University Grants Academy
Description and Application Instructions
AY 16-17

Sponsored by the Office of Research and the Center for Faculty Development and funded by the Provost, the University Grants Academy (UGA) is an intensive, year-long experience designed to support up to 24 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. Supporting faculty RSCA is one of the priorities of the Academic Affairs RSCA Plans, with funding provided to develop incentives and opportunities for faculty members to become and remain RSCA active throughout their careers.

Components of the University Grants Academy:
• Provide 0.2 assigned time for grant proposal writing and program participation for spring 2017;
• Offer workshops by campus experts on various aspects of proposal creation in fall 2016;
• Provide working sessions tailored to participants’ needs with technical support and resources from campus experts and mentors in spring 2017;
• Provide mentoring from successful SJSU grant recipients;
• Facilitate expert review by senior scholars in the field of proposal drafts in spring 2017;
• Offer editing and statistical consulting as needed in spring 2017.

Eligibility:
The UGA is a program of supports designed to help faculty interested 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 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. 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’s Associate Dean for Research (or relevant contact), and/or your college’s RSCA metrics. You may also email the Assistant Vice President for Faculty Development, Amy Strage (amy.strage@sjsu.edu) or the Associate Dean for Research in the Office of Research at SJSU, Gilles Muller (gilles.muller@sjsu.edu).

Requirements of participation:
• Attendance at 2 or more of the 2-hour grant development workshops offered by the university in fall 2016;
• Permission from chair or director for 0.2 assigned time during spring 2017 (no overload);
• Participation in 4 or more of the 2-hour working sessions to be held in spring 2017;
• Completion and submission of a grant proposal, or completion of a submission-ready proposal pending open submission date of funder within the next academic term;
• Attendance at writing sessions in spring 2017;
• Engaged participation in Grants Academy working sessions and the on-line platform throughout the process with SJSU mentors, advisors, and Grants Academy peers.

**Application Process:**
Faculty should submit an application, a current CV, and a proposal narrative (not to exceed 2 pages). The proposal narrative should include a brief description of your RSCA agenda and an outline of the project for which you will seek funding that describes a) the creative motivation, scholarly issue or research idea to be addressed, b) a brief description of the work to be undertaken, c) an estimate of anticipated costs, d) a listing of possible funders (if known) and e) a projected timeline.

Please note that the application requires your chair’s ink or electronic signature allowing you a 0.2 course release from teaching for spring 2017 as well as your dean’s signature. Applications should be submitted via email to UGA director Amy D’Andrade (amy.dandrade@sjsu.edu) by 5PM on the due date.

**Criteria:**
Applications will be reviewed and evaluated by members of the College RSCA Points of Contact committee. This committee is made up of Associate Deans of Research or faculty members from each College selected by the College Dean. Participants will be selected by the Office of Research based on committee recommendations. The following criteria will be used to evaluate proposals:
- Clarity and completeness of application;
- Clarity and strength of the applicant’s overall RSCA agenda and fit of current project within that agenda;
- 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.

**Submission Deadline: 5 PM, Monday September 26, 2016**

**Questions?**
Two Q&A sessions will be held to answer questions about this opportunity.

1. Thursday, September 8, 2016, 12-1PM, via WebEx – email amy.dandrade@sjsu.edu for invite (will be recorded)
2. Friday September 9, 2016, 2:30-3:30PM, IRC 210

Still have questions? Email UGA director Amy D’Andrade at amy.dandrade@sjsu.edu.