

## **Lecturer & Tenure-Track Faculty Central RSCA (Research, Scholarship and Creative Activity) Program**

### **General Description and Instructions**

**Award Period: July 1, 2017, through June 30, 2018**

The Office of Research announces the continuation of the Central RSCA Program for Unit 3 lecturers and tenure-track (probationary) faculty for their research, scholarship and creative activities. Funding is provided by the Academic Affairs Division and, if available, by the CSU Chancellor's Office. Applicants are invited to submit proposals for funding to assist them as they advance an on-going RSCA project or as they launch a new avenue of RSCA. Faculty who receive funding through this program are expected to submit a report on award results, share their accomplishments at a campus-wide event, and serve as a resource for prospective applicants.

**Applications must be submitted via InfoReady by Friday, March 17, 2017**, see Submission Procedures section for further information. Late proposals will not be accepted.

#### **Eligibility:**

All [Unit 3](#) lecturers and tenure-track (probationary) faculty are eligible. Only one proposal per faculty member may be submitted. Collaborative proposals submitted by more than one faculty member will be considered. In such cases, each faculty member should write their own proposal independently describing the joint effort in general and their particular contribution in greater detail. Indicate whether the project can go forward if only one faculty member's proposal is funded.

#### **Deadlines:**

By 11:59 p.m., faculty member submits proposal via InfoReady by March 17, 2017 (Friday).

By 11:59 p.m., Department Chair/School Director reviews/approves via InfoReady by March 24, 2017 (Friday).

By 11:59 p.m., Dean (or designee) reviews/approves via InfoReady by March 30, 2017 (Thursday).

Proposal reviewers meet April 27 and April 28, 2017.

By late May, before the end of the academic year, Office of Research sends Notification Letters to faculty.

#### **Types of Funding:**

Lecturers may apply for a summer salary award\* (\$5,000 for July 2017 or June 2018) or for funds to support their RSCA (up to \$5,000, see Budget Form). Tenure-track faculty may apply for release time (0.2 for Fall 2017 or Spring 2018), a summer salary award\* (\$5,000 for July 2017 or June 2018), or for funds to support their RSCA (up to \$5,000, see Budget Form).

- \* The summer salary award is considered salary and is taxed by the IRS and state. This is an award and it is supplemental and taxed differently from a regular monthly salary check. For example, previous awards were taxed at 25% Federal and 6.6% State plus Social Security and Medicare taxes. Faculty members who receive this summer salary may not accept additional employment funded by the CSU or CSU auxiliaries (i.e., no summer session, extension or grant salaries, etc.) during the month of the award.

#### **Proposals must contain the following components:**

A completed online application

A proposal narrative (not to exceed 3 pages) addressing the following elements:

- Statement of need/problem to be addressed and likely contribution to the discipline;
- Description of the scope of the work for the proposed project including methodology;
- Plan for dissemination and/or seeking of external funding;
- Draft timeline;
- Brief budget justification; and
- References/works cited, as appropriate (counted as part of the 3-page limit).

*Please write the narrative in a style that is easily accessible to a reviewer from outside the author's discipline or area of expertise.*

A Budget Form (only if requesting funds to support RSCA, not needed for a summer salary award or release time request)

### Criteria for Selection:

Proposals will be evaluated by faculty committees with representation from all colleges and the Library. Lecturers and tenure-track faculty proposals are considered separately from tenured faculty proposals. The following criteria will be considered:

- Clarity of the proposal
- Completeness of the proposal
- Contribution to knowledge and scholarship in the discipline
- Likely educational impact on students
- Feasibility of the proposed activity within the timeline
- Appropriateness of the proposed budget

### Restrictions:

RSCA award funds may not be used to purchase gifts or gift cards.

### Submission Procedures:

Application, Narrative, and, if requesting up to \$5,000 in funds to support RSCA, a Budget Form **must be submitted via InfoReady by Friday, March 17, 2017.**

Access InfoReady via <https://sjsu.infoready4.com/CompetitionSpace/>. Instructions on how to log into InfoReady as well as RSCA forms and samples of successful proposal narratives are available on the Office of Research website in the Central Research, Scholarship and Creative Activity (RSCA) Program section at the following link: <http://www.sjsu.edu/research/grant-support/>.

To apply, please complete the application and upload the following documents:

Proposal Narrative (MS Word or Adobe PDF file)

Appendix A: Budget Form (only necessary if requesting funds to support RSCA)

Please note that the application can be saved as a draft so the application completion process can start before you are ready to upload your proposal narrative. For your reference, the instructions, the budget form and samples of successful proposal narratives are included in the online application (and are also available on the Office of Research website as mentioned above).

### Contact Information:

If you have questions about the Central RSCA Program, please contact the Office of Research in care of Research AVP Pamela Stacks at [pamela.stacks@sjsu.edu](mailto:pamela.stacks@sjsu.edu) (phone: 408-924-2488) or Associate Dean of Research Gilles Muller at [gilles.muller@sjsu.edu](mailto:gilles.muller@sjsu.edu) (phone: 408-924-2632). For any matters related to the InfoReady submission, please contact the Office of Research in care of Analyst Jeanine Jones at [jeanine.jones@sjsu.edu](mailto:jeanine.jones@sjsu.edu) (phone: 408-924-3355).