

Office of the Provost

University of South Carolina

Visiting Scholars Grant Program

Program Guidelines

Application Receipt Dates: Sept. 17, 2014; Jan. 28, 2015

Description

The **Visiting Scholars Grant Program (VSGP)** supports short visits to the USC Columbia campus by distinguished scholars for the dual purpose of enriching and advancing the scholarly and creative endeavors of faculty and students. Visiting scholars supported under this program should enrich teaching, research, and creative activities on campus by providing lectures, workshops, seminars, performances, and mentoring of USC students and faculty. In addition, visiting scholars are expected to catalyze the teaching, research, and creative activities of USC faculty and students through collaborations aiming to produce tangible scholarly products such as new course materials for online or face-to-face instruction; textbook, monograph, or journal manuscripts; or art, recordings, and other creative works.

The strongest proposals for short visits of individual scholars should support both broad enrichment of the local community of scholars, as well as advancement of collaboration that accelerates progress of a specific scholarly objective or product.

The VSGP will also support short visits of small groups of distinguished scholars for the purpose of anchoring or keynoting conferences on (or near) the USC Columbia campus. Strong proposals for conference support should not only seek to enrich a local community of scholars, but also aim to produce a conference proceedings volume, edited book, or other a tangible scholarly product. Proposals for conference support must be cost-shared by academic units on campus, by external sponsors, and/or by attendee conference fees.

Eligibility for Submission

Eligible applicants include all full-time tenured or tenure-track faculty, regardless of rank, on the USC Columbia Campus. The faculty member nominating the Visiting Scholar will serve as sponsor and academic liaison during the length of the Visiting Scholar's stay. The department hosting the Visiting Scholar will designate a staff member in the department to facilitate normal activities with the Visiting Scholar.

Visiting scholars are expected to have a doctoral degree and provide the benefit of their expertise or experience in research, teaching, or clinical care, or may pursue some other collaborative effort which may provide benefit. Visiting scholars are not permanent or full-time employees of the University. An invitation/appointment as a Visiting Scholar does not constitute an offer of permanent employment.

www.sc.edu/provost/faculty/grants/index.shtml



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The faculty sponsor (PI) is responsible for coordinating with the department chair/dean's office any office/laboratory space, telephone/computer access, or other materials requested by the Visiting Scholar. All conference proposals require a letter of support/commitment from the department chair/director and dean.

Faculty interested in submitting a conference proposal should consult with the University Purchasing Department (see <http://purchasing.sc.edu/staff.shtml>) regarding State procurement policies in the development of a budget.

Prior award recipients from any Internal Grant Program are not eligible to submit a proposal until they have submitted the final report for their current award.

Guidelines for Inviting Visiting International Professors and Short-term Scholars

If you are considering inviting an international scholar to teach, conduct research, speak, or perform another educational activity, please contact International Support for Faculty and Staff (ISFS) in advance by phone: 777-0288; or email: ISFS@sc.edu. ISFS can help assess timelines and provide information on U.S. visa requirements and processes necessary for international scholars to come to USC for a planned academic activity. Over the past decade, many new regulations governing international visitors have been enacted by the federal government. University failure to comply with these regulations can result in forfeiture of the university's ability to sponsor international scholars in the future.

Because the new regulations are resulting in increased paperwork, security clearances, and considerable delays in procuring a visa, we ask that you allow 3-6 months to prepare for your international visitor.

The United States Government requires ALL longer-term international visitors who are paid a salary or have room/board as part of their remuneration package to have a Social Security Number (SSN) or Taxpayer Identification Number (TIN). Visiting professors, research scholars and even most short-term visitors will need either a SSN or TIN in order to be paid (salary, other compensation or reimbursement). Depending on the tax treaty between the U.S. and the visitor's country, some or all parts of the remuneration package may be taxable.

Visiting professors, research scholars and visitors being paid a salary will need either a SSN or an International Tax Identification Number. Please contact Clara Snider, Tax Manager in the Controller's Office at 777-4819 for additional information.

Funds Available and Project Timeframe

Projects are eligible for funding of up to \$25,000 per project period. An applicant may request a project period of a minimum of one (1) week up to a maximum of six (6) months. The review committee will submit a ranked list of proposals recommended for funding to the Provost and may recommend changes in funding amount with justification. The Provost will decide on the proposals to be awarded and the amount of each award. Projects for international Visiting Scholars must allow a minimum of three (3) months for processing before the intended arrival of the Visiting Scholar.

Application Procedure

1. Title page (*Required* – use format available at <http://www.sc.edu/provost/faculty/grants/forms.shtml>)
2. Page Formatting
 - a. Standard, single column format for the text
 - b. Line spacing (single-spaced or double-spaced)
 - c. Font Size: 10 points (except for mathematical formulas, equations or special characters)
 - d. Margins: 1 inch, in all directions



3. Develop a five-page proposal that provides:
 - a. A detailed narrative of the project (3 pages) which includes:
 1. For individual scholar visits: a description of the proposed visit and the benefits that will be gained from interactions with the visiting scholar.
 2. For conference proposals: a description of the proposed conference and the benefits that will be gained. A proposed timeline should be included.
 - b. A short biographical sketch of the visiting scholar(s). (2 pages)
4. Attach the following supporting documentation to the end of the proposal
 - a. A detailed budget on the form provided on the Provost Grant Program web site (<http://www.sc.edu/provost/faculty/grants/forms.shtml>) and budget justification for total project costs consistent with the list of allowable costs shown below.
 - b. Letter of support from department chair acknowledging department commitment, e.g., office, computer, supplies, etc., and identifying staff member responsible for facilitating activities related to visit. The faculty sponsor (PI) is responsible for coordinating with the department chair/dean's office any office/laboratory space, telephone/computer access, or other materials requested by the Visiting Scholar.
 - c. Two-page biographical sketch each of the principal investigator and of the co-principal investigator(s), if any.

Allowable Costs*

- Travel for Visiting Scholar(s) (See BUSF 1.00 <http://www.sc.edu/policies/busf100.pdf>) Reimbursement is restricted to individual expenses, e.g., housing, meals, transportation, of the Visiting Scholar.
- Visa fees associated with an International Visiting Scholar (Contact ISFS for guidance)
- Seminar/workshop/reception costs (no alcohol allowed) in accordance with policy BUSF 7.05 (<http://www.sc.edu/policies705.pdf>)
- Compensation for Visiting Scholar

Note: An honorarium is not allowed. Salary compensation must be within University guidelines.

****All expenditures must be made in accordance with Federal, State, and University regulations and policies. It is the faculty sponsor's responsibility to understand all requirements prior to a Visiting Scholar's visit.***

Unallowable Costs

- Costs in connection with faculty degree requirements
- Travel to professional meetings or other institutions
- Undergraduate tuition and fees
- Compensation to the faculty sponsor/PI
- Compensation to research grant employees
- Compensation to University staff
- Honorarium
- Food and refreshment costs for receptions, workshops, and conferences
- Participant support costs

NOTE: Visiting Scholars are not permanent employees of the University and are not eligible for employee health benefits.

USCeRA Submission Instructions

- You must submit your completed proposal packet through USCeRA (<https://sam.research.sc.edu/uscera>) and get APPROVAL from your chair, dean and/or chancellor before 5:00 pm on the deadline date.
- **Application receipt date: Proposals submitted by September 17, 2014 will be announced late December 2014; Proposals submitted by January 28, 2015 will be announced late April/early May 2015.**



- Select “Create New Proposal” in USCeRA. Begin by filling out the information on the Proposal/Award Processing Form (PAP). The top part of the form includes information such as your project title, dates of performance, and your total requested budget.
- **IMPORTANT:** Under “Internal Requests,” you must select “yes.” Then you must check the box next to the word “Provost,” and select the appropriate Provost’s funding opportunity from the drop-down menu. Failure to do this may cause your proposal to be misrouted or not routed at all.
- Make sure you answer all of the “Yes/No” questions on the PAP form.
- Hit “Save” on the PAP form when you have entered all of the information. The system will alert you if you have failed to complete any required information.
- On the next page, select “Internal Commit Form.” The Internal Commit Form should be used to list the amount that you are requesting from the Provost’s Office. Do not enter an amount in the Start-Up box. Enter the amount that you are requesting for each year in the corresponding box. The total will calculate automatically for you. Do NOT use this form to enter cost share.
- Upload your proposal using your surname as the file name.
- DO NOT FORGET TO HIT THE “**Start Approval Process**” BUTTON! You will receive e-mails from USCeRA indicating when your proposal has been approved by your department chair, dean, etc. You always can log-on to the system to check on the status of your proposal.

Questions about USCeRA? Email uscera@mailbox.sc.edu

Review Process

The purpose of the Visiting Scholars Grant Program is to bring to USC an exceptional scholar who can contribute to intellectual and/or research endeavors through lectures, faculty seminars, formal or informal discussions with graduate or postgraduate research students, or collaborative research with faculty. **Scholars should be active faculty at their home institution.**

Applications that are complete and responsive to this announcement will be evaluated for merit by a committee of faculty, chaired by Vice Provost Harry Ploehn. The committee will make recommendations to the Provost based on the quality of the proposals in accordance with the following review criteria.

A. Intellectual Merit:

- Does the proposal provide a compelling argument for advancing knowledge and understanding within its own field or across different fields?
- How well conceived and organized is the proposed activity?
- How well qualified is the invited scholar to conduct the project?
- Does the proposed project represent a significant contribution to the field of study or a significant advance of the expertise of USC faculty? If so, how?

B. Nature of Proposal:

- Does the proposal provide a clear statement of overall project objectives?
- Does the proposal provide a sound justification with clear and specific budget information?
- What is the likelihood the project goals, timeline, and budget will be accomplished?

C. Leverage:

- Will the project lead to further scholarly or research activities?
- Does the project help build scholarly networks?
- How well does the activity advance discovery and understanding while promoting mentoring of junior faculty and graduate students?
- Will the project lead to an enhanced reputation for the University?



Post Award and Reporting Requirements

All written invitations to Visiting Scholars must be approved by Vice Provost Harry Ploehn **before** an official invitation can be extended to the Visiting Scholar. Visiting Scholars are not permanent employees of the University and are not eligible for employee health benefits.

Any expense overages become the responsibility of the department.

Upon receipt of the award letter, consult with your department business manager to establish an account. Full guidelines are available on the Internal Grants Program website: <http://www.sc.edu/provost/faculty/grants/>

A final report should be submitted to Mary Alexander, malexand@mailbox.sc.edu, no later than 90 days after the grant is completed.

The report format: 2-3 pages, 12 pt. font, 1-inch margins, single-spaced

The report should include:

- Original Title Page
 - o Name of internal grant program
 - o Name, Department, Contact information (phone, email)
 - o Grant proposal title and amount of award
- A brief description that includes accomplishments (activities and achievement of proposed outcomes); a summary of how funds were expended; date of seminar or other presentation to department (include a copy of any flier or announcement sent to department members) or date(s) of conference with demographic details

For more information, contact:

Derlene Lowder, Office of the Provost, lowderd@mailbox.sc.edu, 777-5315

The Visiting Scholars Grant Program
is sponsored by the
Office of the Executive Vice President for Academic Affairs and Provost

