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Spring 2021

### Office of Research & Sponsored Programs Newsletter

Office of Research & Sponsored Programs

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## OFFICE OF RESEARCH & SPONSORED PROGRAMS

*Newsletter*

Phone: 707-826-4189  
Fax: 707-826-4783  
<https://research.humboldt.edu/>

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## 2021 McCrone Awards Announced!

Three distinguished faculty members have been selected as recipients of the 2021 McCrone Promising Faculty Scholars Award. Join us in congratulating Dr. Catalina Cuellar-Gempeler (Department of Biological Sciences), Dr. Claire Till (Department of Chemistry) and Dr. Deepti Chatti (Department of Environmental Sciences)! Each faculty member was selected for exhibiting potential in their specific field, and will receive \$1,500 to assist their program of creative activity, scholarship, or research.

The Alistair & Judith McCrone Graduate Fellowship Award went to Sean Stewart, who is enrolled in the Natural Resources Graduate Program. Sean has been selected for demonstrating potential to succeed in their chosen field, and will have \$3,000 applied to their tuition for the upcoming academic year.

This year, attendees of HSU SPF's [Virtual McCrone's Honors Awards](#) are invited to pick up a "Meal To Go" catered by Plaza Grill on the evening of the event between 4:30-6:00pm. Dinner will be provided for pick-up at the back-parking lot of the Jacoby Storehouse that evening.

The awards reception will kick off at 6:30pm via zoom and will include mini research 'TedTalks' from our four award recipients. We hope you can join us on Thursday April 29<sup>th</sup> as we celebrate their research and scholarly achievements!



Pictured top to bottom:  
Dr. Cuellar-Gempeler, Dr. Till, Dr. Chatti,  
and Sean Stewart

## 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



## Grant Writing Resources

Between November and January, the CSU Chancellor's Office of Research hosted a number of virtual grant writing events to provide valuable resources to our faculty seeking external funding. These workshop recordings are now available on demand at the links below:



### Developing a Proposal Workshop

- **Topics:** Developing the Project & the Proposal, Building Diverse, Equitable, & Inclusive Collaborations, Q&A, Finding the Compelling Story, Writing the Project Summary
- Video Link: <https://www.youtube.com/watch?v=FyDITAsIs1s&feature=youtu.be>

### Revising a Proposal Workshop

- **Topics:** Revising & Analyzing Feedback, Stylistic Writing Suggestions, Strategic Writing Suggestions, Strengths & Risks Assessment, Q&A
- Video Link: <https://www.youtube.com/watch?v=HQMA1I4xZzI&feature=youtu.be>

### Tips for Writing a Strong Proposal Narrative

- **Topics:** Getting Started, Writing about the CSU, Writing about Student Engagement in RSCA, Articulating Rigor, Merit, & Impact, Writing Quality, Q&A
- Video Link: <https://www.youtube.com/watch?v=2ZoHwutePXc&feature=youtu.be>

For more information on upcoming systemwide events, or questions regarding these resources, please contact Dr. Leslie Ponciano, Director of Research Opportunities, CSU Office of the Chancellor at [lponciano@calstate.edu](mailto:lponciano@calstate.edu)

## Update on Travel Restrictions

Considering the planned re-population of campuses for the Fall 2021 term, and the expected widespread availability of the COVID-19 vaccine, restrictions previously placed on travel will be lifted as of June 1, 2021. CSU campuses will continue to adhere to the latest travel guidance from the Centers for Disease Control and Prevention (CDC), which can be found [here](#), when determining travel guidelines. Travel guidance specific to HSU will be updated on the [Campus Ready](#) site shortly.

# Updates to Cost-Share Tracking

At the start of the new year, HSU SPF rolled out a new verification process for documenting Cost-Share or “Match” on projects. The process looks like this:



1. At the end of each calendar quarter, your grant analyst will send you a “Quarterly Cost-Share Documentation” form via DocuSign. The Principal Investigator (PI) will be required to select the type(s) of matching funds they can certify that quarter for their project(s).
2. Once the PI has selected the cost share types that will be certified for the quarter, the PI will have 30 days to submit the necessary cost-share certification forms located on the HSU-SPF website (<https://research.humboldt.edu/forms-library>). These forms are also now set-up as DocuSign Power Forms.
3. The following forms referenced in line #2 above are as follows:
  - A. Non-Reimbursed Timesheets (volunteer time)
  - B. University In-Kind Equipment/Supplies/Services
  - C. Third Party Contribution
4. The three forms referenced in line #3 above can be located at <https://research.humboldt.edu/forms-library>.
5. If PI’s have any questions while completing these forms, they should reach out directly to their Grant Analyst for assistance.

## 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

Angela Turner  
(707) 826-5161

## ProCard: The Fastest Way to Pay

Do you need those lab or field supplies tomorrow?  
Do you need to pay a vendor for a quick transaction?



If so, you’ll want a SPF ProCard! Procurement Cards, known commonly as “ProCards” are the easiest and quickest way to pay for supplies and services. The ProCard delegates authority and responsibility to cardholders to purchase items and services directly from suppliers and replaces the need for requisitions, purchase orders, invoices and checks.

You can make purchases and payments over the phone, online or in person, much like a debit card. Most cards allow you to make a single purchase up to \$5000, and give you a monthly limit of \$10,000. Contact your Grant Analyst for more information about ProCards or to submit a ProCard application through SPF.



# ideaFest 2021 on “Platform Q”

The 8th Annual ideaFest Symposium will be hosted online this year through a new social platform called, “Platform Q.” Students, staff, and faculty can still participate in the spirit of ideaFest by disseminating & sharing their research and creative activities in the following ways:



- Deadline to [register](#) for ideaFest is **April 23rd, 2021** by 4:59 p.m. Participants can submit digital posters or short video presentations.
- Anyone from the HSU community can also submit their academic essays or research articles for the next issue of [ideaFest Journal](#), HSU’s own peer-reviewed academic journal. The deadline to submit your publication proposals is December 31, 2021. For more information about ideaFest Journal contact Kyle Morgan at [kyle.morgan@humboldt.edu](mailto:kyle.morgan@humboldt.edu).

During the week of May 3-7th, Humboldt State University will be highlighting examples of the research & creative works along with student presenters doing live Q&A sessions. A unique link will be sent out in early May to our presenters and ideaFest attendees to join us in celebrating research and creative activities via the following content hubs.

A screenshot of the ideaFest website. The header is green with the ideaFest logo on the left, "HUMBOLDT STATE UNIVERSITY" in white text in the center, and social media icons (email, Facebook, Twitter, Instagram, LinkedIn) on the right. Below the header is a large image of a modern building. Underneath this is a section titled "Learn More" with a grid of five content hubs. Each hub has a small image on the left and text on the right. The hubs are: "Artistic Works & Performances", "College of Arts, Humanities & Social Sciences", "College of Natural Resources & Sciences", "College of Professional Studies", and "Library".

**Learn More**

**Artistic Works & Performances**  
HSU's ideaFest has grown in recent years to include visual and performing artists, musicians, filmmakers, and much more! Each year in addition to our poster presentations, HSU Students, Staff, and Faculty arrange live performances and presentations during the reception.

**College of Arts, Humanities & Social Sciences**  
The College of Arts, Humanities, and Social Sciences is an artistic, creative, and intellectual community. It is conceived as an equitable partnership of staff, faculty, and students devoted to teaching, learning, and creative endeavors. The many fields within the College provide

**College of Natural Resources & Sciences**  
The College of Natural Resources and Sciences provides high-quality education through student-centered, hands-on learning in inclusive learning environments; collaborates with campus and community partners; serves the region and the State of California; prepares students

**College of Professional Studies**  
The College of Professional Studies is committed to providing interdisciplinary liberal arts education and preparation for the profession so our graduates can positively contribute to the human condition, be outstanding leaders in their profession and community, and share a

**Library**  
HSU Library is the heart of the university that provides a welcoming space that is inspiring, collaborative, and innovative. Find study spaces, browse through more than 1 million volumes, sit down with a nice cappuccino, or get help with your computer, all in the HSU Library. Besides

This year's *ideaFest* is sponsored by the Office of Research & Sponsored Programs, Marketing & Communications, and the HSU Library in collaboration with the Colleges. Next year, we look forward to hosting the 9th Annual ideaFest in-person to once again. For information about project submissions, contact Sally Hang at [sally.hang@humboldt.edu](mailto:sally.hang@humboldt.edu)

# CSU Student Research Competition: HSU Winners

Thirteen HSU students were chosen as the 2021 outstanding student researchers, following competitive review of their written summaries by the Planning Committee for Research, Scholarly and Creative Activities. These students will compete in the 35th Annual California State University Student Research Competition, which will be held as a two-day virtual competition this year starting on Friday April 30<sup>th</sup>.



This annual statewide competition includes outstanding student researchers from all 23 CSU campuses who compete for awards in discipline-based categories.

The Office of Research & Sponsored Programs is proud of these student researchers and their faculty mentors:

**Sophia Lemmo**, Graduate in Forestry, Watershed, and Wildland Sciences  
Faculty advisors: Lucy Kerhoulas, Assistant Professor in Forestry and Wildland Resources, and Rosemary Sherriff, Professor in Geography

**Levi Basist**, Graduate in Kinesiology & Recreation Administration  
Faculty advisor: Young Sub Kwon, Associate Professor in Kinesiology & Recreation Administration

**Aneika Perez**, Graduate in Environment & Community  
Faculty advisor: Nicholas Perdue, Assistant Professor, Geography

**Chavela Riotutar**, Graduate in Kinesiology & Recreation Administration  
Faculty advisor: Taylor Bloedon, Associate Professor, Kinesiology & Recreation Administration

**Samantha Cook**, Graduate, and **Mikayla Kia**, Undergraduate in Environmental Science & Management  
Faculty advisor: Laurie Richmond, Associate Professor, Environmental Science & Management

**Jason Laugesen**, Undergraduate in Anthropology  
Faculty advisor: Marisol Cortes-Rincon, Professor in Anthropology

**Grace Fillebrown** and **Luke Gauthier**, Undergraduates in Child Development  
Faculty advisor: Meenal Rana, Associate Professor in Child Development

**Joan Esquibel**, Undergraduate in Religious Studies  
Faculty advisors: Vincent Biondo, Chair, and Sara Jaye Hart, Lecturer, Religious Studies

**Shawn Reilly** and **Reed Switzer**, Undergraduates in Kinesiology & Recreation Administration  
Faculty advisor: Ara Pachmayer, Assistant Professor, Kinesiology & Recreation Administration

**Dylan Roberts**, Graduate in Kinesiology & Recreation Administration  
Faculty advisor: Young Sub Kwon, Associate Professor in Kinesiology & Recreation Administration

*\*Results from the competition will be published in our fall newsletter. Congratulations again to these outstanding student researchers at HSU!\**

# Free Immigration Consultations

The CSU campuses have collaborated with the Coalition for Humane Immigrant Rights (CHIRLA) to create awareness of **Free Immigration Consultation** available to our campus community. These services are available to HSU Students, Staff, Faculty, & their immediate family members. Please see below for more information or [click here](#)!



## FREE IMMIGRATION CONSULTATIONS

**For more than 30 years, CHIRLA has been working to expand immigrant rights and defend our community.**

If you are a student needing immigration legal services, the Coalition for Humane Immigrant Rights (CHIRLA), can help. We have on-line consultations happening across California that serve students, faculty and staff to ensure their rights and protections. The CHIRLA immigration attorneys and Department of Justice representatives provide culturally competent, reliable expertise with sensitivity to the trauma our immigrant community regularly sustains.

**We are here to help:**

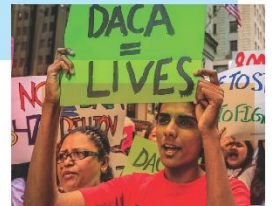
- Immigration consultations
- DACA Renewals
- Naturalization
- Family-based immigration
- Know Your Rights sessions



*Scan me*

### To schedule your appointment with CHIRLA

- Please go to <https://legal.chirla.org/> (or scan the QR code) and scroll down to "CSU Campuses - Humboldt" to register for a general consultation.
- Or call the HSU EOP office at 707-335-9510



**HUMBOLDT**  
STATE UNIVERSITY

CHIRLA-Sacramento  
1225 8th Street  
Suite 240  
Sacramento, CA 95814

FOR MORE INFORMATION CALL  
**1-888-624-4752**





# "Salamander Snouts"

## Dr. John Reiss & Dr. Karen Kiemnec-Tyburczy

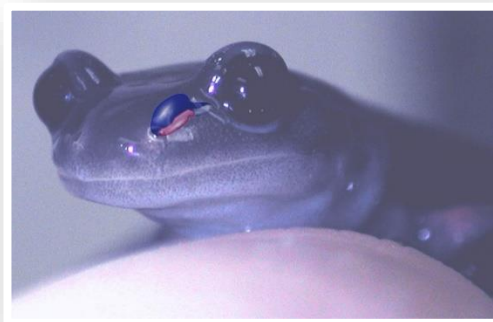
### PI Spotlight

Dr. John Reiss, Professor of Zoology, and Dr. Karen Kiemnec-Tyburczy, Assistant Professor of Zoology received funding to improve the understanding of plethodontid olfaction, or what is called the "salamander snouts" project. The project focuses on how the olfactory system of amphibians is modified to function alternatively in water and in air.

The emergence of vertebrates from water onto land was one of the major transitions of evolution. For many living amphibians, this historical evolutionary transition is mirrored by a current developmental transition, as they metamorphose from an aquatic larva to a terrestrial juvenile. This project breaks new ground by examining olfactory morphology and gene expression patterns across eight related salamander species with a wide range of life histories, ranging from typical larvae with metamorphosis, to direct development with no free-living larval stage, to secondarily re-evolved larvae. They will be studying three of our local salamanders (California Slender Salamanders, Ensatinas, and Southern Torrent Salamanders), as well as traveling to the Southeastern US to examine five additional species.

A key to their success in obtaining funding was in combining their expertise--John knows amphibian anatomy and associated techniques, while Karen's expertise is in evolutionary and ecological genetics, which allowed them to craft an integrative proposal with an interdisciplinary approach. They have both benefited from SPF's Faculty Incentives Program, which provided support to write this proposal last summer.

This work will directly support 15-20 undergraduate and two graduate students in hands-on research training, enhancing their skills and thereby furthering their careers and future job prospects. The research results will be integrated into our classes, such as Comparative Anatomy (ZOOL 370) and Evolution (BIOL307), benefitting approximately 300 students per year. A public outreach component will involve lectures to local community members, increasing scientific literacy on evolution and development and promoting appreciation for this understudied group of vertebrates. Congrats on to you both on your nomination for our P.I. Spotlight this semester and keep up the great work!



Top to bottom: Dr. John Reiss, Professor of Zoology, and Dr. Karen Kiemnec-Tyburczy, and salamander with its nose outlined



## Front Office Corner

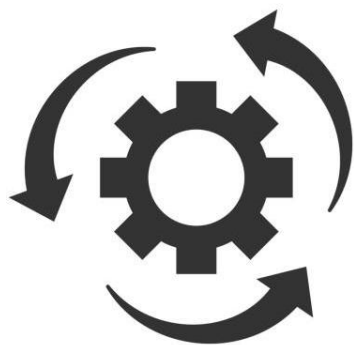
Our Front Office staff acts as the first point of contact to assist faculty, staff, and students.

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

### [Our Front Office Staff](#)

Binta Wright  
(707) 826-4189

Jody Rundel  
(707) 826-4189



# Our Friend: The DocuSign Power Form

In 2020, the growing need of digital processes and electronic form submissions in the post-COVID workplace urged the swift implementation of DocuSign “Power Forms” for the Sponsored Programs Foundation. Employees can now initiate the signature process for select documents without needing their own DocuSign account!

### What is a DocuSign Power Form?

SPF has created DocuSign templates for some of our most common forms which are then posted as a publicly facing hyperlink on our website. These ‘self-service’ Power Forms will automatically route to the appropriate department (IT, HR, etc.) for processing. It’s important to understand, once you initiate a Power Form, you can’t cancel it. So, in order to not ‘waste’ the form, please do not click the yellow ‘Begin Signing’ button until you are ready to submit your Power Form. Each Power Form initiated has an associated cost for SPF.

All Power Form versions of SPF documents will have a clear indication next to the title of the form on our [Forms Library](#) (\*DocuSign Power Form). Please be aware that each Power Form may have differing attachment features and/or routing workflows built in, depending on what information is required.

We currently have PowerForm versions of the following documents available on our website:

- Cost-Match Documentation Forms:
  - [A. Non-Reimbursed Timesheets](#)
  - [B. University In-Kind Equipment, Supplies, Services](#)
  - [C. Third Party Contribution](#)
- [Direct Deposit Form for Accounts Payable Reimbursements](#)
- [Request for Research Associate Status](#)
- [Payee Data Request Form a.k.a. “204 Form”](#)
- [Payment Request Form](#)
  - [Payment Request Form \(With "One-Up" Approval\)](#)
- [ProCard Application](#)

**PowerForm Signer Information**

Note - for those with an HSIU email, please type your username (ex. abc123@humboldt.edu).

If you are requesting reimbursement for yourself and require multiple "One-Up" signatures or a more complicated approval workflow, please contact the SPF Front Office at [hsuf@humboldt.edu](mailto:hsuf@humboldt.edu) to assist with multiple approval signature routing.

Please enter your name and email to begin the signing process.

**Approved Project Signer / Principal Investigator**

Your Name: \*

Principal Investigator's name here

If submitting a Payment Request Form with other, additional supplemental forms that will require multiple signatures, you may contact the SPF Front Office at [hsuf@humboldt.edu](mailto:hsuf@humboldt.edu) or 707-826-4189 to receive assistance with signature routing for more complicated requests.

# Budget Periods: Update on Future Funding & Cost Sharing / Matching

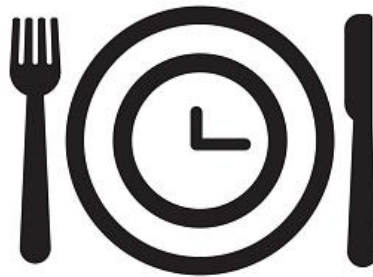
The first major revision to Uniform Guidance brought changes that give federal funders more control over funding with greater focus on performance related results. It has also led to some surprising interpretations and applications from some of HSU SPF's funders that will greatly increase the risks related to future funding streams and cost matching/sharing.

**"Budget period"** is a new term that is included in the revised definitions. It is also now referenced in the updated definition of period of performance: "... does not commit the awarding agency to fund the award beyond the currently approved *budget period*." Prior to these changes, award recipients could generally be assured that their total funding through the entire period of performance of the award was almost guaranteed.

SPF has already seen one federal agency apply these new definitions to cost matching. Instead of being flexible and allowing the cost match to be made up over the entire period of performance of an award, they're now locking those cost match amounts into specific budget periods instead: The excess cost match from one budget period is not allowed to be applied to another.

## Required Rest & Meal Breaks for Employees

Under California wage and hour law, non-exempt employees must receive a 30-minute meal break if they work more than 5 hours in a day. The meal break must be provided within the first 5 hours of the workday. Employees who work more than 10 hours in a day are entitled to a second 30-minute meal break.



Rest breaks under California labor law are required for non-exempt employees who work 3 ½ or more hours in a day. Employees are entitled to 10 minutes of rest period for each 4 hours, or a substantial fraction thereof, that they work in a day. In order for us to remain in compliance with state law, we will now require electronic certification from employees when they submit their time to help us ensure that everyone is taking their required meal break(s) and/or rest break(s) during each shift.

SPF employees will notice additional language on the attestation 'pop up' when submitting your timesheet. Please read through it thoroughly and understand that by agreeing, you are confirming that you took all legally required meal and/or rest breaks based on the daily hours worked. If you have any questions, please reach out [hsuf@humboldt.edu](mailto:hsuf@humboldt.edu).

### 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  
(707) 826-5162



# Direct Deposit Now Available for SPF Reimbursements

The CSU System recently entered into a master agreement with Wells Fargo that extends service and group pricing to include all campus auxiliaries. Over the past year, the HSU Sponsored Programs Foundation has been transitioning our banking services from Bank of America to Wells Fargo.

In addition to the significant cost savings, there will be efficiencies gained for both internal HSU Accounting staff as well as our Principal Investigators and their auxiliary employees. One major benefit is the capability of processing AP reimbursement checks (travel claims, supply purchases, etc.) **via Direct Deposit**, which was not previously possible until now. The '[Direct Deposit for Accounts Payable Reimbursements](#)' form can be used for HSU (Stateside), SPF (Auxiliary), and ADV (Foundation) Reimbursements.

Should you choose to participate in this program, and complete this form with the requested information, you will receive a confirmation e-mail from HSU Accounts Payable notifying you that we have received your bank routing number and account number and that your electronic refund process has been set up. You will also receive an e-mail notification from HSU Accounts Payable when your direct deposit reimbursement has been processed and disbursed to your bank.

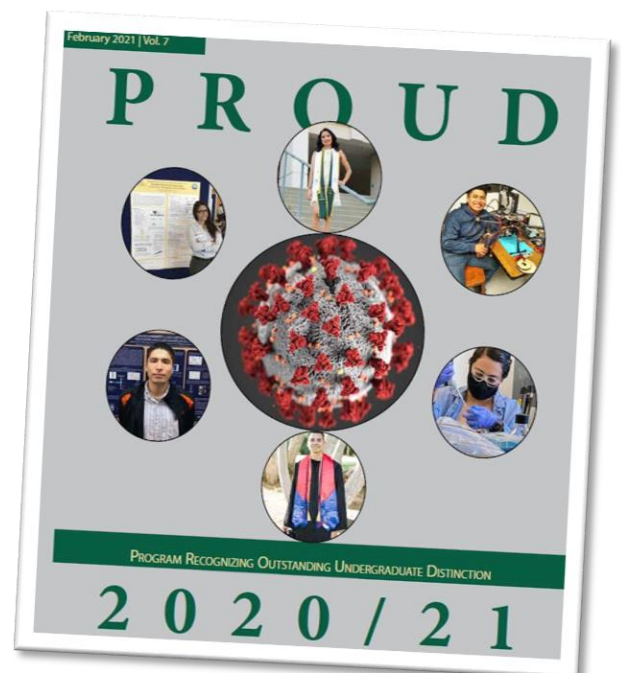
Note that if you have already signed up for direct deposit through Stateside, you do not have to complete this form specifically for SPF; your information will automatically carry over. If you have any questions regarding this process, please contact HSU Business Services at 707-826-3512.

## HSU's Louis Stokes Alliance for Minority Participation (LSAMP) Scholars

The California State University Louis Stokes Alliance for Minority Participation at Humboldt State University ([CSU-LSAMP@humboldt.edu](mailto:CSU-LSAMP@humboldt.edu)), with NSF Support, was initiated in 1993 to serve as a comprehensive California State University (CSU) statewide program dedicated to broadening participation in STEM disciplines. This year's outstanding HSU LSAMP scholars include:

- ✚ **Christian Trujillo**, Environmental Science & Management, Education and Interpretation
- ✚ **Madison Lalica**, Botany
- ✚ **Floyd Clark**, Environmental Science & Management, Ecological restoration, Forestry Minor
- ✚ **Stephen Galindo**, Geology

Congratulations to our LSAMP scholars and their mentors! To find out more about this program at Humboldt State, please [click here](#).



## YouTube Film Series: Bonanza en Los Andes

HSU SPF has recently started a YouTube Channel! Our winter bulletin highlighted our first video in the film series called, “Bonanza en Los Andes.” [Click here](#) to see Principal Investigators Dr. Jasper Oshun and Dr. Margaret Lang, along with other collaborators doing research in Zurite, Peru. Be sure to stay tuned for future film videos... *coming soon!*













Dr. Oshun was also just named a 2021 Fulbright Scholar; Congratulations!

## HSU Incentives Program Winners Announced

The HSU Sponsored Programs Foundation’s Incentives Committee met and considered the proposals submitted by faculty to the HSU SPF Faculty Research Incentives Program 2021-2022. The SPF Incentives Committee awarded the following ten faculty a total of \$21,000 in assigned time and \$26,247 in summer salary for a total Incentives Award of \$47,247 this academic year.

Recipients of Awards are to use their assigned time/summer salary to develop full proposals to external funding agencies or organizations that will further HSU’s strategic goals and objectives.

 Sara Chase Merrick	Child Development	Fall 2021 (3 WTU)	\$6,057
 Ronnie Swartz	Social Work	Fall 2021 (3 WTU)	\$6,057
 Lucy Kerhoulas	Forestry & Wildland Resources	Spring 2022 (4 WTU)	\$8,076
 Laura Levy	Geology	Spring 2022 (3 WTU)	\$6,057
 Rouhollah Aghasaleh	Education	Summer Salary 2021	\$4,000
 Catalina Cuellar-Gempeler	Biological Sciences	Summer Salary 2021	\$2,500
 Oscar Vargas	Biological Sciences	Summer Salary 2021	\$4,000
 Jennifer Marlow	Env Science & Mgmt	Summer Salary 2021	\$2,500
 Rosemary Sherriff	Geography	Summer Salary 2021	\$4,000
 Carly Marino	Library	Summer Salary 2021	\$4,000

If you were not funded this year, we want to encourage you to re-apply for the next round of Incentives! Your Pre-Award Specialist is available to provide feedback on how to make your incentives proposal more competitive. Another call for applications should be distributed in fall 2021.





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.

We are here to remind you...  
You've got this! And we've got you!

Be well & be safe everyone.



**HUMBOLDT STATE UNIVERSITY**  
OFFICE OF RESEARCH AND SPONSORED PROGRAMS

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