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Spring 2019

### 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  
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<http://www.humboldt.edu/hsuf/>

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## 2019 McCrone Awards Announced!

Three distinguished faculty members have been selected as recipients of the 2019 McCrone Promising Faculty Scholars Award. Join us in congratulating Dr. Kerry Byrne (Department of Environmental Science and Management), Dr. Lucy Kerhoulas (Department of Forestry and Wildland) and Dr. John Steele (Department of Biological Sciences)! Selected for exhibiting potential in their specific field, each faculty member will receive \$1,500 to assist their program of creative activity, scholarship, or research.

The Alistair & Judith McCrone Graduate Fellowship Award went to Christopher Ramponi, who is enrolled in the Applied English Graduate Program. Christopher has been selected for demonstrating potential to succeed in his chosen field, and will have \$3,000 applied to his tuition for the upcoming academic year.

All of this year's recipients will be honored at a reception on Thursday April 18<sup>th</sup> where they will deliver short presentations of their research. The reception, open to the campus community, will be held in the Great Hall, College Creek starting at 4:00pm. We hope you can join us!



Pictured left to right: Dr. Kerry Byrne, Dr. Lucy Kerhoulas, Dr. John Steele, and Graduate Student Christopher Ramponi

## Want to Nominate Someone Next Year?

Do you know someone you would like to nominate for this or other awards next year? It is never too early to start thinking ahead! To assist you in mapping out your plans for future submissions, applications, and nominations within our office, we've created a master chart of all [SPF Internally Administered Competitions and Awards](#). Next year's McCrone winner could be you!

# Chancellor's Office Live Webcasts

## 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



The Chancellor's Office (CO) has been very active the last year in supporting the CSU research offices and creating opportunities to build stronger connections and increase communication across the CSU. Information on research strengths and upcoming internal research opportunities can be found on the [CSU's research page](#). Already this semester, the Chancellor's office has hosted two fantastic live webcasts and a proposal development pilot program. In February we saw the launch of the Inaugural CSU STEM NET live webcast which included the following panels and objectives:

### CSU FACULTY PANELS:

- Building STEM Capacity with Unique HSI Collaborations (Pomona, Sacramento, Fullerton, San Diego)
- Connecting with CSU System Wide Synergies (Chico, Cal Poly, Stanislaus)
- Developing a Leadership Role in STEM Research and Education (Fullerton, San Francisco, Cal Poly)
- National Priorities for Funding STEM Education and Research Programs (San Bernardino, Long Beach)

### OBJECTIVES:

- Learn about the new STEM NET affinity group
- Gain best practices for seeking funding, building partnerships, and navigating the submission process
- Seek interdisciplinary and multi-campus collaborative opportunities

In March the CSU Humanities and Creative Arts Live Webcast was launched which included the following topics (Including one with our own Jim Woglom!):

### TOPICS:

- Multidisciplinary and Interdisciplinary Innovations: Heather Castillo (Channel Islands), Lucy HG Solomon (San Marcos), Vadim Keyser (Fresno)
- Voices of the Underrepresented: James Woglom (Humboldt), Shannon Stevens (Stanislaus), Robert Jones (Chico), Jamila Moore Pewu (Fullerton), Carole Frances Lung (Los Angeles), Natalie Graham (Fullerton)
- Voices from the Past: Cueponcaxochitl Moreno Sandoval (Stanislaus), Alison Perchuk (Channel Islands), Binh Danh (San Jose), TheresaAvila (Channel Islands)
- National Endowment of the Humanities Awardees: Maria Karafilis (Los Angeles), Janet Hess (Sonoma), Scott Kleinman (Northridge)

The Grant Proposal Development Pilot Program was also launched in early February 2019 and provided the opportunity for beginning and advanced proposal writers to participate in a 3-hour interactive, collaborative workshop. Advanced proposal writers also had the opportunity to work one-on-one with [Dr. Leslie Ponciano, Director of Research Opportunities](#), in a 1-hour individualized feedback session. If you are interested in learning more about any of these opportunities and/or would like to participate in future activities, please contact your Pre-Award office and keep an eye on the portal for upcoming events.

# Let's Talk 'International Travel'

Just a friendly reminder that when traveling internationally on Sponsored Programs Foundation (SPF) grants, contracts, or trust accounts, you are required to complete and submit an [international travel authorization form](#). This form must be approved **prior** to your international trip. Proper international travel insurance must also be acquired before leaving, and SPF can assist you in obtaining your travel insurance.

If these forms are not fully processed prior to your departure, you risk potentially not being reimbursed for your travel expenses. When you are requesting a travel advance, the advance cannot be processed without a fully approved international travel authorization attached. If you have any questions or concerns related to the requirements/processes above, please reach out to your corresponding Grant Analyst. They will be able to guide you through the process and ensure you and your students have a safe and successful trip abroad.

## OBI: What can it do for ME?

Oracle Business Intelligence (OBI) is the data warehouse that is used by Humboldt State University to pull financial data from PeopleSoft and present it in a useful format. If you have a grant or contract that is administered with HSU SPF, then you can use OBI to assist you in monitoring your project's spending. OBI provides 'Budgetary Status Reports' or BSR's for all your grants/contracts. These reports can be tailored for fiscal year and accounting period (see below).

OBI also lets you "drill down" to see specific transactional details for expenses and other financial activities. If you do not currently have access to the OBI system, please contact your post award Grant Analyst. Once you have access to OBI, they can also provide you with "one-on-one" training to ensure you're getting the most out of the OBI system.

Sponsored Programs Foundation Portfolio Budgetary Status Report

Budgetary Status Report

Fund: S1000 - GENERAL OPERATIONS    Award Amount: \$0.01    Customer ID: ---    Award Status: OPEN    Award Number: N/A    Fund Start Date: 7/1/1983 12:00:00 AM    Fund End Date:					
Account Type	Object Group	Account	Prior Year Actuals	Current Month Actuals	Year to Date Actuals
10 - Assets	107 - Prepaid Expenses	107000 - PREPAID EXPENSES	\$11,269.08	\$0.00	\$11,076.38
		107001 - TRAVEL ADVANCES	\$0.00	\$0.00	\$2,386.39
		107002 - SALARY ADVANCES	\$0.00	\$0.00	(\$844.22)
	<b>107 - Prepaid Expenses Total</b>		<b>\$11,269.08</b>	<b>\$0.00</b>	<b>\$12,618.55</b>
<b>10 - Assets Total</b>			<b>\$11,269.08</b>	<b>\$0.00</b>	<b>\$12,618.55</b>
50 - Revenues	503 - Gifts Grants and Contracts	503110 - IDC REVENUE - FEDERAL	\$0.00	\$0.00	(\$550,777.55)
		503210 - IDC REVENUE - STATE	\$0.00	\$0.00	(\$528,669.47)
		503310 - IDC REVENUE - LOCAL	\$0.00	\$0.00	(\$58,301.75)
		503410 - IDC REVENUE - OTHER	\$0.00	\$0.00	(\$366,694.82)
		503801 - IDC REVENUE - TRUSTS	\$0.00	\$0.00	(\$2,172.18)
		<b>503 - Gifts Grants and Contracts Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,506,615.77)</b>
	508 - Revenue from Investments		\$0.00	\$0.00	\$24,006.82
	<b>508 - Revenue from Investments Total</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$24,006.82)</b>
	580 - Other Financial Sources	580001 - RENTAL OF STATE/AUX PROPERTY	\$0.00	\$0.00	(\$35,100.00)
		580090 - MISC REVENUE-OTHER	\$0.00	\$0.00	(\$113.59)
		580820 - PROGRAM REVENUE-SERVICE FEES	\$0.00	\$0.00	(\$2,160.70)
		580870 - INCOME-OTHER REVENUE	\$0.00	\$0.00	(\$23,450.49)
		<b>580 - Other Financial Sources Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$60,824.78)</b>
<b>50 - Revenues Total</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,591,447.37)</b>
60 - Expenditures	601 - Regular Salaries and Wages	601810 - WAGES-BENEFITTED WITH INSURANCE	\$0.00	\$0.00	\$79,119.84
		601830 - WAGES-STUDENTS	\$0.00	\$0.00	\$21,846.33
		601840 - WAGES-NON BENEFITTED	\$0.00	\$0.00	\$35,581.82
		601850 - WAGES-HSU SALARY REMB	\$0.00	\$0.00	\$106,314.50

## 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

For more information, please contact the front desk at (707) 826-4189 to schedule an appointment to learn more about how you can fiscally manage your grants/contracts.





# HSU's Annual ideaFest: A Showcase of Research & Creative Projects!



The Office of Research & Sponsored Programs, Marketing & Communications, and the HSU Library in collaboration with the Colleges, would like to invite students, faculty, staff & community members to attend the 6<sup>th</sup> Annual HSU ideaFest symposium!

This exciting event is an opportunity for the campus to showcase their research & creative works, highlighting the academic excellence of Humboldt State University. For one afternoon, more than 400 presenters and performers will showcase everything from poster presentations to live performances and digital exhibits. The ideaFest research symposium will take place in the HSU Library on Friday, May 3<sup>rd</sup>, 2019. Presenters also have the option to publish their poster online in [Humboldt Digital Commons](#), or be included in the next issue of [HSU ideaFest](#), an annual journal for student research to be started this year. To view the list of 'Presenters & Abstracts' for this year's ideaFest, you can [click here](#). Open Gallery viewing takes place from 12:00-2:00pm; Reception and Performances are from 2:00-5:00pm.



# CSU Student Research Competition: HSU Winners!

Fourteen HSU students were chosen to represent HSU at the CSU Student Research Competition, following competitive review of their written summaries by the Planning Committee for Research, Scholarly and Creative Activities. These students will make oral presentations of their research at the 33<sup>rd</sup> Annual California State University Student Research Competition.

This annual statewide competition brings together outstanding student researchers from all 23 CSU campuses to compete for research awards in discipline-based categories. The Office of Research & Sponsored Programs is proud to underwrite the travel costs of these outstanding students:

**Jessie Armendariz**, Graduate in Kinesiology  
*Faculty advisor:* Taylor Bloedon, Assistant Professor, Kinesiology

**Adrien Bouissou, Ian Cullimore**, Undergraduate, Biological Sciences  
*Faculty advisor:* Erik Jules, Professor, Biological Sciences

**Chant'e Catt, Sonya Woody, Ashley Bradshaw, & Katelyn Harris**, Graduates in Social Work  
*Faculty advisor:* Jen Maguire, Associate Professor, Social Work

**Gabriel Goff**, Graduate in Forestry  
*Faculty advisor:* Lucy Kerhoulas, Assistant Professor, Forestry

**Andrew Hahn**, Graduate in Kinesiology  
*Faculty advisor:* Young Sub Kwon, Assistant Professor, Kinesiology

**Megan King**, Undergraduate, Biological Sciences  
*Faculty advisor:* Amy Sprowles, Assistant Professor, Biological Sciences

**Angel Lomeli**, Graduate in Kinesiology  
*Faculty advisor:* Justus Ortega, Professor, Kinesiology

**Spencer McLintock**, Graduate in Environmental Resources Engineering  
*Faculty advisor:* Margarita Otero-Diaz, Assistant Professor, Environmental Resources Engineering

**Carrisa Pritchard**, Graduate in Anthropology  
*Faculty advisor:* Marissa Ramsier, Chair, Anthropology

**Nathan Tamayo Hernandez**, Graduate in Kinesiology  
*Faculty advisor:* Young Sub Kwon, Assistant Professor, Kinesiology



## \$2M to Re-launch Nursing at HSU

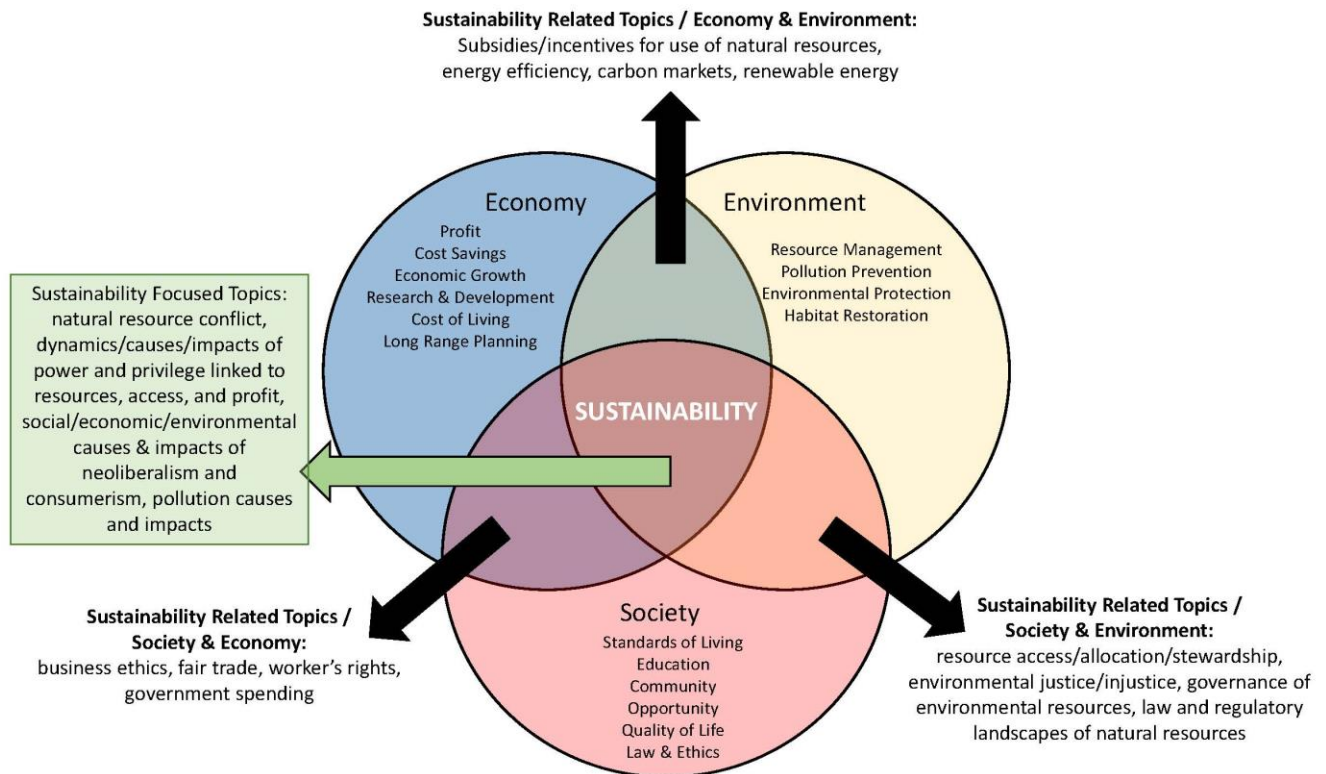
Efforts to develop the RN to BSN program have been underway for nearly three years, following a pivotal gathering of health care leaders, HSU officials, and Senator Mike McGuire.

In the last few months, University officials and others have launched a campaign for the first phase of an endowment to support the program. The leadership shown by St. Joseph gives the effort significant momentum to meet the goal of enrolling the first students by fall 2020. SPF is proud to be a campus partner in helping to administer the funding to facilitate this important new program for our students and community. To read more [click here!](#)



# STARS Reporting

## Why We Ask P.I.s to Report Sustainability



STARS (Sustainability Tracking Assessment and Rating System) is a tool used to understand and report on sustainability. A NEW important part of the SPF project set-up process now includes sustainability reporting. In collaboration with the [Office of Sustainability](#), to capture if the project is sustainability-related or sustainability-focused, we ask Principal Investigators (PIs) to complete a short questionnaire. This asks that PI to indicate whether and how their work fits within the STARS sustainability criteria.

We are on the path towards sustainability when we understand that environmental, social, and economic systems are interconnected, and that the overall health of one of these dimensions depends on the health of the other two. Your research project is **related to sustainability** if it explores the relationship between any two of the three dimensions (re: environment-economy, economy-society, or society-environment). Your project is **focused on sustainability** if it explores the interplay between all three dimensions at once.

Cataloging sustainability research allows HSU to comply with CSU Sustainability reporting mandates, as well as helps us market innovative content for recruitment and retention purposes. To read more about how you can make this designation and understand this criteria, [click here!](#)

# James Woglom: Art Education

## P.I. Spotlight

James' research revolves around the reciprocal processes of arts-based service learning in teacher preparation, and how those processes might be leveraged towards improved access to arts education in California.

For the past several years, he has been working to design undergraduate arts education service learning courses with an eye towards developing culturally responsive, arts-based interventions in schools and community centers that can help to mitigate an extreme inequity in regards to free, public arts education for aesthetically underserved students, while simultaneously providing invaluable practice in pedagogy and curriculum design for preservice teachers.

Situated in a variety of sites throughout Humboldt County, HSU Art Ed majors are tasked with the collaborative development of units of instruction that they then teach in groups, affording them hands-on experience in their field, while also generating works of art and moments of creative self-expression.

His dream is to expand and extend the "Arts-Based Service Learning Network" such that it might become a means for providing free, discrete (rather than integrated) arts instruction to elementary students enrolled in after school programs in every TK-5 public school in the county, with curriculum designed by HSU Art Education Students, and taught by those students and recent graduates, such that a space is created for artistic possibility for every student in the area.

Recently, James was also selected to participate in the "CSU Humanities and Creative Arts Live Webcast" on March 29, 2019. James brought his insight from working with HSU students for the 'Voices of the Underrepresented' segment. Great job, James! We look forward to your future projects.



James Woglom with his HSU students after completing their "big messy box fort."



## Fun Facts

*Did you know...?*

James is also an accomplished artist, musician, illustrator, and comic book creator!



## 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

Nalee Yang  
(707) 826-5169

Angel Lomeli  
(707) 826 - 4189

Sally Hang  
(707) 826-4190

*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 research  
meets global reach*



#hsuspf #researchathsu

## I-9 Reminders for New Employees

Federal law requires I-9s to be verified within 72 hours of the employee's position start date. Here is a helpful guide for I-9 compliance:

To ensure that you are in compliance, make sure your employees don't begin work on a project unless they are officially appointed.

All new appointment packets including the [I-9](#) must be dated by the first day of work, *at the latest*. See example below:



Monday	<b>First Day of Work</b> Employee completes Section 1
Tuesday	
Wednesday	
Thursday	<b>Form I-9 &amp; support document(s) Due</b> Employer completes Section 2

## KRONOS® Trainings Coming Soon!

In mid-2018, Sponsored Programs initiated a project to convert our current manual timekeeping and payroll processes to an electronic, paperless system known as Kronos Workforce Timekeeper. Our main reason for this change is to ensure all employees are paid accurately and timely for the work they perform on SPF grants & contracts. However, another benefit will be significant cost savings by eliminating manual data entry and also reducing payroll errors.

While such an automated system will be new to us, this capability has been in use by many organizations of all sizes for a number of years. Over the past 12 months, we have been working with Kronos representatives to build, test, and implement our new system. The work of this team is nearly complete, and we are preparing to launch the system very soon!

In the coming weeks there will be much Kronos-related activity occurring. Trainings for employees, PI's and administrators will be offered on campus during the weeks of **April 29<sup>th</sup>, May 6<sup>th</sup>, and May 13<sup>th</sup>**. Individual one-on-one trainings will also be available upon request. With any change comes its challenges, and we are looking forward to working with our employees to ensure the smoothest transition possible. We look forward to your feedback as we go live and say goodbye to paper timesheets!

# Travel: “Hotel me About It”

## Exceeding Max Lodging Rates

When it comes to travel, HSU SPF is governed by the broader California State University policy, with a few exceptions. Please keep in mind that the maximum pre-tax rate for lodging per CSU Travel Procedures is \$275.00/night.

To be reimbursed for lodging that is greater than the allowable maximum, the traveler must obtain permission from Humboldt State University's President *prior to travel*. Failure to obtain permission prior to travel could result in a traveler only being reimbursed up to the allowable rate. Please be mindful of this policy when booking, and be sure to obtain approval beforehand in the event you are unable to find lodging at or below the maximum allowable rate.

## DocuSign for Specific Documents

HSU SPF has been successfully using DocuSign for electronic signatures for almost a year now. DocuSign can be used to complete approvals and agreements in minutes or hours—not days—from almost anywhere in the world. It enables SPF to quickly and securely access and sign documents, upload and send documents for others to sign, as well as send reminders and check signing status almost any time.

DocuSign is a service that comes with a limited number of envelopes that have to be initiated from our internal SPF Staff. DocuSign is intended to replace items that would typically be generated by our office and sent out via campus mail or by student assistants, such as the Institutional Routing Form.

Due to the limited number of DocuSign envelopes available, we cannot use DocuSign to completely replace many of our standard processes like our current payroll timesheets, Appointment Documents, or Request for Payment Forms. But good news! The campus has recently been testing DocuSign for potential ‘state-side’ use these past few months, with the hope that we can extend this service to even more departments in the near future. Be sure to keep an eye out for campus-wide updates regarding DocuSign expansion!

## Tool tips for getting started...



When you receive your first email from Docusign it will come with easy-to-follow instructions. In order to successfully set up your account you **must** use the HSU ‘username’ email that was assigned to you. These typically consist of three letters, followed by one to four numbers (ex: [abc123@humboldt.edu](mailto:abc123@humboldt.edu)). Another common problem can occur during the account set up process. DocuSign can take a few minutes between account creation and being ready for envelope viewing. If it is your first time using DocuSign, and you just created an account, please close the browser window that DocuSign is using and try the link from the email again.

## 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



## Compliance Fun Fact:

What’s the difference between Policy vs. Procedure?

### Policy:

A guiding principle used to set direction in an organization.

### Procedure:

A series of steps to be followed as a consistent and repetitive approach to accomplish an end result.

# 'Student Researcher' Commencement Pins

Did you know that we have students serving on the SPF Board of Directors (BOD)? Student Directors are nominated through Associated Students and serve two-year terms on our Board. Claudia Sifuentes is a Social Work major, Peer Health Educator, Community Service Chair-Hermanas Unidas, works as a Research Assistant in the Social Work Department, and currently serves as one of our SPF Student Directors. This past spring, Claudia suggested we find a way to recognize our HSU student researchers as they walk across the stage at commencement. Her idea to celebrate the contributions of student researchers and highlight their achievements inspired us to create Commencement Pins!



We celebrate opportunities that allow students to develop mentorships with our PIs and gain hands-on research experience at HSU. What a great way to honor those achievements by proudly declaring themselves a 'HSU Student Researcher' as they walk across the stage. We encourage you to stop by our office in early May to pick up pins for yourself or for your graduating seniors. Thank you, Claudia, for your recommendation and we wish all our graduating students success after graduation!

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*"Innovation distinguishes between a leader and a follower."*

– Steve Jobs

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## Study: Humboldt Bay Bivalve Business Has a Big Local Impact

As the oyster capital of California, Humboldt Bay's bivalve business is big for the region, with a local economic impact of about \$20 million in 2016, according to a survey conducted by Humboldt State University and California Sea Grant researchers. "The mariculture industry is undergoing changes, with some proposals to expand operations in the bay, so it's important to understand the baseline when that's happening," says Environmental Science & Management Professor Laurie Richmond.

Dr. Richmond created and administered the survey along with Economics Professor Will Fisher, former Economics Professor Steve Hackett, student Wyatt Smith, and California Sea Grant Extension scientist Joe Tyburczy.



Results, which focused on 2016 and were released in November 2018, revealed that while mariculture isn't as dominant as the local commercial fishing industry, it remains a significant player in Humboldt's seafood economy. The local oyster business was a \$9.8 million industry in 2016. When the researchers calculated the indirect impacts of the industry, that figure translates into an estimated total local economic impact of \$19.3 million, according to the report. To read more, [click here!](#)



## Featured Funding Opportunities

### Women & Minorities in STEM Fields

The purpose of this program is to support research, education/teaching, and extension projects that increase participation by women and underrepresented minorities from rural areas in STEM.



**Application deadline: May 21, 2019**

[Click here for more information](#)

### 2020 Earthquake Hazards External Grants Program

USGS Earthquake Hazards Program (EHP) annual Program Announcement for assistance to support research in earthquake hazards, the physics of earthquakes, earthquake occurrence, and earthquake safety policy.



**Application deadline: May 29, 2019**

[Click here for more information](#)

### Environmental Studies Program (ESP)

The goal of this program is to Support research to predict, assess, and manage impacts from offshore gas, oil and marine mineral exploration, development, and production activities on human, marine, and coastal environments.



**Application deadline: Various**

[Click here for more information](#)

## 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 2018/2019. The SPF Incentives Committee awarded the following eight faculty a total of \$25,610 in assigned time and \$16,000 in summer salary for a total Incentives Award of \$41,610 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. We look forward to working with them in the coming months.

	Alison Holmes	Politics/International Studies	Fall 2019 (3 WTU)	\$5,910
	Melissa T. R. Hawkins	Biological Sciences	Spring 2020 (3 WTU)	\$5,910
	Alexandru Tomescu	Biological Sciences	Fall 2019 (3 WTU)	\$5,910
	Josh Meisel	Sociology	Fall 2019 (4 WTU)	\$7,880
	Janelle Adsit	English	Summer Salary 2019	\$4,000
	Jill Pawlowski	Kinesiology	Summer Salary 2019	\$4,000
	Jose R. Marin Jarrin	Fisheries Biology	Summer Salary 2019	\$4,000
	Catalina Cuellar Gempler	Biological Sciences	Summer Salary 2019	\$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 2019.

**Travel Quick Tip:** *Effective January 1, 2019 the new mileage Reimbursement Rate is .58 cents per mile. In order to avoid delays in processing, be sure to use this new rate on all your travel reimbursement requests.*



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.



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

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