

USC Lancaster Research and Productive Scholarship Grant Application and Guidelines

Guidelines last updated: October 29, 2024

Grant applications due: 5:00 p.m. on Thursday, 5 December 2024

Award Year: 1 May 2025 to 30 April 2026 (please note that faculty salary dispersals must occur between 16 May and 14 August 2025)

Please upload a single pdf of all application materials to [Dropbox](#). Your document should be named YourLastName YourFirstName RPS 2025.

No late or incomplete grant applications will be considered.

Mission Statement

The purpose of the Faculty / Staff Research & Productive Scholarship Fund is to encourage and support faculty and professional staff in their efforts to pursue productive research and scholarship which will result in publication, presentation, creative exhibition, performance or other formats suitable to the discipline.

For faculty, the Fund may support scholarly activities that facilitate meeting the requirements for tenure, promotion or post-tenure review.

For professional staff, the Fund may support professional development in the applicant's area of responsibility or intellectual interests.

Eligibility Requirements

All full-time faculty and full-time professional staff are eligible to apply for funds. Fund recipients become panelists for the next award period; therefore, they are ineligible to apply during the year following their awards. Prior award recipients are not eligible to submit a proposal until they have submitted the final report for their most recent award.

Review Process

Applications will be reviewed by a panel consisting of the Research and Productive Scholarship Committee members appointed by the Dean and the previous year's recipients who have made significant progress towards their project goals.

Restrictions

- The Fund will not pay tuition and fees for degree programs.
- Requests for equipment and supplies must be clearly justified as essential to completion of the project, and PI must demonstrate purchases cannot be accommodated through division or technology budgets. All such equipment and supplies purchased with grant funds become the property of the university.
- Applicants may submit only one proposal per funding cycle.
- Fund recipients are ineligible to apply in the year following their award.
- Fund recipients must continue to be employed by USC Lancaster for the duration of the award year.

Submission Process

Proposal packages are due by the deadline stated above. All required components of the grant application must be combined into **a single pdf document** and uploaded to USCL's Dropbox account. If you require assistance combining documents into a single pdf, please contact any member of USCL IT Support. Please use the link above to upload your application. You will receive upload confirmation, but you will not be able to access your document once submitted. If you have questions about your submission, please contact the Office of the Dean. Note that the link will no longer be available following the application due date, as late applications will not be accepted.

Award Amount

Award amounts vary based on the review panel's assessment of the merit of the project proposal and are recommended to the Dean by the review panel.

Application Materials Checklist

All support materials will be appropriate to the applicant's discipline and organized in the following order. Incomplete applications will not be considered.

- Cover sheet using the form provided.
- Two-page single-spaced description of the project, including a brief timeline. Depending upon discipline, this may include, significance, intent, purpose, context, methodology, research outline, travel plans, expected outcomes, success indicators. Please use Times New Roman twelve-point font and one-inch margins.
- Itemized budget using budget form provided on the USCL RPS website. Budget amounts should be stated as accurately as possible. All fringe benefits costs must be in accordance with published University rates and will be adjusted as appropriate.
- Budget justification is required and must provide sufficient detail of how the request will support the project. For summer salary requests, include a detailed justification. Please review the [Budget Justification Checklist](#).
- Curriculum vitae relative to project intent (no more than 2 pages).
- (Optional) Support materials may include relevant samples of previous work, review of relevant literature, references, bibliography, as appropriate for discipline.
- (Optional) Relevant approvals if applicable (i.e. USC IRB, Ethics/Human Subjects Committee, Animal Care Committee).

Panel Review Criteria

Applications should exhibit evidence that the project design is feasible, well planned, accurately budgeted and that it supports the mission of the Fund and the University.

Post Award Reporting

Upon receipt of the award letter, please consult with the Business Office to establish the grant project in PeopleSoft to allow for expenditure of funds. The final report should be submitted to this [USCL RPS Grant Reports Dropbox](#), no later than 90 days after the grant is completed. The final report should include a summary of research and/or scholarly results of the project. Prior

award recipients are not eligible to submit a proposal until they have submitted the final report for their most recent award.

Extensions and Changes in Funding Allocations

After a grant has been awarded, if a recipient needs to request an extension to the research or funding period, or wishes to make changes to funding allocations, please follow the [Procedure for Requesting Grant Period Extensions or Changes in Funding Allocation](#). Extensions must be requested no later than April 30 of the award year.

Questions

Please contact the chair of the USCL Research and Productive Scholarship Executive Committee at USCLRPS@mailbox.sc.edu with any questions.