

SPARC Graduate Research Grant

Support to **P**romote **A**dvancement of **R**esearch and **C**reativity

2019-2020 SPARC Application: Guidelines for Faculty Mentors

Application Due Date:

Wednesday, November 13, 2019 by 5:00 pm

Required Documents and Submission in USCeRA

Faculty mentors serving as the PI on a SPARC grant are responsible for signing the Authorship and GPA Certification Form, writing a one-page letter of recommendation which adheres to the guidelines below, and submitting the proposal application in USCeRA by the deadline.

Faculty mentors may sponsor only two student SPARC applications per year (i.e. only two students per faculty mentor may apply for SPARC each year).

AUTHORSHIP AND GPA CERTIFICATION FORM

By signing this form, you are confirming that the student was the primary author of the proposal and that the GPA listed on the form is accurate as of the date of submission for the student's current degree program.

GUIDELINES FOR WRITING THE FACULTY LETTER OF RECOMMENDATION

Letters of Recommendation must be written by a current USC faculty member. The SPARC PI is normally the student's primary advisor for their dissertation, but exceptions to this are possible – please see situations requiring additional documentation below. Letters of Recommendation written by former USC faculty members who are no longer employed by the university will not be accepted.

Letters of Recommendation should be no longer than **one page** and should be written on faculty letterhead. Letters which are very general and/or vague are not helpful to the review committee. The review committee

has requested that Letters of Recommendation address the bulleted topics listed below. Each proposal should include only one Letter of Recommendation.

- The letter should include the following:
 - How long you have known the student
 - Estimate student's anticipated graduation date
 - Evaluate the student's degree of independence, both generally and specifically in the preparation of this proposal
 - Assess student's intellectual ability, creativity and critical thinking skills
 - Assess feasibility of project completion based on student's degree of preparation and motivation
 - Discuss the significance of this funding for the student's dissertation or thesis, i.e. how would this project impact the student's progress towards degree completion
 - Any other information that the committee should be aware of

- Please give **one** of the following overall ratings of the student for a SPARC Graduate Research Grant
 - Very Strongly Recommend
 - Recommend with Confidence
 - Recommend with Reservations
 - Do Not Recommend

- Save as PDF or MS Word file and append to the end of students proposal; save as **one** PDF or Word document

Faculty Advisors must provide additional documentation in the Letter of Recommendation for the following situations:

❖ **Student's Primary Advisor is not the SPARC PI**

The Faculty Advisor on the proposal should be the student's Primary Advisor for their dissertation or thesis. If a student wishes to have a USC faculty member other than their Primary Advisor as the Faculty Advisor (and PI in USCeRA) for this grant, then the student must submit a letter of support from their Primary Advisor stating their approval for another faculty member to serve as the Faculty Advisor for the Fellowship. Alternatively, the student's dissertation or thesis committee may approve the appointment of a USC faculty member who is not the Primary Advisor as the Faculty Advisor for this grant. In this case, the student must produce a letter of support from the Chair of the Dissertation or Thesis Committee stating the committee's approval for a faculty member other than the Primary Advisor to serve as Faculty Advisor (and PI in USCeRA) for this grant. When submitting the SPARC Graduate Research Grant proposal, this letter of support should be appended to the proposal and should appear after the Faculty Letter of Recommendation.

❖ **Student Requests Funds to Attend a Short Course**

The student may request funds to cover the expenses related to the short course; HOWEVER, the Faculty Advisor must state in the Letter of Recommendation that the course is essential to the student's research and that the course will help advance the PhD dissertation.

❖ **Student Requests Funds to Work in Another Lab to Use Equipment and/or Facilities not Available at USC**

The Faculty Advisor should state in the Letter of Recommendation that 1) such training is necessary for the development of your dissertation, and 2) the Faculty Advisor has spoken with the Facility Manager or Director, and that this Manager or Director has agreed to train the student and/or to allow the student to use the equipment/facility.

SUBMITTING THE SPARC PROPOSAL IN USCeRA:

- **Faculty Advisor writes one-page Letter of Recommendation.**
 - **Attach (or cut & paste) the completed Faculty Letter of Recommendation to the end of student's proposal.**
- This should create **ONE document (PDF or MS Word)** containing the following documents **IN THIS ORDER**:
- i. Resubmission narrative (only if resubmitting)
 - ii. Reviewer comments from previous submission (only if resubmitting)
 - iii. Proposal Narrative (first page if not a resubmission)
 - iv. Bibliography
 - v. Budget Form
 - vi. Current and Pending Support Form
 - vii. Biographical Sketch
 - viii. Authorship and GPA Certification Form
 - ix. Letter of Support for Participant Incentives (required if requesting participant incentives)
 - x. Optional Letter of Support from another lab, faculty member, collaborators, etc.
 - xi. Letter of Recommendation from faculty advisor (required for all proposals)
 - xii. IF USC FACULTY MEMBER OTHER THAN STUDENT'S PRIMARY ADVISOR IS ACTING AS FACULTY ADVISOR FOR ADMINISTRATION OF THE SPARC GRADUATE RESEARCH GRANT, a Letter of Support from the student's primary Advisor or the Chair of the Thesis/Dissertation Committee must follow the Faculty Letter of Recommendation.
- **This document should be named: Student last name_first initial (example: Smith_J)**
- **Please do not scan the entire proposal. Proposals may be submitted as MS Word or PDF documents.**
- **If you cannot combine documents, please contact Lauren Clark at lauren.clark@sc.edu for help.**

Login in to USCeRA (<https://sam.research.sc.edu/uscera/>).

Use your university username and password to log into USCeRA.

1) Create New Proposal - USCeRA Proposal / Award Processing Form (PAP)

- On the top of the top of main USCeRA page, in the garnet area, select "Proposals"

- From the dropdown menu, click on “+Create New Proposal.” This will take you to the “Create New Proposal” page
- Complete the fields as follows (this will become part of the Proposal Summary):

- Basic Information

1. **Title:** Proposal title in USCeRA must follow this format:

Title format: SPARC: Student Name: Proposal Title (**Please do not write the title in all caps.**)

Example: SPARC: Sue Smith: Nutrient Cycling in Charleston Harbor

It is very important that the title in USCeRA follows this format exactly so that I can find and sort proposals in USCeRA based on the student’s name and association with SPARC.

2. **Primary Awardee Department:** *should fill automatically with your department; please email Lauren Clark if there is a problem lauren.clark@sc.edu*
3. **Type:** Select New (if a new proposal) or Revision (if the proposal was previously submitted to the SPARC Program has been revised for this round)
4. **Project Dates:** Enter Start date of May 1, 2020, and end date of July 31, 2021. Both the start date and the end date must be entered or the form will be incomplete.
5. **Agency deadline:** *November 13, 2019; enter due date and select – Receipt*

Click on the green “Continue” button

- New Proposal: “SPARC: Student name: Title of proposal” is now at top of page Project Source and Sponsor

1. **Is this an internal Request?**

Select “Yes”

2. **Internal Request Office**

Select Vice President for Research

3. **Internal Request Type**

Select SPARC Graduate Research Grant

Sponsor information should automatically populate the form

Click on the green “Continue” button

- Personnel page

+Add Personnel: leave blank unless there are USC faculty/staff who will be collaborating on this project (do not add the student’s name here – this information is added in the + Add Student section)

SPARC Graduate Research Grant Students

+Add Student: enter student first name, last name, email address and department

Click green “Continue” button

Please make sure email address is correct - this is the email address used to send reviewer comments to the student.

Click green “Continue” button

Verify that the student information entered is correct.

Click green “Continue” button

- \$Costs page

Project Costs

1. Amount Requested for First or Current Year

Enter the amount requested, up to \$5000. Do not enter a number higher than \$5000 or the proposal will be disapproved.

1. Project Years

Enter “1”

2. Total Amount Requested for All Project Years

Enter the amount requested, up to \$5000. Do not enter a number higher than \$5000 or the proposal will be disapproved.

Click green “Continue” button

- ? Questions

General Questions

Questions: Answer yes/no as appropriate - you must answer all questions.

Comments: (last box on PAP form): if **international travel** is a component of this proposal (including travel to Canada, Mexico, and all international conference travel), you must write in this box:

International Travel: Country (or Countries): Approximate Dates of Travel

Example: International Travel: Spain: June 15, 2020 - July 20, 2020

There is no other place in USCeRA to designate whether or not students are planning to travel internationally, and **it is important that this information be linked to the proposal.**

Click green “Continue” button

EXCEPTIONS: See below for Cost Share, Human Subjects or Vertebrate Animal Usage

Cost Share in Proposal (i.e. matching funds)? If True, select YES.

Once the Proposal Award Processing (PAP) Form has been saved, you will go to the Proposal Summary page. Under My Forms, there will be an additional form, the Cost Share Form, listed under “My Forms.”

Click on “Cost Share” form, which will take you the page entitled “Cost Share Form.”

Click on either “+Add Department Cost Share Line” or on “+ Add College Cost Share Line” – this selection depends on the source of the funds.

Complete the form and click on the red “Add” button.

In the comments section, include any comments that provide relevant information regarding the source of funds or the use of funds.

Hit the red “Save” button on the “Cost Share Form” page

Human Subjects? If TRUE, select YES (approval is not required for submission)

Select YES even if you do not yet have IRB approval if you will need to obtain.

An Approval # text box will appear. If you have a number already for this project, enter the number. If you do not have a number but will apply for approval, write “pending”

Vertebrate animals? If TRUE, select YES (approval is not required for submission)

Select Yes even if you do not yet have Animal Use Approval if you will need to obtain.

An Approval # text box will appear. If you have a number already for this project, enter the number and Approval Date is prompted. If you do not have a number but will apply for approval, write “pending”. Leave Approval Date blank if pending.

Internal Commit Form

NOTE: This form indicates a proposal is REQUESTING funds from USC (an internal funding source), which includes the SPARC Graduate Research Grant program. It does NOT indicate a need for cost-sharing from your department or college.

Open form by clicking on **Internal Commit** on the Proposal Summary page

In the text box beside **Year 1**, enter the total amount requested for the SPARC Grant award (max of \$5000). Do not enter a number higher than \$5000 or the proposal will be disapproved.

All other squares and boxes should be blank. Total will auto-fill.

Scroll to the bottom of the page and click <SAVE>.

This will bring you back to the “Proposal Summary” page and the Internal Commit form under My Forms will now have a status of **✓Complete**.

2) Complete and save all forms listed in the “All Forms” box


Once you have successfully saved the PAP form, you will be brought to a “Proposal Summary” page with several sections (*see screen capture below*).

Under the box/section entitled “My Forms,” you will see your forms listed in red. Forms will include:

- Proposal/Award Processing (PAP)
- Internal Commit
- If applicable, a Cost Share Form
- Please note that the Administrative Information form will auto-fill and should only be visible to administrators.

Every form listed must be opened, completed, and saved or your proposal will not be complete.


Each form must show a status of **✓Complete** before the proposal can be submitted.

My Forms	
Administrative Information	✓ Complete
Proposal/Award Processing Form (PAP) View Report >	✓ Complete 
Cost Share	✓ Complete 
Internal Commit	✓ Complete 







Open, complete and save all forms until status of each is “Completed.”

3) “Upload” the SPARC Graduate Research Grant proposal

NOTE: **please submit as ONE word or PDF document.** Do not scan. Do not submit separate files. Please contact me (Lauren Clark) if you are having any problems (777-3929).


- On the right side of the “Proposal Summary” page, there is an “Uploaded Documents” section (to the right of “All Forms”)
- Click on “ Upload Document”. This will bring you to a new page.
- Under “Category,” select “Other.”** This allows you to upload the SPARC proposal as one document (**please do not upload several separate documents**).
- Under “New Upload,” Click on “Choose File.” This will open a pop-up.
- In the pop-up box, select the student’s proposal from where it is saved in your computer or USB drive.
- Click on “Open.”
- The name of the student’s file will appear to the right of “Choose File.”
- Click on the red “Upload” button.

- i. This should take you back to the Proposal Summary page and the file will now be listed under “Uploaded Documents”.



Lead PI	Tools
 Dr. Lauren Clark Current & Pending Office Research - General	 Audit Trail
	 Add Note
	 Delete This Proposal
	 Post Sponsor Revision
	 Print Cover Page

Students
Jane Smith Biological Sciences

Uploaded Documents
Smith J.pdf ✕ Delete Other 21.5 KB Dr. Lauren Clark 08/23/2018

 For external proposal submissions please upload the following documents, as well as any other necessary support documents:

- Proposal/Proposal Summary
- Budget/Budget Justification

 Upload Document	 View All as One PDF File
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NOTE: if this takes longer than a minute – something is wrong, try again or call me (777-3929). I will ask you to email the proposal to me at lauren.clark@sc.edu and I will upload it for you.

4) Start the approval process:

At this point, everything should be ready: all forms should show “completed” under the “All forms” box and the student’s proposal file should show under “Uploads.”

- Select the red “Start approval process” button in the “All Forms” box.

Proposal Summary

✓ The document "Smith J.pdf" was successfully uploaded.

Title
"SPARC: Jane Smith: Title of proposal"

<p>Project</p> <p>Status Not Submitted</p> <p>Type New</p> <p>Dates 05/01/2019 - 07/31/2020</p> <p>Internal Request Type SPARC Graduate Research Grant</p>	<p>Lead PI</p> <p> Dr. Lauren Clark Current & Pending Office Research - General</p>	<p>Tools</p> <ul style="list-style-type: none"> Audit Trail Add Note Delete This Proposal Post Sponsor Revision Print Cover Page 						
<p></p>	<p>Students</p> <p>Jane Smith Biological Sciences</p>	<p>Uploaded Documents</p> <table border="1"> <tr> <td>Smith J.pdf</td> <td></td> </tr> <tr> <td>Other</td> <td>21.5 KB</td> </tr> <tr> <td>Dr. Lauren Clark</td> <td>08/23/2018</td> </tr> </table>	Smith J.pdf		Other	21.5 KB	Dr. Lauren Clark	08/23/2018
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<p>My Forms</p> <p>Administrative Information ✓ Complete</p> <p>USC/SCRF USC</p> <p>Grant/Contract Grant</p> <p>Proposal/Award Processing Form (PAP) ✓ Complete</p> <p>View Report </p> <p>Cost Share ✓ Complete</p> <p></p> <p>Internal Commit ✓ Complete</p> <p></p>	<p> For external proposal submissions please upload the following documents, as well as any other necessary support documents:</p> <ul style="list-style-type: none"> • Proposal/Proposal Summary • Budget/Budget Justification <p> Upload Document View All as One PDF File</p>							

- A pop-up will appear that says “Are you sure...”
- Click on “Submit Proposal.”
- You will receive a message at the top of your USCeRA main page stating that the proposal has been successfully submitted with a **proposal number** listed.

Please note that the 5pm requirement on the deadline date is for submission of the completed application/proposal INTO USCeRA (=clicking on the “Start approval process” button).

Electronic signatures from the Chair and Dean can occur later, and they are notified automatically by the system of pending applications.

If you do not receive a proposal number from USCeRA, please call Lauren Clark at 777-3929.