



## OFFICE OF RESEARCH & SPONSORED PROGRAMS

*Bulletin*

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### *In this Issue:*

Things you might have missed during winter break...

- PI Celebration Rescheduled (again)!
- ideaFest Registration Now Open
- Employment Identification Form (EIF) Recertification

## Welcome Back P.I.'s

The Office of Research would like to welcome back our Principal Investigators (P.I.'s) and their staff. We hope everyone had a restful winter break and is ready for the new semester! Included in this bulletin is a recap of important updates you may have missed during the holidays including dates and deadlines for a few of our big events happening this spring.

## Deadlines Quickly Approaching: Apply Now!

There are numerous opportunities for research funding & awards this year. Below is a recap of all the open competitions and call for proposals offered through the Office of Research & Sponsored Programs. Be sure to take advantage of these great opportunities before their deadlines pass:

### [Incentives Program for Grant Proposal Development](#)

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 17<sup>th</sup>**

### [2020 CSU Student Research Competition](#)

Students must submit a written summary of their research or creative presentations to the Office of Research. If selected, students will compete at CSU East Bay on April 24- 25, 2020. HSU may send up to **10 students** to the statewide competition.

**Application Deadline:**  
**Friday, January 31<sup>st</sup>**

## Third Time's a Charm... 8<sup>th</sup> Annual P.I. Celebration

The Office of Research & Sponsored Programs hosts this annual event to celebrate our staff, faculty & student researchers. We like to take this opportunity to highlight campus researchers who work on all facets of grants & sponsored programs facilitated here at Humboldt State University. Due to the power outages this past fall, we have rescheduled our event to:

**Thursday January 30, 2020**  
**4:30 - 6:30 pm**  
**HumBrews in Arcata**



Thank you for all that you do to support research at HSU and we hope to see you all there!

## Did you know...?

Any changes to you/your employee's appointment (e.g., increases in hourly rates, changes to time base, new category) must be submitted at least **one pay period** prior to the effective date.

If you have any questions/feedback regarding any of these updates please feel free to give us a call at (707) 826-4189

## Effective January 1, 2020

### NEW Student Employee Wage Ranges:

Undergraduates with 6+ units  
\$13.00-\$17.00/hr.

Graduate with 4+ units  
\$13.00-\$19.50/hr.

### NEW Minimum Wages:

Non-Exempt: \$13.00/hr.  
Exempt: \$26.00/hr.

## IdeaFest: Register Today

The Office of Research, HSU Library, and MarCom, would like to invite you & your students to participate in the 7<sup>th</sup> Annual HSU ideaFest! More than 400 students and faculty from HSU's three Colleges will showcase research, performances, digital projects, and more. HSU's 2020 ideaFest will be held on Friday, May 8<sup>th</sup>, 2020. If you or your students are interested in presenting, registration for ideaFest 2020 is now open! For more information, [click here!](#)



## Employment Identification Form Re-Certification

In December 2019, HSU SPF invited all employees to update and re-certify their [Employee Identification Form \(EIF\)](#). The EIF is used for Equal Employment Opportunity compliance and is used to express: race or ethnic identity, gender, Veteran status, and disability status. HSU SPF is required by federal law to maintain and report certain information regarding its applicants and employees.

For current employees of HSU SPF, this re-certification is optional. This is also a reminder that employees may update their disability, veteran, race, or ethnicity, and gender status at any time by contacting William Cook at [wac6@humboldt.edu](mailto:wac6@humboldt.edu) or (707) 826-5162.

It is the policy of HSU SPF to seek and employ qualified personnel, to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer, and termination. To achieve this, HSU SPF administers all personnel actions without regard to race, color, religion, religious dress practice, religious grooming practice, creed, sex, national origin, age, disability, marital status, pregnancy, sexual orientation, citizenship, gender identity, veteran status, or any other protected class and base all such decisions on valid job requirements. For more information, [click here](#), to go to the HSU SPF website if you would like to view *SPF's Equal Employment Opportunity Reaffirmation Letter*.

HSU Sponsored Programs Foundation - Employee Information Form

HSU Sponsored Programs Foundation is an Equal Employment Opportunity Employer, and as such, is required by federal law to maintain and report certain information regarding its applicants and employees. These guidelines are applied by the Equal Employment Opportunity Commission in the enforcement of the VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (hereinafter "Title VII").

It is the policy of HSU Sponsored Programs Foundation to seek and employ qualified personnel, to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation, benefits, promotion, transfer, and termination. To achieve this, HSU SPF will administer all personnel actions without regard to race, color, religion, religious dress practice, religious grooming practice, creed, sex, national origin, age, disability, marital status, pregnancy, sexual orientation, citizenship, gender identity, veteran status or any other protected class and base all such decisions on valid job requirements.

In order to comply with the law(s), you are invited to provide the following information voluntarily. If you do not wish to self-identify, simply mark the box for "I decline to Self-Identify". This information will remain CONFIDENTIAL and be used only for purposes allowed by law. Refusal to supply this information will not jeopardize or adversely affect your consideration for employment. When reported to the government, this data will not identify specific individuals.

If you believe you belong to any of the categories of qualified veterans listed on page two, please indicate by marking the appropriate box below. As a Government contractor subject to VEVRAE, we request this information to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAE. If you need assistance with completion of this form and/or the application process assistance will be provided upon request.

Name:		Date:
Position Title:		
Employee ID #:		
Department ID #:		
Section 2: Please check ( ) all that apply (See second page for definitions)		
*Race or Ethnic Identity	Gender	**Veteran Status
<input type="checkbox"/> Hispanic or Latino		

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