



**SAN JOSÉ STATE
UNIVERSITY**

Division of Academic Affairs

Associate Vice President
Graduate Studies & Research

www.sjsu.edu/gradstudies

One Washington Square
San José, California 95192-0025
Voice: 408-924-2427
Fax: 408-924-2612

www.sjsu.edu

Date: December 8, 2009

Memo To: Deans, Associate Deans, Department Chairs/Directors,
Unit 3 Faculty, Librarians, and Student Services Personnel

From: Pamela C. Stacks, AVP, Graduate Studies & Research

Subject: REQUEST FOR PROPOSALS

On behalf of the SJSU/CSU Research Funds Committee, I am pleased to announce the 2009-2010 request for proposals to support research, scholarship, or creative activity. Although the awards will be announced in March of 2010, the funds may be used for **eligible** expenditures from July 2009 through May 2010.

For the first time since its inception, the CSU has canceled funding this year. This year the award is funded from campus resources. Be assured that we and other CSU campuses are working vigorously towards renewed CSU funding for subsequent years. Thanks to the President, Provost, Vice President for Student Affairs, and the Deans for making resources available this year and to their commitment to this valuable program.

Awards are available in one category this year:

Mini-grants (\$5,000 maximum) to serve as “seed” money. These grants are intended to test promising ideas and obtain preliminary results prior to seeking external support. **Eligible** expenditures include, for example, purchase of computer hardware (if clearly justified why regular faculty hardware provided by the department is not sufficient for research proposed), software, supplies and materials related to the proposed creative activity or research, graduate or undergraduate research assistants, and clerical assistance. These grants **may** be used for travel essential to the project (e.g., on-site data collection, use of unique facilities) if properly justified. These grants **do not** support faculty salaries.

All members of Unit 3, including temporary faculty, are eligible to apply. Preference will be given to proposals from tenure-track but non-tenured persons. Careful consideration will also be given to proposals from tenured individuals when the proposal indicates a new research or creative initiative. Individuals who have received this award in any previous year may apply again, **providing** the proposal addresses a new line of creative activity or research and is not a continuation of work previously supported by these funds. Additionally, a report of previous work must accompany the proposal. The report template is attached. Evaluation of proposals from those who have received awards in prior years will include consideration of productivity from prior funding.

In the 2009-2010 funding cycle, proposals submitted to the CSU Research Funds Committee **must be ranked** within each college or appropriate unit (*i.e.*, within the Library or the appropriate review committee in Student Affairs). The Committee expects the review of proposals to be undertaken by a Unit 3 Committee (*e.g.*, the college research committee or its equivalent). **The following criteria, which are not listed in priority order, should be used by the college committee and will be used by the SJSU-CSU Research Funds Committee in the evaluation of proposals:**

- **Potential for advancing research, scholarship, & creative activity**
- **Overall quality of the proposal as presented**
- **Support for faculty in early phases of their professional careers**
- **Potential for future funding from external sources**
- **Support for work with limited external funding sources**
- **Promotion of educational equity goals of the CSU system**
- **Student participation in the proposed research**
- **Educational impact of the proposed research on students**

College committees are asked to submit a BRIEF explanatory paragraph with the proposal's rank in the space provided on the cover sheet. Note that not only do these explanations help the university-level committee, they may also be helpful feedback to the applicants.

Proposals should explain clearly the activity to be pursued by the applicant. A specific budget must be provided. **Proposals must not exceed three pages. The Committee will not read proposals longer than three pages**, excluding the cover page and budget sheet found in this announcement.

DEADLINES

- | | |
|-------------------------|--|
| Jan 26, 2010 | Two copies (original + one) plus an electronic copy due to College Office |
| Feb 12, 2010 | Two copies (orig. + 1) of ranked proposals and electronic copy from each college or other unit sent to the Office of Graduate Studies & Research.
[Colleges/units will need to schedule their own procedures to meet this deadline.] |
| Set by Committee | Review of proposals by the CSU Research Funds Committee. |
| Mar 1, 2010 | Announcement of awards to faculty sent out. |

If you have general questions or need assistance, please call your college dean's office for review committee contact information.

Attachments: 09-10 CSU Research Funds Proposal Cover Page
09-10 CSU Research Funds Budget Worksheet
Report Template for Past Research Awards

Copy: President Whitmore
Provost Selter
Vice President Phillips
Associate Vice Presidents, Academic Affairs