To: Tenured, tenure-Track, FERP and lecturer faculty

From: Shishir Mathur, Associate Dean of Research

Re: AY 2016-2017 Just-in-time Funds for Research, Scholarly and Creative Activity (RSCA)

Deadline: Rolling deadline—anytime on or before May 15, 2017 or up until funds are exhausted

Dean Jacobs has provided funds—$2,000—for purchasing small but important equipment or materials needed for RSCA. Tenured, tenure-track, FERP and lecturer faculty may apply for up to $500 for immediate RSCA-related materials and other costs, including editing or publishing costs. This grant does not pay for salaries or assigned time to conduct RSCA. Each applicant is limited to one award per year. Gift Cards and other cash incentives are generally not reimbursable.

Please email the request at shishir.mathur@sjsu.edu addressing the following questions:

1. *Is the equipment/material unavailable in the faculty’s department?* Supply a note from the chair to confirm the equipment/material is not available.
2. *Do the items provide a substantial benefit to a research project?* Explain why the item is needed and how it will be used. Discuss any student involvement in the research project.
3. *What are the specifications and the costs of the items requested?* Costs must be relatively low-cost, given the limited budget; provide documentation of costs.

Requests will be funded on a first-come, first-served basis. Please email Shishir Mathur (shishir.mathur@sjsu.edu) with questions.

APPLICATIONS MUST BE EMAILED TO shishir.mathur@sjsu.edu by Monday, May 15, 2017, 5:00pm