



## *San José State University Foundation Matching Funds Program Guidelines*

### Matching Funds

Matching funds is a supplementary award from the SJSU Foundation Matching Funds Program to a grant awarded by an external sponsoring agency. Matching funds can be applied to any qualified proposal.

### Purpose

The Matching Funds Program was established to support, increase, and diversify sponsored programs activity at SJSU by providing increased resources to fund key project requirements, including faculty effort, equipment, or other costs associated with running a research program.

### Who Can Apply for Matching Funds

SJSU Faculty submitting a proposal with full Facilities and Administrative costs can apply for matching funds. Junior faculty, faculty who have limited experience in grant proposal development and submission, or faculty looking to develop programs in new research areas are particularly encouraged to apply.

### Matching Funds Criteria

1. Sponsoring agency proposal must include full Facilities and Administrative costs as established through the SJSUF Rate Agreement with the Department of Health and Human Services. Please see the agreement at <http://www.sjsufoundation.org/pdf/HHStateAgreementJune2006.pdf>.
2. Matching funds request cannot exceed budgeted Facilities and Administrative costs.
3. Matching funds will be awarded only upon receipt of funding from sponsoring agency. Should the awarded budget be less than the proposed budget, the matching funds will be adjusted.

### Applying for Matching Funds

SJSU Faculty should meet with their SJSU Foundation Sponsored Programs Manager to:

- review sponsoring agency guidelines and proposal requirements,
- develop budget for sponsoring agency and for matching funds cost share, and
- prepare SJSU Foundation Matching Funds Program application.

### Matching Funds Application Deadline

The Matching Funds Program application deadline is **TWO WEEKS BEFORE** sponsoring agency proposal submission. Matching funds requests must be approved before proposal is submitted to sponsoring agency.

### For More Information

For more information, please contact your SJSU Foundation Sponsored Programs Manager:

Yao-Eng Chang	924-1427	ychang@foundation.sjsu.edu
Jeanne Dittman	924-1434	jdittman@foundation.sjsu.edu
Anson Lee	924-1546	alee@foundation.sjsu.edu
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## *San José State University Foundation Matching Funds Program Application*

*Applicants for the Matching Funds Program must submit the following information:*

### **PART I - General Information**

- a) Principal Investigator / Project Director: \_\_\_\_\_
- b) Rank: \_\_\_\_\_
- c) College: \_\_\_\_\_
- d) Project Title: \_\_\_\_\_  
\_\_\_\_\_
- e) Sponsor: \_\_\_\_\_
- f) Performance Period: \_\_\_\_\_
- g) Amount Requested from Sponsor: \$ \_\_\_\_\_
- h) Matching Funds Requested: \$ \_\_\_\_\_

Why does the Matching Funds Program interest you? How would matching funds benefit your proposal?

What is the feasibility of external funding for the proposal?

### **PART II - Scope of Work**

*Please attach a one-page description.*

### **PART III – Budget**

*A detailed budget to support the amount requested from the sponsoring agency and from the Matching Funds Program must be submitted with the application. Please allow sufficient time to work with your Sponsored Programs Manager to develop the budget. Note that the Matching Funds Award will not exceed the Facilities and Administrative costs requested from external sponsor.*