Just In Time RSCA Funding

AY 2020-2021

The College of Social Sciences is excited to offer Just-In-Time funding to support RSCA activities. Despite budget reductions to the University, and because of reduced demand for conference attendance (both real and virtual), the College is providing Just-In-Time funding to our faculty. Individual faculty will be able to apply for up to $700 in funding.

### Eligibility

Tenured, tenure-track, FERP, and lecturer faculty without other funding resources (e.g. department funding, start-up funds, professional development funds) are eligible.

Faculty members are limited to one award for the period November 1, 2020 – May 1, 2021.

### Timeline

**SUBMISSION:** Proposals will be considered weekly from November 1, 2020 – May 1, 2021.

**USE:** Funds awarded between November 1 and December 31, 2020 must be used by January 20, 2021 and any requests for reimbursement submitted by January 21, 2021. Funds awarded between January 21, 2021 and May 1, 2021 must be used by May 20, 2021 and any requests for reimbursement submitted by May 20, 2021.

### Application Process

Faculty should submit proposal materials to socialsciences-rsca@sjsu.edu as word documents or pdfs. Proposals should include:

1. Verification from the department chair that the necessary equipment, software, material, services is not available in the department and cannot be funded by the department. A pdf of an email from the chair is adequate.
2. A brief statement of how the services or materials support the faculty members RSCA agenda and RSCA projects. Referencing specific RSCA Outputs and aligning with any previously submitted RSCA agenda would be helpful. In addition, given the additional constraints on faculty time and obligations, references to needs related to COVID-19 issues are welcomed.
3. Documentation of requested items/services and expense estimates.

### Allowable Expenses

Funds are for immediate one-time RSCA-related materials and other costs, including indexing, editing, or costs associated with publishing. Funds are not available for salaries (for faculty or students), on-going needs (e.g. memberships or subscriptions), or cash or gift card incentives for participants.

**RECOMMENDED VENDORS:** Purchasing services from vendors is easier when vendors are already approved by the University. The following vendors are approved by the University and have been recommended by other faculty:

***Statistical Consulting***

Funding is available to purchase statistical consulting services from The Analysis Factor ([www.theanalysisfactor.com/](http://www.theanalysisfactor.com/)). Workshops and other training are not eligible for funding through this grant. However, other resources are available for statistical training. Please contact Cami Johnson for more information about that those resources.

***Editing***

Funding is available to purchase editing services through Edit 911 [(edit911.com/](https://edit911.com/)). Edit 911 provides services based on the word count of the document to be edited.

***Transcription***

If awarded funds for transcription services, faculty *must* work with their department staff to request approval *prior* to the work beginning. The department staff must submit a requisition in FTS for transcription services and upload a quote or some correspondence identifying the work the transcription service will provide (to include cost and timeline). The requisition must be submitted and a purchase order issued **prior to the services being initiated**. Once the service has been completed, an invoice must be submitted to Accounts Payable for payment.  The following transcription vendors are already approved vendors:

* Ackeret Transcription Service
* Audio Transcription Center
* Letter Perfect Transcription
* Production Transcripts (<https://www.productiontranscripts.com/>)
* TTE Transcripts Worldwide LTD