



**SAN JOSÉ STATE
UNIVERSITY**

College of Business
Donald and Sally Lucas Graduate School of Business

TRAVEL AND RESEARCH GRANT

AUGUST 2010

All faculty, tenured, tenure track, lecturers, and Special Sessions faculty, in the College of Business are eligible for a Travel and Research Grant (TRG) to support expenses for scholarly contribution and to maintain AQ and PQ status.

GRANT DISTRIBUTION

Base Funding - maximum \$1,500 per Fiscal Year

All *Academically Qualified* faculty will be allocated \$1,500 base grant each year per time-base.

All *Professionally Qualified* faculty will be allocated \$500 base grant each year per time-base.

MBA Professional Fee Funding - maximum 6 points (\$1,500) per Fiscal Year

For each intellectual contributions point earned in a rolling 5-year cycle (2005-2010 for August 2010 Supplement) under the College of Business Policy on Academic and Professional Qualification, all faculty will receive \$250 per time-base in addition to their base grant.

Exception

Assistant professors without 6 points will still receive a maximum of \$1,500 under this category for the first 5 years, using non-state funds to supplement any point deficit.

OTHER ELIGIBILITY

- Faculty on sabbatical and difference-in-pay are eligible
- Faculty on LWOP or medical leave are not eligible
- Time-base for lecturers is based on the Fall semester *Statement of Terms and Conditions of Employment* and *Special Session Instruction Appointment*, excluding Winter and Summer.

CONDITIONS

- The grant is made available by August 15 of each year, subject to budget availability.
- Points are calculated on August 1, based on an intellectual contribution's **date of acceptance**. Updates on intellectual and other contributions must be submitted by August 15 (September 15 for 2010 only).
- The grant cannot be carried over from one year to the next, and cannot be encumbered (except for travel).
- The grant is not transferrable from one individual to another.

ELIGIBLE EXPENSES

Travel Related to Research and Professional Development

All travel must be concluded within the Fiscal Year which the grant is awarded. Faculty may encumber funds at the end of each Fiscal Year for travel that is concluded by August 15.

College Travel Policy applied.

Other Expenses

Faculty may use the grant to pay for the following expenses:

1. Memberships relevant to the faculty's discipline (justification must be provided)
2. Professional services such as transcription and editing
3. Publication fees
4. Research Assistants
5. Other, such as software or databases, on a case-by-case basis