University Grants Academy
Description and Application Instructions
Academic Year (AY) 2019-20

Sponsored by the Office of Research in the Division of Research and Innovation, the University Grants Academy (UGA) is an intensive, semester-long experience designed to support faculty members through the process of writing a substantial external grant proposal to fund their research, scholarship and/or creative activity (RSCA). The UGA is designed for tenured or tenure-track faculty members who have not yet received major external funding. The goals of the University Grants Academy are 1) to increase extramural support of faculty RSCA; 2) introduce newer grant writers to the units and resources supporting grant writing at SJSU; and 3) contribute to the intellectual culture and scholarship of the university by supporting faculty grant writing across the disciplines.

Components of the University Grants Academy:
- Assigned time of 0.2 for grant proposal writing and program participation in Spring 2020;
- A spring program providing technical support, resources and mentoring from campus experts and successful SJSU grant writers in Spring 2020;
- Proposal reviews by senior scholars in the field;
- Individualized coaching to support the completion and submission of an external grant proposal;
- Increase awareness and assistance to successfully navigate compliance requirements of specific funders;
- $500 in Professional Development funds if proposal is submitted by the first open submission window after UGA completion.

Eligibility:
The UGA is a program of support designed to help faculty succeed in extramural grant proposal writing. Tenured and tenure-track faculty who have not yet received major external grants are eligible to apply. Faculty members developing proposals to fund their research, their scholarly endeavors or their creative activity work (RSCA) will have priority, but those seeking other types of extramural grants (e.g. training grants or program or curriculum development) could be considered if space permits.[1]

Requirements of participation:
- Permission from chair or director for 0.2 assigned time during Spring 2020 (no overload);
- Completion and submission of a grant proposal within the next academic term;
- Engaged participation in UGA consulting sessions and related activities throughout the process with SJSU mentors, advisors, and Grants Academy peers.

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[1]The kinds of projects considered "RSCA" vary by discipline, department and college; in general, RSCA work results in accomplishments that would be listed in the Scholarly/Artistic/Professional Achievements category of the dossier. "Creative Activity" refers to those activities aligned with the Scholarly/Artistic/Professional Achievements category of the dossier for faculty in creative tracks of their disciplines. If you have questions about whether your project would be categorized as RSCA, consult with your chair, your college Associate Dean for Research (or relevant contact), or review your college RSCA metrics. You may also email Research AVP Pamela Stacks (pamela.stacks@sjsu.edu).

Application Process:

A. Applicant providing a new proposal should submit the following to apply for the UGA:
   1. The UGA application form;
   2. A current CV;
   3. A draft proposal narrative containing:
      a. Up to 3 pages outlining the scope and methodology of the project to be funded (what you propose to do and how it will be implemented; aka the Research Strategy/Project Description); and
      b. Up to 2 pages introducing the problem or issue being targeted and why the problem is important; and
   4. A preliminary proposal budget and budget justification.

B. Applicant providing a previously submitted <u>external</u> proposal that was not awarded, and wishes to use the UGA to revise the proposal, should submit the following to apply for the UGA:
   1. The UGA application form;
   2. A current CV;
   3. The previously submitted external proposal:
      a. Any feedback received on the proposal (that is, the reviewer comments); and
      b. Your response on how to address each reviewer's comments.
      c. If no reviewer comments were provided, indicate how you plan to revise the proposal during the UGA (or identify a more appropriate funder/funding agency or program).

Please note that the application requires your chair's signature allowing you a 0.2 course release from teaching for Spring 2020 as well as your dean's signature. Applications should be submitted via email to Office of Research at officeofresearch@sjsu.edu by 5:00 p.m. on Wednesday, November 13, 2019. Applicants will not be eligible for further internal RSCA opportunities from Central initiatives until their grant proposals are submitted or for 3 years, whichever is first.

Criteria*:
Applications will be reviewed and evaluated by members of the RSCA Advisory Council. Final participants will be selected by the Office of Research as informed by the RSCA Advisory Council recommendations. The following criteria will be used to evaluate proposals:
   - Completeness of application;
   - Strength of application elements and likelihood of potential funding;
   - Evidence of faculty member's ability to complete a proposal within the UGA timeframe;
   - Fit of faculty interests and needs with the goals of the UGA.

* We have found that the elements of the application are good predictors of a UGA participant's ability to complete a viable proposal within the UGA timeframe.

Submission Deadline: 5:00 p.m., Wednesday, November 13, 2019.

Questions?
Contact your college Associate Dean of Research (or equivalent) or AVP Research Pamela Stacks for any questions.