

Psychology Research Committee Guidelines and Policies

Background

The Department of Psychology Research Committee was established with the approval of the Department Executive Committee in August 1990 in response to the receipt from the San Jose State University Foundation of funds from a new cost-share policy that allocated funds directly to departments. Fund distribution was based on a pro-rated share of indirect cost recovery attributable to externally sponsored grants and contracts generated by members of the department in the preceding year. The Executive Committee specified that the Psychology Research Committee should consist of individuals meeting this criterion, along with the Chair of the Department. The Chair of the Department was designated as the Chair of the Committee. The first funds, generated from grants for the preceding year, were transferred to the Psychology Department Fund on August 30, 1990, and the account officially became active on October 9, 1990.

The SJSU Foundation explicitly directs that the funds returned to departments are to be used for the support and encouragement of research-related activities. Specifically, the Foundation indicates that the funds are intended to meet the following objectives:

- (a) To provide a resource base within the departments for the generation of new grant and contract seeking proposals.
- (b) To recognize those departments which, by their sponsored project activity, have generated indirect cost recovery funds for the Foundation and the University.
- (c) To authorize the administration of cost-share funds by departments for the support and encouragement of research within their departments.

The SJSU Foundation further specifies that use of the funds is subject to the following rules:

- (a) Funds may be used for research related activities, such as the purchase of research equipment, salaries for research assistants, and direct support of specific research projects.
- (b) Funds may be used to meet sponsor agency required cost sharing if “in-kind” contributions cannot be identified or are not allowable by the sponsoring agency.
- (c) Funds may be used to generate new or renewable grants/contracts, such as proposal development costs, payments to a proposal writer, travel for a faculty member to discuss his/her proposal with a potential sponsoring agency, and computer searches. When funds are used for proposal development, it is expected that a proposal will be submitted through the SJSU Foundation to a sponsoring agency.
- (d) A report of fund activity must be prepared on a yearly basis by each department and presented to the Foundation’s Sponsored Projects Advisory Committee. The report must demonstrate that the funds were allocated in a manner which enhanced research in the department and each expenditure must be justified about how it contributed to grant development. New funds will not be authorized until an annual report has been filed.

- (e) The first three years will be considered a trial period and the results will be evaluated by the Sponsored Projects Advisory Committee at the end of each year to decide whether the policy should be continued in its present form, changed, or terminated if it does not meet the required objectives.

The Psychology Research Committee

With the exception of the above statements regarding how these funds may be used, the Foundation provides only the guidance that the funds are to be used for the support and encouragement of research-related activities. To specify in greater detail how these funds are to be used in the Department of Psychology, the Psychology Research Committee (PRC) has agreed upon the guidelines and policies summarized below. The intent of the PRC is to provide funding for the support and encouragement of research-related activities and grant applications by faculty within the Department of Psychology. It is anticipated that such activity will contribute to the indirect cost basis that funds the PRC. The PRC will also provide funding for program evaluation and other research activities that are judged to benefit the Department of Psychology.

1. PRC Membership

The PRC is composed of the department chair and all members of the psychology faculty who generated indirect cost return to the Department of Psychology in the prior fiscal year. Each September 1, the Executive Director (ED) of the SJSU Foundation distributes a report on indirect cost returns to the principal investigators (PI's), departments, and colleges based on the prior fiscal year activity (the Foundation fiscal year is July 1 to June 30). Any psychology faculty named in that report becomes a member of the PRC upon the distribution of the ED's report. Members of the PRC from earlier years who are not named in that report are no longer members of the PRC.

Past and Current Members:

- Kevin Jordan 1990 – present
- Robert Fox 1990 – 1999
- Robert Hicks 1990 – 2005
- Cheryl Chancellor-Freeland 2001 – 2005
- Ron Rogers 2001 – 2005
- Sharon Glazer 2005 – 2008, 2010 – 2011
- Jen Gregg 2010 – 2012
- Sean Laraway 2015 - present

2. Categories of Funding

A. Compensation

In keeping with the Foundation emphasis on support and encouragement of research and the generation of grants and contracts, the PRC will place primary emphasis on funding activities judged likely to lead **directly** to external grants and/or articles published in peer-reviewed journals. Such publication is often an important prerequisite for submission of grant proposals.

The PRC will provide compensation to fund salary requests during summer only to support the above activities. The maximum amount funded in any given calendar year will be \$7,500 (plus 10.7% fringe benefits). The PRC should not be viewed as an automatic source of summer salary.

The project should be sufficiently developed so as to be judged likely to lead to submission of an external grant proposal or a peer-reviewed manuscript. In short, exploratory and literature review phases of proposal development are not suitable for PRC submission. The proposed research should be clearly defined and ready for execution. See the Proposal for Research-Related Funding form for details and deadlines.

The PRC will only accept proposals from psychology faculty members and will not fund student research. There are many on-campus funding sources for funding student research (for example, please see:

<http://www.sjsu.edu/socialsciences/students/scholarships/index.html>

In addition to providing summer salary in support of research and grant writing activities, the PRC asks faculty to consider the following incentives for the preparation of external grant proposals:

- The SJSU Foundation returns some portion of the indirect costs generated by externally-funded grants to the Principal Investigator, as well as to the department and the college.
- Additionally, the PRC returns to our faculty some portion of the indirect cost returned to the department that are generated by that faculty member's externally-funded activity. Specifically, the PRC will return to the PI an amount, not to exceed \$5,000, up to the amount of indirect costs returned to the PRC by the award in the prior fiscal year (this policy was adopted September 29, 1993 and will be reviewed annually).
- Since both of the mechanisms described above involve significant delay in the incentive for preparation of externally-funded proposals, the PRC will provide a \$1,000 honorarium to any faculty member serving as Principal Investigator or co-Investigator on a grant proposal submitted to an external agency through the SJSU Foundation. This honorarium will be provided for any original submission or a competitive renewal that generates indirect costs that will be returned to the PRC. No honorarium will be awarded for a continuation submittal. (this policy was adopted on September 22, 1994 and revised on February 25, 2011; it too will be reviewed annually).

B. Travel

The PRC does not accept individual proposals for funding travel to present papers at professional conferences for either students or faculty. However, each year, the PRC allocates an amount to the department chair to fund faculty and student travel to present papers at professional conferences. For the current year, the PRC has allocated up to \$26,000 to support faculty who are presenting a paper at a professional conference. The maximum allocation per faculty member (regardless of rank) is \$2,000 for a full time appointment. The maximum allocation for faculty with an appointment less than 1.0 will be proportional to her or his average appointment over the previous two semesters. For example, the maximum allocation for a faculty member with an average 0.8 appointment would be \$1,600. This allocation is for faculty use only (i.e., it cannot be used to subsidize student travel).

The PRC also provides up to \$10,000 to fund travel scholarships of \$500 for students who are presenting a paper. Students presenting at prestigious national conferences may be awarded additional funds to help defray the cost of domestic travel. Only one scholarship per presentation will be awarded. Funding will only be provided to the

presenting student author. Funding for presenting the same material at multiple conferences/venues will not be supported. Alumni presenting research conducted at San Jose State University may be considered for funding. If the funds provided by the PRC are not sufficient to fund all eligible requests, the department chair will request an additional allocation.

Students requesting travel funds will:

1. Submit the department [Student Travel Award](#) application no less than one month before the date of travel.
2. Attach a completed [Request for Approval of Travel](#) form, and
3. Attach a copy of the submitted abstract and proof of acceptance

C. Supplies, equipment, and other expenses

Funds may be requested for, but are not limited to, such items as page costs for publication of articles, preparation of proposals, and other costs associated with submission of external proposals (please note, however, that the SJSU Foundation will also cover many of the expenses associated with the submission of external proposals).

Funds sought for equipment and supplies that support research activities and increase the likelihood of receiving an external grant may be requested only after start-up funds have been spent down. It is the expectation of the committee that a grant application will be submitted within one year of receiving funds for equipment purchases.

D. Recruitment and retention

The PRC may allocate funds to the department chair to attract and retain research-oriented tenure-track faculty, who hold promise of subsequent generation of external funding proposals.

E. Capital expenditures

The PRC will accept and review proposals from the department chair for capital improvements related to research space and/or support. An example of a capital expenditure fully funded by the PRC is the conversion of DMH 235A from a classroom space to a research suite.

3. Timeline and Format

Psychology faculty may request funds from the PRC at any time of the year, as the need arises. Such requests must be made in the form of a formal proposal submitted electronically as an email attachment to the Chair of the Department. The PRC asks that you indicate whether the proposal is currently under review by any other entity, whether that entity be on- or off-campus. Although the general format of the proposal must follow the current edition of the Style Manual of the American Psychological Association, the specific form of the proposal is outlined in the PRC's [Proposal for Research-Related Funding](#). Furthermore, the proposal should include a highly-detailed budget sheet (a budget template is included in the proposal form). Please note that while the PRC accepts proposals at any time of the year, requests for summer compensation should be submitted far enough in advance to allow for both review and implementation. The committee **requires** that any request for summer funding be submitted prior to May 31. For travel to professional conferences, the travel funding request and the documentation of the presentation must be submitted one month prior to the date of travel.

4. Final report

Any faculty member who receives an award from the PRC (this excludes travel awards since those funds are allocated by the department chair) agrees that she or he will, within a period of one year from receiving this award, submit documentation that the funded activity was completed. The documentation will be submitted to the Chair of the Department and shall be in the form of (1) a brief summary of the work completed and outcomes achieved, (2) a copy of a published/in-press article, and/or (3) a completed grant application submitted to an external agency. Faculty receiving summer salary support must submit their final report no later than April 1st of that academic year. Normally, applications from a faculty member who has received PRC funding previously, but has not filed a final report as described above, will not be considered.

5. Duration

All guidelines and policy statements contained in this document were affirmed by the PRC at its meeting on July 28, 2015. They will take effect immediately and will be reviewed annually by the PRC with revisions as needed. Changes to funding allocations will take effect at the beginning of the new fiscal year (July 1, 2015).