TO: Department Chairs, College Research Committee Members, and All
             COSS Faculty and Students,
             College of Social Sciences

FROM: Jan English-Lueck, Associate Dean

DATE: **January 25, 2012**

SUBJECT: **College of Social Sciences Research Grants**

Spring 2012 applications for College Research Grants are now being accepted. The
**deadline for applications is Mon., April 2, 2012, at 4:00 p.m. in the Dean's
Office, WSQ 103. Late applications will not be accepted.** Application packets
are emailed by the Dean's Office, for departmental e-distriubution.

Please inform all COSS faculty and interested COSS students of this grant
opportunity.

Significant information:
1.   This year, the maximum grant will be $1,500 for tenure track and tenured
     faculty, lecturers and students for research purposes. Please note that there are
     no monies available for travel to professional meetings. Any travel must be
     strictly for research purposes. Funds must be spent by the deadlines listed in
     "Policies." The period of an individual grant is fixed (about 12 months); this
     period **MAY** be extended upon **written request and with approval of the
     College Dean**, in consultation with members of the research committee.
     Spring 2012 awards conclude June 30, 2013.
2.   A detailed budget is required.
3.   A final report is **required** from all faculty and students who receive grants.
     **You are required to include a copy of the report for the last College
     Foundation Research grant received (if any) with your application.**
4.   **A second grant will not be awarded if the final report for a previous
     award is not received by the Dean's Office and included with this
     application.**
5.   **College Research Committee members may not apply. (See "Policies" #17
     for further details).**
6.   Previously funded proposals are available for review in the Dean's Office.
7.   Although this grant is offered twice a year, **only one award will be made to
     individual applicants per academic year.**
8.   If travel is proposed, an approval of travel form must be submitted **WITH
     THE PROPOSAL**. The department chair MUST sign the approval of travel
     submitted with this proposal. This form will require approval from the chair
     and dean, and INTERNATIONAL TRAVEL requires approval of the
     PROVOST and the PRESIDENT, AT LEAST 30 days prior to the trip.
     Therefore, all travel awards are contingent upon final approval by either the
     Dean (US travel) or the Provost and President (international travel). Before an
     award will be made, the approval of travel form must also be approved by the
     dean, and if required, the provost, and the president. The form is available on
     the SJSU website at `www.sjsu.edu/provost/forms/#travel`

**DEADLINE FOR COMPLETED APPLICATIONS TO DEAN'S OFFICE,
WSQ 103 IS 4:00 PM, Mon., April 2, 2012.**

Enclosures: Application, Instructions, Policies

SAN JOSE STATE UNIVERSITY
APPLICATION FOR A COLLEGE OF SOCIAL SCIENCES
FOUNDATION RESEARCH GRANT – Spring, 2012

A.   **Applicant's name, mailing address (may be on-campus if permanent faculty member), email, and office or home phone number:** _____

_____

_____

B.   **Faculty sponsor (include office number and email) - (required if applicant is a temporary faculty member or a student):**

_____

C.   **Department:** _____
          College of Social Sciences

D.   **Amount Requested:** _____

E.   **Title:** _____

_____

F.   **Abstract:**

Signature (applicant/s): _____

Signature (faculty sponsor), if required: _____

**ATTACH COPY OF MOST RECENT, PREVIOUS GRANT REPORT (if any) and
Approval of Travel form signed by dept. chair (if proposal includes travel).**

COLLEGE OF SOCIAL SCIENCES RESEARCH GRANT INSTRUCTIONS

The proposal should contain the following sections and comply with the attached College Policies. The proposal ***should not exceed 3 pages***, excluding cover page, attached bibliography, vita, budget details, Human Subjects or Animal Research Approval Forms (appendix materials), and Approval of Travel form. Use one inch margins and a 12 point font. **SUBMIT ORIGINAL TO THE DEAN'S OFFICE.**

A.   INTRODUCTION:
Background
Statement of Problem
Significance

B.   MATERIALS & METHODS:
Methodology
Procedures, including analysis of data (If the project includes a survey, please attach a sample of the survey instrument and Human Subjects Approval Form).

C.   PLANNED TREATMENT OF RESULTS

D.   RELEVANT BIBLIOGRAPHY

E.   UNIVERSITY FACILITIES & EQUIPMENT REQUIRED

F.   YOUR QUALIFICATIONS FOR DOING THIS WORK

G.   BUDGET: include pertinent items, such as:
Personnel
Equipment
Consumable supplies
Travel
Other
Total amount requested

H.   Short curriculum vitae is required.

I.   Human Subjects or Animal Research Approval Forms or Statement Indicating Application has been made. (Approval required prior to receipt of any funds).

J.   APPROVAL OF TRAVEL FORM SIGNED BY DEPT. CHAIR (IF PROPOSAL INCLUDES TRAVEL)

K.   ATTACH A REPORT ON PREVIOUS RESEARCH GRANT AWARD

Spring 2012 DEADLINE: Mon., Apr. 2, 2012, 4:00 PM, WSQ 103

POLICIES
COLLEGE OF SOCIAL SCIENCES RESEARCH GRANTS (Rev. 02/17/2011)

PURPOSE: To stimulate and support faculty and student research and scholarly and creative activities.

POLICIES FOR SPRING 2012:

1. Grants may be made only to COSS faculty and students of San Jose State University.

2. If the application is opened up to temporary faculty and students, they must have a tenured or probationary faculty sponsor who qualifies under #1 above. **The faculty sponsor shall assume co-responsibility for the proposal, the research (including expenditure of funds), and the final report**.

3. Each applicant is limited to one proposal per submission period.

4. Awards cannot be made for projects previously funded by a College Foundation Research Grant.

5. Applications for grant support will be evaluated by the College Research Committee, and administered by the Dean's Office and the San Jose State University Research Foundation.

6. **Maximum support for a given project will be $1,500. See #8 below for details on funding. All award amounts are contingent on a complete and detailed budget in the grant proposal.**

7. Research that may be used towards completion of an advanced degree is eligible. However, salary or wages for conducting one's own research is not allowed, nor are expenditures for preparation of the thesis document itself.

8. **Travel to collections and for research may be funded up to $1,500. (**Travel to conferences is not funded by this program.) **TRAVEL AWARDS WILL NOT BE MADE WITHOUT A COMPLETED APPROVAL OF TRAVEL FORM. This form must be signed by the chair for submission with the proposal. No travel funds will be awarded without appropriate approvals from the dean (US travel) or the Dean, Provost, and President (international travel).**

9. All equipment purchased with College Research Grants funds is the property of the University, not the grantee.

10. No grant funds may be used to pay faculty salaries. However, faculty may use these funds to hire consultants or student assistants when justifiable. Grant recipients must contact SJSU Research Foundation for payroll requirements PRIOR to hiring anyone. **Do not pay out of pocket.** NOTE: Student salaries must be in accord with University Foundation salary schedule. Suggested salary should be justified in the proposed budget. **NOTE: Benefits for assistants paid for with grant money must be paid from your allocated grant funds. Contact the SJSU Research Foundation Office for payroll requirements. There are specific payroll procedures for the Foundation, which must be followed.**

11. **Although two grant application periods may occur per academic year, only one grant will be awarded to a single student or faculty member, per academic year.**

12. The period of an individual grant is fixed (about 12 months); this period **MAY** be extended **upon written request and with approval** of the College Dean in consultation with members of the Research Committee**. Fall awards conclude September 30 of the year following the award**. **Spring awards conclude June 30 of the year following the award.**

13. There may be two grant competitions per academic year. Grant proposals will be submitted in Fall and Spring (deadlines published on application forms).

14. All research involving human or animal experimentation must be cleared with the appropriate University committees and offices BEFORE submission to the College of Social Sciences Research Committee, or funding will be withheld until approval is granted.

15. No substantive changes in research plan or budget shall be made without the approval of the College Research Committee.

16. The College Research Committee screens proposals and recommends which should be funded and for what amounts; these recommendations are acted upon by the Dean of the College of Social Sciences.

17. **College Research Committee members may not apply for College grants under this program**. If, however, College Research Committee members wish to apply for a grant under this program, they must request their respective chairs to appoint a substitue representative to sit on the College Research Committee for the semester in which the original committee member is applying for the grant. Notice of this change should be communicated with the Associate Dean in a timely fashion and before grant applications are due.

18. An acceptable full report will be submitted to the College Research Committee, within two months of the end of grant life. No further funding will be considered by the College Committee until this report is filed. In addition, a copy of this report must be submitted with any new grant application.

19. All publications that are financed in whole or in part from the College Grant Program shall include a credit line naming the San Jose State University, College of Social Sciences Fund.

20. **The research proposal must follow these format guidelines:**

    • The proposal itself must be no longer than *three* pages, typed, single-spaced, or its equivalent, using a 12 point font. Please use one inch margins.

    • In addition, there must be a detailed budget **with justification for all items**. The budget may be appended if it does not fit within the three-page proposal limit.

- In addition to a clear statement of purpose and objectives, a good proposal will clearly identify the specific research procedures to be used and will discuss the significance of the project to the profession, the University, and society. It will also include a research calendar or timeline.

- A short Curriculum Vitae must be attached to the three-page proposal as an appendix.

- **Include an *Approval of Travel* form, if travel is included in the proposal. The form must be filled out and attached with the grant application, and include the signature of the chair. NO funds will be awarded without other required signatures, (i.e., Dean for U.S. travel, Provost, President and Dean for International Travel).**

- Report on previously funded research grant.

- If travel funds are requested the proposal should include a letter demonstrating availability of appropriate research materials at the agency to which the applicant intends to travel. If space and extant equipment are required, a letter should be appended from the Departmental Chair attesting to their availability.

- Because research using animals usually requires that they be maintained at Departmental expense, either a letter should be appended from the Department Chair saying that this will be done, or a copy of the Departmental Animal Protocol form should be attached to the proposal.

21.   While overall worthiness will be judged by the College Research Committee, these specific factors will be taken into consideration when evaluating grant proposals:

   a.   **Statement of purpose, problem, or hypothesis.**
   b.   **Value or significance to profession, University, College and Department.**
   c.   **Methodology clearly linked to the problem statement.**
   d.   **Evaluation of data or findings.**
   e.   **Feasibility, including applicant's qualifications.**
   f.   **Potential for generating external grants.**
   g.   **Budget with clear and complete budget justification.**
   h.   **Report of previous College Foundation Research Grant awarded (if any).**

22.   To guide applicants, a file of successful past proposals is available in the Dean's Office.