

SJSU Research Foundation • Office of Sponsored Programs

Helpful Tips for the Grant Proposal Process

1. Start early! Notify your chair, dean, Office of Research, and SJSU Research Foundation Office of Sponsored Programs manager with your project concept.
2. Contact Information Services at the SJSU Research Foundation for help in locating funding and assistance with using grant-search tools.
3. Meet with your SJSU Research Foundation Sponsored Programs manager to review the program guidelines, identify the sponsor requirements, and create a plan for the development of the proposal.
4. Follow the sponsor guidelines along with the headings and wordings that are used.
5. Include your plan for obtaining department, campus, and CSU curriculum approval if you are proposing new courses or major curriculum changes.
6. Be prepared to write a justification of your budget costs for the sponsor.
7. Commit to providing cost share or matching funds only if the proposal guidelines indicate that cost share is required.
8. Leave yourself time for a peer review.
9. Ensure that all sponsor and compliance requirements (e.g. Institutional Review Board application) are met and included before submitting your proposal to your sponsored programs manager for routing.
10. Please allow **7-10 business days** for your proposal to be routed to you and campus signers (e.g., dean, chair, SJSU AVP for Research, and SJSU fiscal officer) as well as the Office of Sponsored Programs director and Sponsored Programs manager.