NSF Budget Justification

Use the following if requesting release time and or exceeding the maximum yearly limit of 2 month salary equivalent

At San Jose State University, faculty assigned time is divided between departmental, college, and university service (.2) and teaching (.8). Thus, the standard teaching load for faculty is 4 course sections each semester, with an additional obligation to serve on 3-5 service committees. This load is not reduced for junior faculty beyond their second year of employment. Within budget constraints, the faculty within the College of _______ who are research active (as defined by our accrediting body, the AACSB) may receive release time equivalent to 1 course per semester. Thus, at minimum, faculty teaching load is 3 sections per semester.

For each section taught, faculty members are required to provide 75 minutes of office hours. Within budget constraints, an undergraduate teaching assistant may be hired for approximately 100 hours per semester, but they are not allowed to proctor exams or complete any subjective grading. Thus, the teaching load at SJSU is relatively heavy and the administrative support is relatively light: by contract, the PI has a 4-4 teaching load, with an available reduction (dependent upon budgetary constraints) to a 3-3 load. No summer funding is provided.

Given this heavy teaching load, and forecasting of significant budget constraints within the California State University system, funding to obtain course releases is being submitted.

A. Senior Personnel: $
1. Principal Investigator;
2. Co- Pi;
3. Other

B. Other Personnel: $
1. Post Doctoral;
2. Other Professional;
3. Graduate Students; students will be hired at a rate of $__ per hour and work no more than 20 hours a week during the academic year and 40 hours a week during summer and intersession.
4. Undergraduate Students; students will be hired at a rate of $__ per hour and work no more than 20 hours a week during the academic year and 40 hours a week during summer and intersession.
5. Clerical;
6. Other;

C. Fringe Benefits: $
Each year the Department of Health and Human Services reviews and approves the SJSU Research Foundation, fiscal agent and auxiliary of SJSU, fringe benefit rates, which are effective as of July 1st of each year. SJSU provides approved rates for faculty Release Time based on CSU negotiated contracts. Rates are subject to change. The actual rate at time of award will be used.

D. Equipment: $
E. Travel: $
Amounts listed are based on a daily per diem in compliance with the SJSU Research Foundation’s internal travel policies, the Federal Government’s travel polices, NSF’s travel policies and/or estimated amounts which include Airfare, ground transportation, lodging, meals and registration fees (for conferences).

1. Domestic;
   Destination:
   Purpose:
   No. of Travelers:
   No. of Nights:
   Airfare:
   Transportation (ground – mileage, cab, car rental, tolls):
   Lodging:
   Meals:
   Other:

2. Foreign;
   Destination:
   Purpose:
   No. of Travelers:
   No. of Nights:
   Airfare:
   Transportation (ground – mileage, cab, car rental, tolls):
   Lodging:
   Meals:
   Other:

F. Participant Support Costs: $

G. Other Direct Costs: $
1. Materials and Supplies;
2. Publication Costs/Documentation/Dissemination;
3. Consultant Services;
4. Computer Services;
5. Subawards;
6. Other;

I. Indirect Costs:
Indirect cost rates, approved by the Department of Health and Human Services have been applied to this budget. Rates are subject to change and the current rate at time of award will be charged. The current rate for [off campus/on campus] research is [__]%.
This rate is applied to the modified total direct cost requested (Total Direct Costs less stipends, tuition, participant costs, equipment over $5,000 and the portion of each subcontract(s) over $25,000). A copy of the approved rate agreement can be found:
http://www.sjsu.edu/researchfoundation/osp/preparing-proposals/DHHS%20FB%20Rate%20Agreement%20for%202015-2016.pdf