

To: Tenure-track and tenured faculty

From: Shishir Mathur, Associate Dean of Research

Re: Spring 2018 Research, Scholarly and Creative Activity
(RSCA) Assigned Time Award

Deadline: November 06, 2017, 5:00 pm

Dean Jacobs has provided funds to award approximately three (3) assigned time awards of 0.2 for Spring 2018 to provide CoSS faculty additional time for research, scholarly, and creative activities. Work for this award must be undertaken during the period January 22-May 25, 2018.

Other important information:

1. CoSS tenure-track and tenured faculty only are eligible to apply.
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 cannot be shared between two or more faculty members.
5. Award will be provided only for the period requested.
6. 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.
7. 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.
8. No substantive changes in the RSCA Plan shall be made without the approval of the Dean's Office.
9. 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.
10. 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.
11. This award will not be granted if the final report for a previous CoSS RSCA Assigned Time Award is not included with this application.
12. 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 - Spring 2018 RSCA Assigned Time 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:

Email:

Did you previously receive a CoSS RSCA Assigned Time 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): _____

Department Chair Approval: _____

Print name and Provide signature (or send an approval email at shishir.mathur@sjsu.edu)

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; information about your RSCA background and record to support the likelihood the project will be successfully completed)
- Plan for dissemination and/or seeking external funding.
- 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 Assigned Time Award, if applicable.
- Travel approval, if applicable

OTHER INFORMATION FOR APPLICANTS

EVALUATION CRITERIA FOR PROPOSALS

Proposals for RSCA Assigned Time 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 (15 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)

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