

Office of the Provost

University of South Carolina

Social Sciences Grant Program

Program Guidelines

Application Receipt Deadline: **November 3, 2014**

Description

The **Social Sciences** grant program supports faculty development through research and scholarship achievement in the social sciences. The purpose of this program is to provide funding to assist social sciences' faculty on the Columbia and Regional Campuses of the University of South Carolina in achieving their scholarship goals.

Eligibility

Eligible applicants include all full-time tenured or tenure-track faculty, regardless of rank, on the USC Columbia and Regional (Lancaster, Salkehatchie, Sumter, and Union) Campuses. Proposals may be submitted to more than one internal grant program; however, principal investigators are only eligible to be funded by one program. Proposals submitted to more than one program must be submitted by the same principal investigator. Prior Provost Grant Program award recipients are not eligible to submit a proposal until they have submitted the final report for their current award. Proposal may be for new or continuing (previously funded) projects. Distinction between completed and proposed work needs to be emphasized.

Funds Available and Project Timeframe

Projects are eligible for funding of up to \$20,000 per project period. An applicant may request a project period of up to twenty-four (24) months, beginning May 16, 2015 and ending May 15, 2017. The number of awards will be contingent on the number and quality of funding applications received and approved as well as the amount requested and allocated per application. 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.

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: 12 points (except for mathematical formulas, equations or special characters)
 - d. Margins: 1 inch, in all directions

[www.sc.edu/about/offices_and_divisions/provost/
faculty/grants/internalgrants.php](http://www.sc.edu/about/offices_and_divisions/provost/faculty/grants/internalgrants.php)



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3. Develop a **three-page proposal narrative** that provides:
 - a. A brief discussion of the background of the proposed scholarship activity
 - b. A detailed narrative of the project that includes the
 1. Objectives
 2. Significance of the scholarship work
 3. Timeline with expected accomplishments during the course of the grant
 4. Workplan with specific outcomes of the project

Attach the following supporting documentation to the end of the proposal narrative (not included in the three-page proposal narrative):

4. Current and pending support. Include current grant funding and pending grant funding using the form given on the Office of the Provost Grant Programs web site. <http://www.sc.edu/provost/faculty/grants/forms.shtml>
5. A detailed budget for total project costs and a budget justification, which clearly justifies each cost, consistent with the list of allowable costs shown below. Please see the information regarding the budget justification provided on the Office of the Provost Grant Programs web site. <http://www.sc.edu/provost/faculty/grants/forms.shtml>
6. References: works cited, bibliography, notes
7. Two-page biographical sketch of the principal investigator and also of the co-principal investigator(s), if any, that includes
 1. Education
 2. Professional experience
 3. Evidence of creative achievement: most significant creative writing, description of juried exhibits, performances, compositions, recordings, etc.
 4. Significant accomplishments and contributions
 5. Other information as appropriate

Allowable Costs*

- Salary and fringe benefits of undergraduate students, graduate students, research assistants, and technicians in state-supported positions
- Faculty salary support for summer compensation in compliance with university policy as governed by HR 1.81
- Buy-out of teaching classes, one per semester (amount is restricted to \$5,000 or less per course, limited to two courses). Requires a letter of support from your department chair.
- Equipment (acquisition cost of \$5,000 or more)
- Computers (Requests for computers must demonstrate that computers are essential to the project and not otherwise available to the project). *Note: Computers become the property of the department upon completion of the project.*
- Project costs and supplies (such as completing a book or article, developing or producing an exhibit, film, compact disc or DVD, pursuit of new work, etc.)
- Contractual Services; (detailed justification required)
- Travel essential to conduct the project (detailed justification required)
- Graduate student tuition supplements

**Note: All expenditures must be made in accordance with University policies.*

Unallowable Costs

- Costs in connection with faculty degree requirements
- Travel to professional meetings
- Undergraduate tuition and fees
- Academic year salary
- Compensation for research grant employees
- Classified/unclassified staff
- Retroactive expenses



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: November 3, 2014. Awards will be announced in early March 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.” Select the appropriate Provost’s funding opportunity from the drop-down menu. Failure to do this means your proposal will not be saved and will not be processed.
- Make sure you answer all of the “Yes/No” questions on the PAP form.
- For Question #12, “Does your project involve human subjects?,” if your project involves human subjects and you do not have IRB approval, hit the “Lookup” button, click the “select” button, and type the word “pending” in the box that says “Other.”
- Hit “Save” on the PAP form when you have entered all of the information. The system will alert you (**at top of the form in red**) 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 in 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.
- DO NOT FORGET TO HIT THE **“Start Approval Process”** BUTTON! You will receive an e-mail 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 submission materials? Contact: Derlene Lowder, Office of the Provost, lowderd@mailbox.sc.edu, 777-5315

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

Review Process

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

A. Scholarly and/or Creative Merit:

- Does the proposal provide a compelling argument for the scholarship proposed?
- Does the proposed project represent a significant contribution to the field of study? If so, how?
- Is there a probability of publication, an exhibit, or other public dissemination?

B. Nature of Proposal:

- Does the proposal provide a clear statement of overall project objectives?
- Is the proposed methodology appropriate and realistic?
- 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 activities?
- Does the project help build scholarly networks and/or academic reputation for the individual and/or the university?

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Post Award and Reporting Requirements

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/>

The 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
 - Name of internal grant program
 - Name, Department, Contact information (phone, email)
 - Grant proposal title and amount of award
- A brief description that includes accomplishments (activities and achievements of proposed outcomes); a summary of how funds were expended; overall progress; date of seminar or other presentation to department (include a copy of any flier or announcement sent to department members)
- Include information on publications (journals, book contracts, articles) or exhibits/performances, etc., for creative works

For more information, contact:

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

The Social Sciences Grant Program
is sponsored by the
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