

## College of Engineering Reference Guide to Developing External Grant Proposals

Faculty members spend a significant amount of time developing grant proposals for both internal and external opportunities. This short guide provides some references for faculty members when you start (or restart) to develop *external grant proposals*.

### **Where to start?**

San Jose State University has two auxiliary organizations, Tower Foundation (Tower) and Research Foundation (RF). Tower assists with the development, investment, administration and banking of all SJSU philanthropic gifts, grants and donations. RF provides administrative support to the campus research enterprise, through its Office of Sponsored Programs (OSP). Faculty members will interact mostly with staff in the OSP unit in preparing and submitting proposals for government funding opportunities as well as private foundation and corporate grants involving IP and/or restrictions to publication.

When seeking funding through a corporation or a private foundation, it is best to start with the Corporate and Foundation Relations (CFR) team, housed in Tower. The CFR team will assess whether your funding opportunity should be facilitated by RF or Tower per university policies and will connect you directly with the correct RF or Tower staff to manage your submission.

### **Whom to consult?**

It is good for faculty members to start their consultation early in the process to develop a well-rounded proposal. If a faculty member's proposal is to be submitted by RF, reach out to the Research Development team in the Office of Research, led by Dr. Julia Gaudinski, as early as possible. Her team, and especially the research development specialist for engineering, will help and support faculty throughout the proposal development process. If a faculty member's proposal is to be submitted by Tower, start with the CFR team.

### **Equipment proposals or projects that require facility modification**

If the proposal is to acquire a significant piece of equipment or requires modification to our existing facilities, including plumbing, electrical, ventilation changes, and more, please consult early with Neil Peters, College of Engineering's building safety coordinator. He can help faculty understand the feasibility of the proposed project and work with you to develop a well thought-out plan. The NSF Major Research Instrumentation (MRI) program is an example in this category.

For equipment donations, please contact Sela Gaglia, Executive Director of Corporate and Foundation Relations, early in the process to ensure that all university approval is secured prior to taking possession of the items.

**Proposals that involve the use of labs, cost share, or course release time**

If the proposal activities involve the use of research labs, have a cost share requirement, or if the PI plans to request course release time, have a discussion with your department chair about the availability of lab space, the plans for cost share, and compatibility with your teaching duties in the project period.

**Collaborative multi-institutional proposals**

If the proposal under development is multidisciplinary or is a collaborative effort with multiple institutions, consult with the Research Development team as early as possible to identify possible collaborators outside the college, and to learn about parallel proposal development efforts on campus. Similarly, if you are considering subaward organizations or other external personnel (e.g., consultants, independent evaluators), please alert the Research Development team to help plan ahead accordingly.

**Human subjects, animal care, and biological agents**

If the proposal involves the use of human subjects, consult with the [Institutional Review Board \(IRB\)](#) early in the process. If your project plan involves human participants in interviews, surveys, or experimental interventions, a protocol must be submitted to and approved by the IRB before the research begins. Likewise, if the proposal involves the use of animals or animal tissues, consult with the [institutional animal care and use committee](#) (IACUC) as early as possible. If the proposal involves biological agents, recombinant or synthetic nucleic acid molecules, or materials derived from humans and nonhuman primates, submit a Biological Use Authorization (BUC) to the institutional biosafety committee (IBC) for review and approval.

**Proposal submissions****Tower Foundation**

The Tower CFR team, led by Sela Gaglia, works with faculty on proposal development, campus approval and final proposal submission processes for all philanthropic donations. Please be cognizant of potential university approval requirements and provide as much advance notice as possible so that the CFR team can help meet your submission deadline.

For all corporate opportunities, please connect directly with Sela Gaglia ([sela.gaglia@sjsu.edu](mailto:sela.gaglia@sjsu.edu)).  
For all private foundation opportunities, please connect directly with Michelle Smith ([michelle.smith@sjsu.edu](mailto:michelle.smith@sjsu.edu)).

**Research Foundation**

The RF OSP team, led by Samantha Kerath, works closely with faculty in the proposal development, campus approval and final proposal submission processes. Faculty can find the contact information of the proposal development specialist for engineering on this [OSP contact page](#). Please be cognizant of the [proposal submission timeline](#) to give all parties enough time for review and approval.