

COLLEGE OF APPLIED SCIENCES AND ARTS

FACULTY GUIDELINES FOR SUBMITTING PROPOSALS FOR EXTERNAL GRANT FUNDING

As soon as you identify a grant opportunity (or at least 21 days before deadline): Reach out to the appropriate contact at either the Research Foundation or the Tower Foundation/University Advancement. ***All proposals for external funding should be submitted either through the Research Foundation or the Tower Foundation.*** Proposals to public funders (such as NIH) go through the Research Foundation, proposals to private funders (such as foundations) go through the Tower Foundation.

Research Foundation Sponsored Programs Manager:

Ellen Orasa
408-924-1546
ellen.orasa@sjsu.edu

Tower Foundation Corporate and Foundation Relations Officers:

Paul McNamara
408-924-1471
paul.mcnamara@sjsu.edu

Michelle Smith
408-924-1135
michelle.smith@sjsu.edu

14 business days (or sooner) before sponsor's deadline: Provide a draft scope of work and draft budget to your Chair and the Dean. This provides them a heads-up that a proposal requiring their signature will soon be routed, and gives them an opportunity to ask questions and clarify issues as needed. Highlight issues that your Chair and the Dean might have questions about, such as release time, overload, matching or cost share, and reduced F&A (for Research Foundation proposals).

7 business days (or sooner) before the funder's deadline: Submit proposals to the Tower or Research Foundation contact for routing. There are at least 7 signers on each proposal, and each needs time to review and sign before the proposal moves on to the next signer. (Note that currently the Tower Foundation asks the PI to obtain Chair's and Dean's signature; Research Foundation will obtain these signatures for the PI).

Please note that grant proposals must be in their final, complete form for routing. Signers need to understand what they are authorizing or committing to when they sign.

Letters of Intent: **A copy of a Letter of Intent (LOI) should be submitted to the Chair and the Deans at the time of (or prior to) submission to the funder.**

If you have questions about any of these guidelines, contact Amy D'Andrade at amy.dandrade@sjsu.edu