



“The outcome of any serious research can only be to make two questions grow where only one grew before.”

Thorstein Veblen

Dumortierite microcrystalline fiber.
Photo by Susan Gervais

The San José State University Research Foundation *Partnering with SJSU Faculty*

The San José State University Research Foundation partners with SJSU faculty and PIs to achieve success in research, scholarship, and creative activities. Our team is here to support you through each step in the process:

- Identifying sources of funding related to your field,
- Planning your project and developing your grant proposal,
- Submitting your proposal to sponsoring agencies, and
- Managing the business details of your project once your grant has been awarded.

Step 1: Find Funding

We recommend setting up a brainstorming session with your Dean and Chair as soon as you have a research or program idea. After that, consult with the Research Foundation Information Services team in the Office of Sponsored Programs as soon as possible. They can help you identify sponsoring agencies that fund projects in your field.

You can also access an array of information about external grant opportunities directly from the Research Foundation web site (sjsu.edu/researchfoundation). Use the site to explore comprehensive funding databases and government agency grant resources.

Be sure to sign up for “Funding Alerts” at the site, where you can arrange to receive customized notices of funding opportunities in your specific field of interest.

Step 2: Develop a Proposal

In consultation with your Dean and Chair, share your idea with your Research Foundation Sponsored Programs Manager. She or he can provide guidance on developing your research idea into a professional grant proposal. Proposal development support is also available at the SJSU Office of Research: sjsu.edu/research.

Start early on assembling the content and components needed for your proposal, as each funding agency has its own submission guidelines, requirements, and forms. Your Sponsored Programs Manager will help you review and interpret agency guidelines, and will evaluate your proposal’s adherence to agency and university policies. She or he will coordinate communications with the sponsor on your behalf if additional information is needed.

Your Sponsored Programs Manager will also assist you with structuring your proposal budget. Review the budget with your Dean and Chair early in the proposal development process (or at least two to three weeks prior to the submission date) to ensure that there is sufficient time for approval and that your plans adhere to SJSU requirements and to the sponsor’s conditions. This will increase the likelihood of an award.

Successfully funded proposal samples are available for reference. You may also arrange for a peer review of your proposal. Please contact us to get started on your proposal.

Step 3: Submit Your Proposal

Your Research Foundation Sponsored Programs Manager will submit your proposal to the sponsoring agency through the appropriate channels. Prior to submission, she or he will work with you to be sure all proposal prerequisites have been fulfilled.

To achieve on-time submission, discuss the deadline with your Dean, Chair, and Sponsored Programs Manager as soon as you start your proposal. Begin the approval routing process as early as possible, per your college's guidelines, to be sure it is submitted on time. Approval signatures are required from your Dean, from your Chair, from the Office of Research, and from the Division of Finance & Administration prior to submission.

Step 4: Manage Your Project

Once your proposal has been funded and your project is set up, you are ready to start your research! Keep in mind, however, that your responsibilities as a principal investigator extend beyond research to include business management. You are responsible for budgets, payroll, insurance, audits and more.

Research Foundation experts in each of these areas are available to support you throughout your project, so that you can spend more time focusing on research and less on administration. They will help you with:

Hiring & Onboarding Employees

If you need to hire employees (including students) for your project, the Research Foundation human resources team will guide you through the process. Our services include:

- Advertisement of open positions,
- Recruitment and staffing compliance,
- Verification of authorization to work in U.S.,
- Immigration services, and
- Compensation planning and analysis.

Benefits Management

The Research Foundation has also established an array of benefits for project staff that you may hire. We administer the following benefit plans:

- Health insurance,
- Life and disability insurance,
- Retirement programs, and
- Social Security and Medicare.

Other services to researchers include administration of training and skills development programs, workers compensation plans, injury and illness prevention programs, labor law compliance, and employee/labor relations.

Finance & Accounting

Our Post-Award Analysts and our Finance and Accounting team will help you maintain good fiscal management practices throughout the life of your project. On a daily basis, they

coordinate award documentation, safeguard project funds, and mitigate risk to faculty and to the university. They keep you apprised of applicable regulations, compliance policies, and allowable costs and cost share. In the background they also monitor account activity for adherence to the terms and conditions of your award.

In addition, Research Foundation staff members deliver comprehensive business management services, including:

- General and property accounting services,
- Banking for cash receipts and cash disbursements,
- Source selection, purchasing, and vendor relations,
- Payroll services,
- Domestic and international travel assistance, and
- Legal services, liability insurance, and risk monitoring.

Audit and Regulatory Support

The Research Foundation addresses inquiries from sponsoring agencies on your behalf. We also manage audits conducted by sponsors, the CSU system, and government agencies. A few of these mandated activities include:

- Management of progress reports for grantors and funders,
- Management of responses to government audit inquiries,
- Preparation of annual Federal audits (A-133),
- Following SJSU and CSU regulations relating to grants,
- Monitoring compliance with sponsor terms and conditions,
- Monitoring compliance with federal cost principles (CASB-DS2), and
- Monitoring compliance with federal, state, and local government agency regulations and standards.

Step 5: Close Out Your Project

A sponsored project ends upon the project end date as indicated by the award terms and conditions, and when all conditions for award compliance have been met. Your success in this close-out process will influence your future funding opportunities with the sponsor, and will reflect on San José State University and on your colleagues.

Your Post-Award Analyst will reconcile account expenditures and will assist you with the submission of a timely and accurate financial report and any other administrative close-out reports required by the terms and conditions of the award agreement.

The Research Foundation also provides support for opportunities in commercial entrepreneurial projects, community oriented programs, self-supported programs, and intellectual property management.



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