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SECTION: Academic Affairs
SUBJECT: Teaching and Productive Scholarships (TAPS)
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Policy for: USC Upstate
Procedure for: USC Upstate
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I. Policy

The purpose of the USC Upstate Teaching and Productive Scholarship (TAPS) Fund is to promote good scholarship including original research projects, programs that support curriculum development, and travel for presentation of scholarship. Funded projects will support the scholarship process with the goal of formal presentation and/or publication, improve pedagogy and curriculum development to contribute to the USC Upstate mission, and/or enable major service projects which require application of scholarly and/or professional knowledge.

The Committee for Faculty Excellence (CFE) supports and promotes faculty excellence and faculty development in the areas of teaching and productive scholarship. The committee recommends the disbursement of the TAPS funds.

II. Procedures

A. TAPS Grant Criteria

1. Successful proposals include a narrative with clear organization, cohesion, and a clearly-defined statement of purpose, goals, and objectives.
2. Successful proposals support institutional and/or unit goals and objectives.
3. Successful proposals demonstrate the proposed project's potential to contribute to the individual's professional development and/or scholarly/creative agenda.
4. Successful proposals demonstrate the significance and/or potential of the proposed project to contribute to the field, the knowledge domain, and/or society.

B. Guidelines and Forms

1. The following [guidelines and forms](#) for TAPS submissions can be found on the Faculty Governance webpage under Committee for Faculty Excellence.
 - a. [TAPS Guidelines and Application Form \(Word\)](#)
 - b. [TAPS Guidelines and Application Form \(PDF\)](#)

- Please note required documentation of hotel fees; conference registration fees and letter of acceptance to present or participate in group discussion, etc.; rental car fees; and airfare costs or MapQuest directions for mileage when using personal car. Applications will be delayed until fare and fee statements from conference websites, hotels, airlines, or car rental companies are included.
 - If faculty are using department funds in conjunction with TAPS funding. University [travel](#) policies must be adhered to in addition to the TAPS guidelines. The [Permission to Travel Request](#) form must be completed and included in the TAPS application packet.
 - For request to purchase supplies or to hire a student/other to assist in research projects, the [Purchases and Requests Other Than Travel](#) form will need to be filled out completely with appropriate signatures and submitted with application materials.
2. All applicants must submit the signed cover sheet and application materials to the Faculty Senate Committee Assistant in the Office of Academic Affairs, Administration Building 224, at least one month prior to travel; TAPS grants cannot be awarded for travel that has already occurred.
 3. All TAPS grants are eligible for a determined dollar amount annually per applicant. TAPS grant applicants cannot receive more than the stated amount per fiscal year.
 4. All recipients of TAPS grants are required to submit a completed electronic [final report form](#) to the CFE chair (electronic is fine) and to the Faculty Senate Committee Assistant within 30 days of the recipient's return from a trip. For recipients of TAPS grants who fail to do so or who fail to notify the committee of cancellation of a trip within 30 days after the scheduled trip, the unreported amount will be deducted from the maximum amount the recipient will be eligible to receive in the next fiscal year. Appeals to the CFE will be decided based on their merits. The TRV must be turned submitted within 30 days of travel

C. TAPS Deadlines

Applications are accepted once a month according to the [schedule](#) placed on the Faculty Governance webpage. Faculty members who are applying for travel funds are encouraged to apply early, at least one to two months prior to travel. In accordance with University policy, TAPS grants cannot be awarded for travel that has already occurred.

- For travel expenses that are incurred in the last month (June) of the fiscal year, must be submitted immediately upon returning. If expenses are not reported in a timely manner expenses will not be reimbursed. The TRV must be turned submitted within 30 days of travel

D. Award Funding

Each year TAPS will be allocated a dollar amount for the fiscal year and the total amount allocated is only for that fiscal year. No funding will be allowed to rollover to the next fiscal year.