

SJSU Research Foundation Office of Sponsored Programs

Fall 2012 Workshops



SAN JOSÉ STATE
UNIVERSITY

RESEARCH FOUNDATION

Learn how to obtain external funding for your research, how to prepare a project budget, how awards are managed, and how to utilize online tools! For more information, contact Nancy Riley at 408-924-1305 or Jeanne Dittman at 408-924-1434. RSVP to Nancy.Riley@sjsu.edu. Lunch will be provided to those who RSVP by the deadline.

September 20 - Introduction to the SJSU Research Foundation and Focus on Pre-Award

Location: MLK Library, Room 255/257

Time: 11:30 a.m. to 1:00 p.m.

RSVP by September 13

Each year hundreds of funding agencies partner with the Research Foundation to engage SJSU faculty and other university specialists in basic and applied research, public service and community projects, consulting, and other specialized educational activities. This workshop will focus on how the Research Foundation is organized to help you locate and apply for external funding, and how to explore potential partnerships within the academic community. Learn how the Research Foundation and the SJSU Office of Graduate Studies and Research work together to enable and promote externally funded programs. Meet the key staff members who can assist you with locating resources for your research and scholarly projects.

October 11 - Budget Basics: Developing Budgets for a Successful Proposal

Location: MLK Library, Room 255/257

Time: 11:30 a.m. to 1:00 p.m.

RSVP by October 4

An important part of writing a successful grant proposal is developing a budget that clearly expresses the cost of your research project. Where do you begin when creating your budget? For example, do you plan to hire students, purchase supplies, rent space, or attend conferences? How will these costs affect your proposed budget? This workshop will be a step-by-step primer on the components of a proposal budget and how best to build a budget in response to a RFP (request for proposal). Each of the major line items in a typical budget will be discussed in detail. Important topics such as salaries, cost-sharing, facilities and administrative costs, and allowable costs will be addressed.

November 6 - Focus on Post Award and How to Build and Manage Your Project Team

Location: MLK Library, Room 255/257

Time: 11:30 a.m. to 1:00 p.m.

RSVP by October 30

Meet the key post-award staff members who can assist you with managing the expenditure of your awarded funds. Managing externally funded accounts varies depending on the source of funds. The Research Foundation's post-award services are designed to help you to focus on your project, rather than on its administration; however there are policies and procedures all account holders should be aware of. This workshop will help account managers of both research and self-support programs become familiar with SJSU post-award procedures—from how to get reimbursed to how to hire new employees and assign them to payroll.

December 11 - Sponsored Programs Online Tools

Location: MLK Library, Room 255/257

Time: 11:30 a.m. to 1:00 p.m.

RSVP by December 4

From locating funding sources to submitting a grant proposal, sponsored programs activity is increasingly occurring through electronic means. At this workshop, you will learn how to use the Sponsored Programs Information Network (SPIN) to locate funding opportunities, how to utilize the SJSU Research Foundation Funding Alerts system and the University Expert Database. We will also cover grants systems such as grants.gov.