

To: Tenured, tenure-Track, FERP and lecturer faculty, and students with tenured/tenure-track CoSS faculty sponsors

From: Shishir Mathur, Associate Dean of Research

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

Deadline: November 06, 2017, 5:00 pm

Dean Jacobs has provided funds to award approximately nine (9) RSCA Awards to tenured, tenure-track, FERP and lecturer faculty, and students with tenure/tenure-track CoSS faculty sponsors. Applicants may request up to \$2,500 for RSCA-related materials and other costs directly related to undertaking RSCA, including hiring student research assistants and consultants. This award does not provide funds for travel to professional meetings; any travel must be strictly for RSCA purposes. This award does not pay for faculty salaries or assigned time to conduct RSCA.

Other important information:

1. Student research assistant's last pay period should end May 31, 2018. All other funds must be spent and claimed for reimbursement by May 18, 2018. Funds not used by the above deadlines will be reclaimed by the University.
2. RSCA Advisory Committee members are permitted to apply. However, committee applicants will be recused from reviewing and voting on proposals.
3. Each applicant is limited to one proposal.
4. Award will be provided only for the period requested.
5. If research involves human or animal subjects, a copy of the approval letters from the IRB (for human subjects) and/or IACUC (for animal subjects) are required at the time of application. If approvals are not required, please provide evidence of waiver.
6. Faculty are not permitted to receive a CoSS and a University award for the same work. However, they can apply for different phases/components of one large project.
7. No substantive changes in the RSCA Plan shall be made without the approval of the Dean's Office.
8. All publications funded in whole or in part from this award shall include a credit line naming the College of Social Sciences, San José State University.
9. A final report is required from all faculty who receive an award within a month after the end of the award period. See bottom of page 3 for report format.
10. This award will not be granted if the final report for a previous CoSS RSCA Award is not included with this application.
11. If travel is proposed, travel authorization, submitted and approved via FTS, must be submitted before travel can occur. Note that in-state and national travel require approval from the Chair and the Dean. International travel requires approval from the Provost and the President, 45 days prior to the trip. Contact your department office manager for assistance with applying for travel approval.

APPLICATION MUST BE EMAILED IN A SINGLE FILE to Shishir Mathur at shishir.mathur@sjsu.edu by Monday, November 06, 2017, 5:00 pm.

Feel free to email Shishir with any questions.

COLLEGE OF SOCIAL SCIENCES – AY 2017-2018 RSCA Award

The application must include a Cover Page, RSCA Plan and Attachments as requested on page 3. The RSCA Plan ***must not exceed 3 pages***; this excludes the cover page and attachments (CV, IRB and/or IACUC forms, travel approval, etc.). Use one-inch margins and 12-point font.

COVER PAGE

Name:

Department:

Appointment Level (if student, note that):

Email:

Faculty sponsor (include office number and email) - (required if applicant is a student):

Amount Requested:

Did you previously receive a CoSS RSCA Award (Yes/No)? _____

**If yes, is the final report of this, previous, award included with this application?
(Yes/No/Not applicable)_____**

Project Title:

Abstract:

Signature (applicant): _____

Signature (faculty sponsor), if required: _____

RSCA PLAN (no more than 3 pages)

- Statement of need/problem to be addressed and/or likely contribution to the discipline.
- Description of the scope of work for the proposed project including methodology.
- Draft timeline and RSCA feasibility (feasibility of completing the project on time and within budget; information about your RSCA background and record to support the likelihood of the project's successful completion)
- Plan for dissemination and/or seeking external funding.
- Brief budget justification (Personnel, Equipment, Materials, Travel, etc.).
- References/works cited, as appropriate (counted as part of the 3-page limit).

ATTACHMENTS (not in the 3-page limit)

- Curriculum Vitae;
- Human Subjects (IRB) or Animal Research Approval (IACUC) Forms, if appropriate;
- Survey Instrument, if appropriate.
- Final report from previous CoSS Research/RSCA Award, if applicable.
- Travel approval, if applicable

OTHER INFORMATION FOR APPLICANTS

EVALUATION CRITERIA FOR PROPOSALS

Proposals for RSCA Awards will be evaluated by an appropriate college committee on a 50-point scale as follows:

- Clarity of the proposal (10 points)
- Completeness of the proposal (10 points)
- Contribution to knowledge/ scholarship/creativity in the discipline (10 points)
- Likelihood the award would enhance applicant's RSCA productivity (e.g. plays, conference papers, documentaries, books, and journal articles) (10 points)
- Likelihood that the proposed activity would be completed on time (5 points)
- Appropriateness of the proposed budget (5 points)

REPORT FORMAT (Submit the report to Associate Dean of Research within one month after the end of the award period.)

1. RSCA Award Cover Page
2. Summary of work undertaken; specifically describe methods used and results produced
3. Clear description of the role of students and collaborators in the work, if applicable
4. Clear description of products produced. If items are in progress, state when you expect to complete them.

DEADLINE: 5:00 pm, Monday, November 06, 2017.
EMAIL application in a single file to shishir.mathur@sjsu.edu

OTHER CoSS RSCA AWARD POLICIES

1. Students must be sponsored by a tenured or tenure-track CoSS faculty member. The faculty sponsor shall assume co-responsibility for the proposal, the RSCA (including expenditure of funds), and the final report.
 2. Awards cannot be made for projects previously funded by a CoSS RSCA Award.
 3. Award funds can be used for RSCA needed to complete an advanced degree (e.g., to undertake RSCA for a master's report/thesis or for a doctoral dissertation). However, salary or wages for conducting one's own RSCA is not allowed, nor are tuition or expenditures for preparing thesis document.
 4. No travel costs will be reimbursed without appropriate approvals for US or international travel.
 5. Award funds cannot be used to pay faculty salaries. However, faculty may 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. Suggested salaries should be justified in the proposed budget.
- 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.

