

## Pilot: SJSU Federal Appropriation Proposals Request for Applications

**Due:** [June 10, 2022, 5 pm](#)  
**Submit Applications to:** [Officeofresearchapplications@sjsu.edu](mailto:Officeofresearchapplications@sjsu.edu)  
**Information Sessions:** [May 4, 4:00 pm-5:00 pm](#)  
[May 9, 1:00-2:00 pm](#)

### **Program Purpose:**

*Overview:* The federal appropriation process is long and complex. As part of this process, individual congressional house representatives and senators help to shape legislation through committees to craft budgets for the federal government. These budgets include standard operating expenses and salaries for the day-to-day operations of federal agencies and also agency specific budgets that fund grant activities and other programs. Within these agency-specific budgets there are often spaces for legislators to direct funds to particular projects and investments within their jurisdiction. The purpose of this RFA is to identify SJSU RSCA priorities that are ready to be presented to SJSU's congressional delegation and their staff for consideration as part of this appropriation process.

In this pilot RFA, the goal is to identify the projects that are ready to be proposed for the 2022-2023 appropriation cycle and to develop a replicable process for creating an annual process for such requests. Given the nature of what is included in appropriation language and large investment in supporting proposals through the appropriation process, projects must be at \$1.5M level or above. If you have an idea that does not meet the \$1.5M threshold but feel that it would still make a good federal relations priority for other strategic reasons, please feel free to submit for review as there are other processes that may make sense (e.g. community project earmarks) or there may be ways for the team to increase the request through partnerships.

*SJSU Appropriation Requests:* The Office of Community and Government Relations (CGR) and the Division of Research and Innovation (R&I) have partnered to develop an annual process to highlight appropriations requests to our congressional delegation. Selected proposals in this pilot year will be co-developed by the proposing investigative team with CGR and R&I for inclusion in the 2022-2023 request book to be distributed to SJSU's congressional delegation and federal agency contacts. Principal Investigators (PIs) of selected applications will be expected to make themselves available for meetings with multiple stakeholders throughout the year, including at least one visit to Washington, DC.

Selected requests will undergo extensive, collaborative editing to best position proposals for success. PIs will work with R&I and CGR to ensure edits are responsive to congressional needs and are produced in a timely manner.

Two information sessions are scheduled for [May 4, 4:00 pm-5:00 pm](#) and [May 9, 1:00-2:00 pm](#). We invite all interested parties to attend one or the other of these sessions (the content will be the same) and/or to contact Richard Mocarski, [richard.mocarski@sjsu.edu](mailto:richard.mocarski@sjsu.edu), to discuss proposal fit and the process. Additionally, it is highly recommended that PIs inform their deans of their projects early in the process to identify potential avenues for collaboration and to identify potential issues with proposals.

## **Scope Guidelines:**

Proposals that make it into a federal appropriation are different from typical competitive grants. As such there are some key factors to consider when proposing an appropriation request.

- Budget: While no formal budget will be submitted to our congressional staff or agency initially, it is important to understand how the budgeting works and is different from standard grants:
  - Budgets are generally limited to 18 months.
  - Physical infrastructure should have a role in the budget request.
  - Given the short timeframe, personnel decisions should be made with this truncated timeline in mind.

Requests should not replicate what would typically be funded through competitive grant processes. As such, requests are often multifaceted, collaborative, interdisciplinary, include multiple institutions such as community organizations, institutions of higher education, state agencies, etc., and/or include both research and community-engagement angles.

## **Application Process and Content:**

### *Application content:*

1. Appropriation Request [2 single-spaced pages with Arial 11 font and 1 inch margins] Content:
  - Title;
  - Single sentence request;
  - Summary of the project: This serves as a lay abstract that connects the specific request for funding to the significance of the problem and the current SJSU capabilities to solve the problem (200 words or less);
  - Appropriation target (agency/bill/account/etc)-- this can be left blank, as CGR and R&I will collaborate with selected applicants to identify bills and accounts. However, investigators are welcome to provide suggestions based on their knowledge;
  - Background: SJSU's current work in this space connected to the broader significance/background of the project (250 words or less);
  - Project Description: Specific, lay description of the work to be conducted if funded, which can include links to external sources of information that support the request such as websites highlighting current SJSU work in this space (250 words or less);
  - National benefit: A brief description of how the proposed work will help address national needs and priorities (150 words or less); and
  - State benefit: A brief description of how the proposed work will help address state needs and priorities (150 words or less).
  
2. Supplemental Material to demonstrate history in proposed research space and SJSU capabilities: [2 single-spaced pages with Arial 11 font and 1 inch margins]: Examples of content:
  - Description of investigative teams' funding record in the space proposed with an emphasis on federal funding;
  - Description of investigative teams' agency contacts that can be potential avenues for connection during the appropriation process;
  - Description of the current SJSU infrastructure and history that supports the proposed activities and will allow the request to be successful;
  - Description of partnerships outside of SJSU that support this work, including other universities, industry partners, and nonprofits; and
  - Any other relevant information that may help the proposal be successful.
  
3. Budget: 18 month detailed budget. Budgets should be over \$1.5 million.
  
4. CVs of all participating investigators.

Submit all files as attachments to [officeofresearchapplications@sjsu.edu](mailto:officeofresearchapplications@sjsu.edu) copying the appropriate dean(s).

## **Selected Applicants' Requirements and Expectations:**

Successful appropriation requests generally have two complimentary streams of support, agency and congressional representative, and therefore have unique time and process requirements. By submitting an application you are certifying that you agree to the requirements of this process, including but not limited to:

- At least one trip (paid for by SJSU) to Washington, DC to meet with the congressional delegation, agency contacts, and committee staff (January);
- Multiple (as many as one a week at the peak of activity) agency and delegation meetings via zoom throughout the year;
- Quickly turnaround requests for information, edit requests, etc.; and
- Making yourself available for site visits, if requested.

Additionally, selected faculty will be expected to participate in a training program in the fall semester. This program will include one-on-one mentorship with an expert in regard to public speaking, as well as with staff from R&I and CGR. The goal is to prepare faculty to present their ideas in the most impactful way possible during the Hill visits and in meetings with agency contacts.

## **Selection Timeline and Post-Selection Process:**

- Date: Action (Responsible Party)
- April 25: Announce to college deans and other constituencies RFA (R&I)
- May 4 & 9: Information sessions (R&I/CGR)
- June 10: Proposals due (PIs)
- June 17: Selection complete, PIs notified, and edits requested (R&I/CGR)
- July 8: Selected PI edits due (PIs)
- July 30: Book drafted (R&I/CGR)
- August 15: Book circulated to congressional staff for edits (CGR)
- October 1: Book finalized (R&I/CGR)
- November 30: Hill visit (CGR/R&I)
- January 15: Hill and agency visits (PIs/CGR/R&I)

## **Important Information in Regard to Congressional Delegation:**

*SJSU Congressional Delegation information including committee assignments*

### **Senator Dianne Feinstein**

- Senate Committee on the Judiciary
  - Subcommittee on Human Rights and the Law (Chair)
  - Subcommittee on Immigration, Citizenship, and Border Safety
  - Subcommittee on The Constitution
  - Subcommittee on Crime and Counterterrorism
- Senate Select Committee on Intelligence
- Senate Committee on Appropriations
  - Energy and Water (Chair)
  - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies
  - Commerce, Justice, Science, and Related Agencies
  - Defense
  - Transportation, Housing and Urban Development, and Related Agencies
  - Interior, Environment and Related Agencies
- Senate Committee on Rules and Administration

### **Senator Alex Padilla**

- Senate Committee on the Judiciary
  - Subcommittee on Immigration, Citizenship, and Border Safety (Chair)
  - Subcommittee on Intellectual Property
  - Subcommittee on Federal Courts, Oversight, Agency Action, and Federal Rights
- Senate Committee on the Budget
- Senate Committee on the Environment and Public Works
  - Subcommittee on Clean Air, Climate, and Nuclear Safety
  - Subcommittee on Chemical Safety, Waste Management, Environmental Justice, and Regulatory Oversight
  - Subcommittee on Transportation and Infrastructure
- Senate Committee on Homeland Security and Governmental Affairs
  - Subcommittee on Government Operations and Border Management
- Senate Committee on Rules and Administration

### **Representative Zoe Lofgren (CA-19)**

- Committee on House Administration (Chair)
- House Committee on the Judiciary
  - Subcommittee on Immigration and Citizenship (Chair)
  - Subcommittee on Courts, Intellectual Property, and the Internet
- House Committee on Science, Space, and Technology
  - Subcommittee on Space and Aeronautics

### **Representative Ro Khanna (CA-17)**

- House Armed Services Committee
  - Subcommittee on Strategic Forces
- House Agriculture Committee

- Subcommittee on Commodity Exchanges, Energy, and Credit
- Subcommittee on Livestock and Foreign Agriculture
- House Committee on Oversight and Reform
  - Subcommittee on Environment (Chair)
  - Subcommittee on Government Operations

Representative **Anna Eshoo (CA-18)**

- House Committee on Energy and Commerce
  - Subcommittee on Health (Chair)
  - Subcommittee on Communications and Technology

Representative **Jimmy Panetta (CA-20)**

- House Agriculture Committee
  - Subcommittee on Biotechnology, Horticulture, and Research
  - Subcommittee on Conservation and Forestry
  - Subcommittee on Nutrition, Oversight, and Department Operations
- House Armed Services Committee
  - Subcommittee on Intelligence and Special Operations
  - Subcommittee on Cyber, Innovative Technologies, and Information Systems
- House Committee on Ways and Means
  - Subcommittee on Trade
  - Subcommittee on Worker and Family Support