen-Enriched Plant Communities at Lanphere Dunes, Arcata, CA*
- Margarita Otero-Diaz, Environmental Resources Engineering, Project: *Small-Scale UV Water Treatment System for Hoopa Tribe Members to Remediate Cyanotoxins*
- Paul Bourdeau, Biological Sciences, Project: *Continued and Enhanced Monitoring of Ocean Acidification on the North Coast*
- Matthew Hurst, Chemistry, Project: *Bringing the Marine Environment into the Chemistry Laboratory*
- Kimberly White, Chemistry, Project: *Investigating the Human Proteome via 2D Gel Electrophoresis as a Tool for Assessing the Postmortem Interval*
- Benjamin Graham, Psychology, Project: *Promoting Veteran Well-Being through Arts-Based Programming*
- Jamie Jensen, Social Work, Project: *Not Now, I Am in Class!: Understanding the Academic Persistence of Pregnant and Parenting Students in Online Education Programs*
- Brianne Hagen, Information Resource Management, Project: *Finding their Way: Usability and User Experience Testing of Library Resources*

The Office of Research wants to congratulate all of our PI's and their amazing Staff on their many accomplishments and notable awards this year.



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hsu_spf