

**COLLEGE OF HEALTH AND HUMAN SCIENCES**  
**FACULTY GUIDELINES FOR SUBMITTING**  
**PROPOSALS/REQUESTS FOR EXTERNAL GRANT FUNDING**

**All proposals for external funding must be submitted either through the Research Foundation or the Tower Foundation.**

As soon as you identify a funding opportunity (or, ideally, at least 30 days before the deadline), arrange a meeting with the appropriate contact at either the Research Foundation or the Tower Foundation.

This contact person will help you determine whether you are eligible, whether the submission must go through a Limited Submission process (where only one application is allowed for SJSU), and how your proposal must be routed/approved. Your contact person will work with you to develop a timeline for completion. Submissions for government funding, fellowships, non-philanthropic grants, and contracts go through the Research Foundation; and gifts and philanthropic grants go through the Tower Foundation.

Research Foundation Sponsored Programs Managers

*Proposal Development*

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**Proposals:** 14 working days (or sooner) before the sponsor's deadline, provide an abstract and draft budget to your Chair or Director, the CHHS Dean, and the CHHS Associate Dean for Research. This informs them that a proposal requiring their signature will soon be routed and gives them an opportunity to ask questions and clarify details prior to routing. Be sure to highlight key issues for your Chair and Dean, including the faculty time on the grant (release time, summer salary and/or overload), matching or cost share, and (for Research Foundation proposals) if the proposed indirect costs (also sometimes referred to as facilities and administration [F&A]) are lower than established rates.

7 working days (or sooner) before the sponsor's deadline (or according to the timeline developed with the Research Foundation or the Tower Foundation), submit your proposal to your contact person for routing. At a minimum, this 'routing packet' will consist of an abstract or draft narrative and a final budget with budget justification. There are at least 7 University signers on each proposal, and each needs time to review and sign before the proposal moves on to the next signer.

3 working days before the sponsor's deadline (or according to the timeline developed with the Research Foundation or the Tower Foundation), provide a full proposal narrative and all required proposal documents to your contact person at the Research Foundation or the Tower Foundation.

Please see proposal submission timeline from the SJSU Research Foundation for a helpful guide in planning: <https://www.sjsu.edu/researchfoundation/principal-investigators/submitting-proposals/proposal-submission-timeline/index.php>

**Awarded Grants:** Once a grant is awarded, several steps must be addressed before funds can be used. For proposals submitted through the Research Foundation, work should not begin on a project until the award agreement is accepted by the Research Foundation Office of Sponsored Projects (OSP) and the Sponsored Programs Manager in the OSP has notified you of the account number and the requirements associated with your new award. For proposals submitted through the Tower Foundation, work should not begin on a project until the grant agreement is accepted by the Tower Foundation and the Tower Foundation Grants Management Specialist has provided you with an account number and the requirements associated with your new award. For both Research Foundation and Tower Foundation submissions, these award requirements include deliverables, report due dates, and processes for hiring personnel and procuring supplies.

**Letters of Intent:** A copy of a Letter of Intent (LOI) should be submitted to the Chair/Director, CHHS Dean, and CHHS Associate Dean for Research at the time of (or prior to) submission to the sponsor. If your LOI will generate a proposal invitation to be submitted through the Research Foundation or Tower Foundation, please contact the Research Foundation or Tower Foundation contact prior to submission and in a similar timeframe as a proposal: most foundation LOIs are "mini-proposals" requiring details that cannot be changed at the time of the proposal and so should be prepared before LOI submission. Please note that funders use a variety of terms in their submission process. If a funder requires a budget in the submission materials, the campus considers the submission to be a "proposal" that needs to be routed, even if the funder calls the submission a "Letter of Intent."

**Lecturer, retired, or volunteer faculty as PIs:** Lecturers, retired, emeriti, visiting or volunteer faculty who wish to submit proposals for projects associated with the University must be formally authorized to work as PIs by the SJSU Associate Vice President for Research, Office of Research. You may find a PI/co-PI Status Request [DocuSign] form for submitting a request here: <https://www.sjsu.edu/research/resources/forms.php>

If you are interested in help with overall planning for grant development or grant seeking, feel free to contact Ed Cohen (email below) or Bridgett Brown, Development Specialist ([bridgette.brown@sjsu.edu](mailto:bridgette.brown@sjsu.edu)). If you have questions about any of these guidelines, contact Laurie Drabble, CHHS Interim Associate Dean for Research and Faculty: [ed.cohen@sjsu.edu](mailto:ed.cohen@sjsu.edu).