

To: Tenured, tenure-Track, FERP and lecturer faculty

From: Shishir Mathur, Associate Dean of Research

Re: AY 2017-2018 Research, Scholarly and Creative Activity (RSCA) Grant Application Incentive Award

Deadline: Rolling—any time on or before May 1, 2018 or up until funds are exhausted

Dean Jacobs has provided \$2,000 for AY 2017-2018 to support grant writing. All tenured, tenure-track, FERP, and lecturer faculty who have applied or would apply in AY 2017-2018 for an external RSCA grant as a Principal Investigator (PI), Co-PI, or Investigator are eligible to receive the grant incentive award as per Table 1 below. Funds should be used by May 18, 2018 for authorized faculty professional development, hiring consultants and research assistants, travel, or purchasing equipment through SJSU. Funding will be allocated on a rolling basis until all funds are exhausted. Applicants must present proof of successful submission of a grant proposal through SJSU Research Foundation or Tower Foundation. Associate Dean of Research is available to assist faculty in grant writing.

To summarize, the steps for applying for the grant incentive award are:

1. Find a grant opportunity.
2. Submit a grant proposal to SJSU Research Foundation or SJSU Tower Foundation. If needed, seek assistance of Associate Dean of Research for writing the grant.
3. Submit the application and the electronic copy of the successfully submitted grant proposal to Associate Dean of Research at shishir.mathur@sjsu.edu
4. See Dean’s Office for procedures for using your award for approved uses.

**Table 1. Grant Incentive Award Calculation Matrix**

<b>F&amp;A Rate</b>	<b>Grant Amount</b>	
	<b>\$15,000 to \$99,000</b>	<b>\$100,000 and above</b>
Less than 20%	\$250 per CoSS faculty up to a maximum of \$500 per grant	\$350 per CoSS faculty up to a maximum of \$700 per grant
More than or equal to 20%	\$350 per CoSS faculty up to a maximum of \$700 per grant	\$500 per CoSS faculty up to a maximum of \$1,000

NOTE:

- a) Only CoSS faculty are eligible to receive the award.
- b) Training, program, or curriculum grant proposals are not eligible.
- c) Grant proposals for external funding agencies only. Proposals for internal grants (SJSU and SJSU auxiliaries) are not eligible.
- d) If multiple CoSS faculty are on a grant proposal, the maximum grant incentive award would be equally distributed among the CoSS faculty. For example, if three CoSS faculty are on a \$100,000 grant proposal with more than 20% F&A, each CoSS faculty member would receive \$333.33 grant incentive award (the maximum amount of \$1,000 divided by three).

**Email applications to Shishir Mathur at shishir.mathur@sjsu.edu by May 1, 2018, 5:00 pm. Feel free to email Shishir with any questions.**

DEADLINE: Tuesday, May 1, 2018 at 5:00pm

**APPLICATION FOR COSS RSCA GRANT INCENTIVE APPLICATION—AY 2017-2018**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

**Provide the following information about your grant proposal:**

Grant Proposal Title:

Proposal Summary or Abstract:

Funding agency (name of organization and website):

Date of proposal submission:

Proposal Request Total: \$

F&A Rate:

RSCA work to be performed on-campus or off-campus?

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATIONS MUST BE EMAILED TO [shishir.mathur@sjsu.edu](mailto:shishir.mathur@sjsu.edu)  
by Tuesday, May 1, 2018, 5:00pm**

## Other Award Policies

1. Awards would be made only to CoSS faculty.
2. Each faculty is eligible for only one grant application incentive award per year.
3. No travel costs will be reimbursed without appropriate approvals for US or international travel.
4. No award funds may be used to pay faculty salaries. However, faculty may use these funds to hire consultants or student assistants when justifiable. Award recipients must contact Vanetia Johnston, Dean's Office Analyst, for requirements PRIOR to hiring anyone. **Do not pay out of pocket.**

NOTE: Student salaries must be in accordance with accepted SJSU salary schedules.

NOTE: Benefits for assistants paid for with award money must be paid from your allocated award funds. Gift Cards and other cash incentives are generally not reimbursable.

5. CoSS RSCA Advisory Committee members are permitted to apply for an award under this program. However, committee applicants will be recused from reviewing and voting on proposals.

