

**UNIVERSITY OF SOUTH CAROLINA  
OFFICE OF RESEARCH AND HEALTH SCIENCES  
RESEARCH AND PRODUCTIVE SCHOLARSHIP PROGRAM 2006**

**Synopsis of Program:** Research and Productive Scholarship funding is provided by the Office of Research and Health Sciences in support of faculty to encourage individual scholarly activities in research and other productive scholarship and/or research projects, with the institutional goal to increase the University's research base.

- **Category I** funds are considered “seed” monies and are awarded to give faculty a competitive edge when submitting major proposals. A project whose research holds promise for external funding is an absolute priority of Category I. ALL CATEGORY I PROPOSALS MUST HAVE A GRANTS MENTOR IDENTIFIED WHO IS LISTED AS A CO-PI IN USCERA.
- **Category II** funds assist with the start-up of new projects and is not intended for the support of ongoing scholarly activities. Funding recommendations for this category will be based primarily on scholarly excellence and the significance of the proposed project.
- **Category III** funds are intended to support creative and performing arts. These may include the costs associated with the creation of an exhibit, a performance, a musical work and so forth.

**Eligibility Information:** Eligible applicants include all faculty, tenured, tenure-track, and research track faculty with independent research programs. As a rule, and assuming the proposed projects are equal, preference will be given to the junior faculty member. *Research Associates and postdoctoral appointees are not eligible for funding. Visiting faculty may be eligible only under exceptional circumstances, together with an expectation that their relationship with USC is ongoing.*

**Eligibility for Category 1:** Eligible faculty are those for whom one of more of the following is true:

- untenured faculty on the tenure track
- research track faculty in their first six years
- faculty with up to four years at USC, and no extramural funding

**Mentorship for Category 1:** Mentors are expected to assist the P.I. with selecting an appropriate funding agency and program, and with preparing and submitting an extramural grant application. It is not expected that mentors will necessarily have, or need technical expertise in the proposed area, but rather have sufficient familiarity with the targeted funding source to be able to advise on “grantspersonship”. A mentor is expected to have (or have had in the past four years) extramural funding. The discretionary funds provided to the mentor may be used for any bona fide research purpose including travel.

**Award Information:** Funding for exceptional projects that exceed the funding range may be submitted, but must be well defined and justified.

- Category I projects are expected to cost up to \$20,000.
- Category II projects are expected to cost up to \$7,000.
- Category III projects are expected to cost up to \$4,000 (individuals) or \$6,000 (groups).

Awards will be announced in late March, and all projects will be funded for 15 months beginning April 1, 2006, and ending June 30<sup>th</sup>, 2007. Under certain conditions, exceptions to these dates may be requested. Proposals may be submitted by more than one investigator but only one investigator can be designated the project manager.

## Proposal Preparation and Submission Instructions:

**NOTE: All faculty members who wish to submit an application MUST attend a RPS workshop on proposal preparation.** Faculty from the regional campuses are strongly encouraged to attend one of these workshops, or a similar workshop at their own campus, but are not required to do so.

### Wednesday, October 19, 2005

HESC 114  
2:00-3:00 pm

### Thursday, November 10, 2005

Law School 138  
11:00-12:00 pm

### Tuesday, December 6, 2006

Byrnes Building 513  
2:00-3:00 pm

#### a. Proposal Preparation Guidelines

*Note that there is no application form per se.*

**Project Summary** section of the proposal may not exceed three (3) double-spaced pages and should be prepared in point size of 10 or higher. The reviewers consider clarity and brevity to be an indication of a well planned, focused approach to the project objective. Provide a detailed statement of the project to include the objectives and expected accomplishments during the course of the project. The outcome (product) should be specified in the narrative. It is advisable to briefly discuss the background and significance of the proposed idea to include the relation to the present state of knowledge in the field. For established faculty embarking on a new direction, please provide a clear description of how the proposed research is indeed a new direction rather than a natural outcome of the current research. If a survey instrument or questionnaire will be used in the project, please include a copy as an attachment to the proposal. References should be included as appropriate, but will not be counted in the three-page limitation.

**Extramural Funding Potential (Applicable only to Category I)** section is a discussion of the prospects for continued external funding following the completion of the project. Include likely agencies/sources that might provide that funding and to whom proposals will be sent. This section is in addition to the three (3) page limitation but should be brief, no more than one (1) page. This section should not be simply a list of potential sponsors and/or programs, but rather an explanation of how this research will be used in future external proposal submissions. In addition, if the proposed research has not been awarded, please provide the external funding agency's comments to the committee.

**Biographical Sketch** should list the most current information and must not exceed one (1) page unless NIH, NSF, NEA or other standard agency formats are used.

**Current and Pending Support** section should list all current and pending support including USC Institutional support and/or external programs giving the project title, source of funds, annual direct costs, and projects dates. Do not include start-up funding.

**Previous Support** should list all support (USC Institutional support and/or external programs) for the past three (3) years using the same format as Current and Pending Support. If you

have received institutional support during that period, please indicate the outcome of the project including publications and continuation grants.

**b. Budgetary Information**

Mentor Research Budget (category I only). Mentors will be provided with a \$1,000 budget for travel and/or other research expenses NOT for salary.

Budgets will be presented in general categories (for example, Supplies - \$1,500) and require only a brief explanation. Although the Committee intends to fund projects as close as possible to the requested amount, it reserves the right to alter the amount depending on the number of proposals received and funds available.

Allowable Costs include salaries (requests for faculty salaries, not to exceed two months, are allowable only for faculty from the regional campuses and must have strong justification) and fringe benefits of students/technicians, equipment, expendable supplies, animal maintenance, photocopying, travel essential for conduct of the project, costs associated with specialized training, and other costs allocable to the project. *Requests for computers must demonstrate that they are essential to the conduct of the project and not elsewhere available.*

Unallowable Costs include costs in connection with faculty degree requirements, travel to professional meetings, Tuition, or publication costs (with the exception of Category III).

**c. Deadline/Target Dates**

**Proposals must be submitted through USCERA (<https://sam.research.sc.edu/uscera/>) and APPROVED by your dean and chair before 5:00 pm on MONDAY, JANUARY 23, 2006.**

**d. Submission Through USCERA (<http://sam.research.sc.edu/uscera>) as ONE pdf file.**

Please select "Internal Request" VP for Research" and choose category type (RPS I, RPS II, RPS III) from dropdown in USCERA to ensure proper routing of proposals.

Internal Requests:  VP For Research ▼

**e. Checklist**

- ✓ Project Summary (not to exceed 3 double-spaced pages)
- ✓ Extramural Funding Potential (not to exceed 1 page) – Applicable only to Category I
- ✓ Biographical Sketch (not to exceed 1 page, unless NIH/NSF etc)
- ✓ Current and Pending Support (not to exceed 1 page)
- ✓ Budget Information (include supporting documentation of cost-share)
- ✓ Survey Instrument (if applicable)
- ✓ **Mentor listed as co-PI who electronically approves the proposal**

**Proposal Review Information:** Reviews of proposals submitted to R&PS are solicited from peers with expertise in the area of proposed research. Proposals will be reviewed against the following general criteria:

#### All Categories

- Justification of the need for seed money. This comes as two questions – first whether providing these R&PS funds will allow the project to come to fruition, and secondly whether in the absence of R&PS funds, the project cannot take place.
- Quality and significance of the research/scholarship/performance.
- Soundness of methodology and/or approach.
- Qualifications of the faculty member to carry out the project.
- Status of the applicant (Is the applicant a junior faculty member? Or for established faculty embarking on a new direction, did they provide a clear description of how the proposed research is indeed a new direction rather than a natural outcome of the current research.
- Likely impact on the reputation of the faculty member and the university of the proposed project.

#### Category I – Additional Requirements

- Has the applicant specified the reasons why the data to be generated by this project are required for the success of a proposal that will be submitted to an external sponsor within the next year? Grant review sheets may be provided for this purpose.
- Has the applicant specified why existing funds cannot be leveraged to obtain the critical data for the new proposal?
- If the applicant has existing funding, there must be a clear justification of why the project should be funded from R&PS.
- Is a suitable mentor identified?

**Award Administration Information:** A final report is due in the SPAR office upon completion of your project. Your final report may be e-mailed to [rps@gwm.sc.edu](mailto:rps@gwm.sc.edu). In the case of category I, a grant application to an extramural funding agency must be submitted by February 1<sup>st</sup>, 2008.

- Expenditures -You must follow established University procedures in expending the funds for your project. You should pay special attention to policies and procedures relating to such items as Purchasing, Travel, and Personnel. Salaries for faculty on the Columbia campus may not be charged. Any cost overruns occur will be charged to your departmental or another account.
- Compliance Issues - If your project includes the use of humans as research subjects, you are responsible for insuring that the use of these subjects is approved or exempted by the IRB. Likewise, if vertebrate animals are used in your project, you must have a valid IACUC approval number. You are also responsible for compliance with University, state and federal requirements relating to the use of radioisotopes and biohazardous materials.
- Publications - Any publications produced as a result of this R&PS award must contain an acknowledgment of support such as: "This work is partially supported by a grant from the University of South Carolina Research and Productive Scholarship Fund."

**Contact Information:** Please contact Wanda Hutto at 6-6054 or [huttowk@gwm.sc.edu](mailto:huttowk@gwm.sc.edu)

**Mentor Questions:** Please contact Phillip Dunn, RPS Committee Chairman, at [DunnP@gwm.sc.edu](mailto:DunnP@gwm.sc.edu)