

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

From: Shishir Mathur, Associate Dean of Research

Re: AY 2017-2018 Just-in-time Funds for Research, Scholarly and Creative Activity (RSCA)

Deadline: Rolling deadline—anytime on or before May 18, 2018 or up until funds are exhausted

Dean Jacobs has provided \$2,000 for AY 2017-2018 for purchasing small but important equipment or materials needed for a specific RSCA project or for a group of projects. Tenured, tenure-track, FERP, and lecturer faculty may apply for up to \$500 for immediate one-time RSCA-related materials and other costs, including editing or publishing costs. This grant does not pay for salaries, for assigned time to conduct RSCA, or to fund on-going needs such as journal subscriptions. Each applicant is limited to one award per year. Gift Cards and other cash incentives are generally not reimbursable.

Please email the request at shishir.mathur@sjsu.edu addressing the following questions:

1. *Is the equipment/material unavailable in the faculty's department?* Supply a note from your Department Chair to confirm that the equipment/material is not available. For software, please check whether CoSS and or the University has site licenses for them already.
2. *How the items provide a substantial benefit to the RSCA project/s?* Explain why the item is needed and how it will be used. Describe any student involvement in the RSCA project.
3. *What are the specifications and the costs of the items requested?* Items must be relatively low-cost, given the limited budget. Provide documentation of costs.

Requests will be funded on a first-come, first-served basis. Please email Shishir Mathur (shishir.mathur@sjsu.edu) with questions.

**Applications must be emailed to shishir.mathur@sjsu.edu
by Friday, May 18, 2018, 5:00pm**