



SPARC Graduate Research Grant

2019-2020 Terms and Conditions

Project Period

For 2019-2020 SPARC Graduate Research Grants, the project period is May 1, 2020 through July 31, 2021 (15 months).

Account Setup

For each SPARC project, the Controller's Office will set up individual "N" accounts in consultation with the budget managers in each College or School. Once the accounts/projects are created, the project IDs will be provided to the departments.

Expenditures

You must follow established University procedures in expending the funds for your project. Pay special attention to policies and procedures relating to such items as purchasing, travel, participant incentives and personnel.

- Expenditures must be in compliance with the listing of allowable and unallowable costs described in the 2019-2020 SPARC Application Guidelines.
- The faculty advisor/SPARC PI must authorize all expenditures.
- Financial compensation for faculty is not permitted in any form.
- Should any cost overruns occur, they will be charged to your department.
- A Travel Authorization form must be completed and approved PRIOR TO ANY SPARC-RELATED TRAVEL.
- Accounting of your expenditures may be requested by the Office of Research at any point during the project period or after completion of the project.
- In order to be eligible to receive SPARC funds, a graduate student must be enrolled at least one semester after the grant is awarded and be pursuing a doctoral degree (or MFA or MA in Public History) from USC.
- Unexpended SPARC funds in your account (more than \$100) must be returned to the Office of Research at the end of the project period, when you graduate or when you leave USC, whichever is first.

Research Compliance

- If your project includes the use of humans as research subjects, the project cannot begin until IRB approval has been obtained.
- Likewise, if vertebrate animals are used in your project, you must have a valid IACUC approval number before you start the project.
- You must email the IRB or IACUC approval (or exempt) letter to Lauren Clark at

lauren.clark@sc.edu prior to starting your project.

- You are also responsible for compliance with University, state and federal requirements relating to the use of radioisotopes and biohazardous materials.
- For questions, contact the Office of Research Compliance at 777-7095.

Research Abroad

Projects that include international travel (including conference travel) must be approved by the Study Abroad Office. All travel abroad covered by the SPARC Graduate Research Grant program is subject to approval and standard terms and conditions of the Study Abroad Office. Should your travel be deemed unsafe for any reason at any time prior to departure, the SPARC Graduate Research Grant Program will follow the recommendations of the Study Abroad Office and has the right to deny and/or revoke funding. For questions, contact the Study Abroad Office at 777-7557.

Intellectual Property

All projects are subject to the USC Intellectual Property Policy:

<http://www.sc.edu/policies/acaf133.html>

Questions regarding this policy should be directed to the Office of Technology Commercialization at 777-9515.

Extension Requests

Under exceptional circumstances, a single no-cost extension may be granted.

- Requests for extensions must be made in writing at least 30 days prior to the project end date. The student should email the extension request (with advisor copied) to Lauren Clark at lauren.clark@sc.edu.
- Extension requests should include both the reason for the request and the new requested end date.

Presentations and Publications

Any presentations or publications produced as a result of this award must contain an acknowledgment of support such as: "This work was partially supported by a SPARC Graduate Research Grant from the Office of the Vice President for Research at the University of South Carolina."

Reporting Requirements

- 2019-2020 SPARC recipients are required to give a presentation at Discover USC in Spring 2021: www.sc.edu/discoverusc
- You are also required to complete yearly online surveys, which will allow the Office of Research to track your progress and document any publications, presentations and/or awards for three years following the award.
- A final report in a format of your choosing must be sent to Lauren Clark (lauren.clark@sc.edu) 30 days after the end date of your project, or prior to graduation, *whichever is first*. The report will be submitted to Lauren Clark at lauren.clark@sc.edu

The report should include the following information:

- 1) A summary of the research or creative research project, including the activities performed and major research results/outcomes (publications, awards, grants, fellowships, etc.)
- 2) An explanation of how the SPARC funding enhanced your graduate research/creative experience

- 3) A minimum of two photographs, which should include a headshot of yourself and a photo of you working on your creative or research project, which may be used to promote the SPARC Program.