




Office of Research
Division of Research and
Innovation

San José State University
One Washington Square
San José, CA 95192-0022

TEL: 408-924-2272
officeofresearch@sjsu.edu
sjsu.edu/research

Date: March 20, 2023

To: Aravind Rokkam, Student Fellow
William Andreopoulos, Faculty Mentor
Department of Computer Science, College of Science

From: Richard Mocarski, Associate Vice President for Research 

Subject: 2023 Research and Innovation Student RSCA Fellowship Award 23-SRF-08-058

Thank you for applying to the 2023 Research and Innovation Student Research, Scholarship, and Creative Activity (RSCA) Fellowship, designed to support students engaged in RSCA with a faculty mentor. We have now concluded our review of the submitted proposals, and I am delighted to inform you that your proposal ranked highly and has been approved for funding. Congratulations to you both!

\$3,000 funding has been approved for your work subject to the terms of this notice and your acceptance. Please refer to the following table for allocation details based on your proposal and budget request.

Student Salary	Student Travel
\$3,000	-

The award period is June 1, 2023, through May 31, 2024. In order to be eligible for the award, the faculty mentor must be an SJSU employee during the 2023-24 Academic Year. In addition, the student researcher must be a currently matriculated student at SJSU and not graduate prior to the end of the grant period. This offer for funding is subject to applicable University policies, guidelines and requirements, including those listed in the attached Appendix A (General Terms and Conditions) and Appendix B (Rules Governing Expending your Award). As a note to your department analyst/coordinator, funding will be allocated to the faculty mentor's class code in Fund 70031 - Program R03.

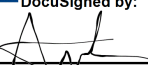
Please contact your department analyst/coordinator with regard to the issuance of your award and the proper university hiring and procurement procedures prior to initiating any expenditures. The usage of the award funds should be processed by your department administrative staff in consultation with your Department Chair/School Director. They will be able to inform you of the appropriate policies and regulations that must be followed to ensure you can expend the funds within the award period. **Student mentee must be hired as an SJSU student employee.** (See also Appendix B)

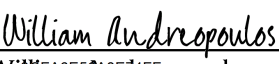
Please sign below acknowledging your acceptance of this award along with the terms and conditions. Your acceptance must be received by March 27, 2023.

Congratulations again and I look forward to learning about your successful RSCA journey!

cc: Vincent Del Casino, Provost and Senior Vice President for Academic Affairs
Patrick Day, Vice President for Student Affairs
Mohamed Abousalem, Vice President for Research and Innovation
Michael Kaufman, Dean, College of Science
Miri VanHoven, Associate Dean for Research, College of Science
Melody Moh, Chair, Department of Computer Science
Niña Agustin, Director of Resources and Operations, College of Science
Nicholas Egan, Financial Resource Analyst, College of Science
Portia Gulasch McReynolds, Administrative Analyst, Department of Computer Science
Patricia Rodriguez, Administrative Resources Specialist, Office of Research
Lauren Lee, Project and Communications Coordinator, Research Development
Academic Business and Strategic Operations
Personnel Action File, University Personnel-Faculty Services

I accept the assignment and will abide by the award terms and conditions noted in Appendices A and B.

<div>DocuSigned by: </div> <div>Aravind Rokkam</div>	<div>016592212</div> <div>Student ID</div>	<div>3/27/2023</div> <div>Date</div>
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<div>DocuSigned by: </div> <div>William Andreopoulos</div>	<div>0000-0001-9097-1123</div> <div>ORCiD</div>	<div>3/27/2023</div> <div>Date</div>
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Appendix A: General Terms and Conditions

By receiving this funding you agree to the following terms and conditions:

1. Students will participate in eight monthly mentorship meetings during the academic year. These two-hour, in-person meetings are designed to provide information on how to approach a successful RSCA career and provide participating students an opportunity to present their RSCA progress and receive feedback. Virtual meeting options will not be available. We will allow one excused absence. Absence at more than one scheduled monthly in-person SRF mentoring session will result in immediate evaluation of the viability of continuing the program for the remaining months and possible dismissal.
2. Faculty mentors will:
 - a. Participate in three in-person monthly meetings of all grant recipients during the academic year—these two-hour meetings provide participating students an opportunity to present their progress and receive feedback;
 - b. Participate in an in-person four-hour faculty-only mentorship seminar held at the beginning of the first semester of the program designed to provide guidance and support in successful RSCA mentorship of your student(s);
 - c. Attend the Celebration of Research to support your student mentee(s);
 - d. Receive \$500 in their Research Foundation RSCA account.
3. The money for this fellowship program is for Aravind Rokkam to work with William Andreopoulos. Should Aravind Rokkam not be able to complete the program, the money cannot be transferred to another student.
4. The student and faculty mentor will both be invited to participate in the 2023 Celebration of Research where your award will be announced to the campus community (April 27, 2023).
5. The student, with support from the faculty mentor, will be expected to present their research at the 2024 Celebration of Research (date will likely be in April 2024).
6. The faculty mentor and student will both abide by the terms of the University IP Policy ([F98-3](#)) and cooperate with efforts to protect and promote any intellectual property related to the funded work. The faculty mentor and student both understand that the funding is provided as extraordinary resources to support your research, scholarship and creative activity (RSCA) and to advance the innovation goals of the University.
7. You will not have any personal financial interest that would violate California Government Code Section [1090 et seq.](#) or that would result in a Conflict of Interest, as that term is defined in the Political Reform Act, California Government Code Section [81000 et seq.](#) Furthermore, you will disclose personal financial interests, as such disclosures are essential to the transparent and ethical conduct of research and are required by the laws, regulations, and sponsor/[SJSU](#) policies governing conflict of interest in research.
8. Before expending funds, you will engage with the appropriate administrative unit for any RSCA activities that include [radiation, laser use, human remains, human stem cells, drones, or controlled substances](#).
9. Before starting any RSCA activities involving animals, you will apply for and receive [approval from the Institutional Animal Care and Use Committee](#). You will also be responsible for ensuring that all investigators and personnel working on RSCA activities involving animals have taken the [required Animal Health and Welfare Training](#).
10. Before starting any RSCA activities involving human subjects, you will apply for and receive [approval from the Institutional Review Board](#). You will also be responsible for ensuring that all investigators and personnel working on RSCA activities involving human subjects have taken the [required Human Subjects Research Training](#).
11. Before starting any RSCA activities involving recombinant DNA or biohazardous materials, you will apply for and receive [approval from the Institutional Biosafety Committee](#).
12. Both student and faculty mentor will need to have completed the **Responsible Conduct of Research** training

offered through the [Collaborative Institutional Training Initiative \(CITI\)](#) within the last 48 months. If you have not yet accessed CITI, please visit the [SJSU Research Compliance website](#) for instructions and complete the course. Please upload a copy of your Certificate of Completion.



13. Resulting dissemination from this award (e.g. publication, performance, installation, press release) must acknowledge the support as follows: “Research/Scholarship/Creative activity (choose) reported in this publication/presentation/performance was supported by the Division of Research and Innovation at San José State University under Award Number 23-SRF-08-058. The content is solely the responsibility of the author(s) and does not necessarily represent the official views of San José State University.”
14. Proper citation of this award on your curriculum vitae should follow the disciplinary conventions of the field of scholarship.
15. You will participate in reasonable promotional efforts designed to create awareness of the program and results of funded support.

Appendix B: Rules Governing Expending your Award

The rules governing expending your award are complex and require the assistance of your department analyst/coordinator in consultation with the Department Chair or School Director.

Some items to note regarding the procurement and travel processes and the hiring of student assistants follow.

- The authority to sign a contract for products, services or rentals resides with the [University Business Services](#) office. You may not use personal funds. If you believe there is a compelling reason for using personal funds, proper approval from Business Services must be secured in advance via your department/school analyst/coordinator. Approval should be confirmed in writing (or documented in emails). You can find standard purchasing exclusions in the [Procure to Pay Guidelines](#).
- The [SJSU Travel Checklist](#) provides step-by-step instructions on requesting university authorization for business travel and assists travelers with planning. Travel should be approved in advance of making non-cancellable travel arrangements. Please plan ahead to ensure there is enough time to obtain needed approval signatures and arrange travel. International travel requests must be completed and submitted no less than 45 days prior to travel. Pay particular attention to the **Student Travelers** section.
- For hiring and paying a student employee, please work with your department administrative staff as there are [SJSU hiring requirements](#) that must be followed as well as minimum wage requirements. You will need to work with your department closely so that you do not overspend your student assistant allocation. **Student payment is not in the form of a single \$3,000 check but as monthly payments for hours worked.**