

SJSU Research Foundation Office of Sponsored Programs

Grant Proposals: Top Ten Helpful Hints!

1. Start early.
2. Notify your SJSU Research Foundation sponsored programs manager as soon as you think you will be submitting a proposal.
3. Follow the sponsor guidelines.
4. Use the headings and wording the sponsor uses.
5. Notify your chair and dean as soon as you know you will be submitting a proposal. Your proposal will be routed to you and to campus signers (e.g., chair, dean, SJSURF sponsored programs manager, SJSURF director of the Office of Sponsored Programs, SJSU associate vice president of Research, and an SJSU fiscal officer).
6. Leave yourself time for a peer review.
7. Submit an Institutional Review Board application or request for exemption to SJSU if your proposal includes data collection from humans (e.g., interviews, surveys, questionnaires, evaluation forms).
8. Include your plan for obtaining department, campus, and CSU curriculum approval if you are proposing new courses or major curriculum changes.
9. Be prepared to write a justification of your budget costs for the sponsor.
10. Commit to providing cost share or matching funds only if the proposal guidelines indicate that cost share is required.