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**MINI-GRANT PROGRAM**

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**NOTE:** Applications are accepted on a rolling basis (no fixed deadline).

**I. PURPOSE:**

The Mini-Grant Program is offered by the USC Upstate Office of Sponsored Awards and Research Support (SARS). The program supports faculty members and students in their pursuit of research, scholarship, and creative collaborations. The faculty mentor applies for funding to support a project that includes at least one student researcher. It is very important that the application clearly articulates (i) how support from the mini-grant program helps to make the project possible, and (ii) the scholarly/creative outcomes for both the faculty mentor and student(s).

**II. AMOUNT:**

Faculty mentors can request up to **\$750.00** for equipment, supplies, publication costs, or travel related expenses required to complete the project. Funds may be used for publication costs only if a USC Upstate student is listed as a co-author of the work being published. *Note:* The Mini-grant program does not fund travel to attend or present at professional meetings/conferences — only travel necessary to conduct the research. All funds should be expended by May 30<sup>th</sup> of each year.

**III. ELIGIBILITY:**

Full-time faculty members working with full or part-time degree seeking USC Upstate undergraduate or graduate students on scholarly research or creative projects are eligible to apply. Preference will be given to those projects occurring outside normal course activities and to those with the potential to result in external publication, presentation, performance, or exhibition. Faculty and students who have received a previous Mini-Grant may apply for additional support but must provide evidence of satisfactory progress in their project to be considered for additional funding (see section IV below). ***At most one award can be funded per faculty mentor per semester.***

**IV. Post Award Requirements:**

**A.** Present at the Annual SC Upstate Research Symposium (if appropriate); *presentation at the symposium should be acknowledged in the timeline and expected outcomes sections of the application.*

**B.** Any external publications, presentations, performances, or exhibits resulting from the funded project must acknowledge the Office of Sponsored Awards and Research Support for partial funding of the work. The faculty mentor must notify us if the funded project leads to external publication, presentation, performance, or exhibition.

**C.** At the end of the project, the faculty member will be asked to complete a Final Report form. A link to the form will be emailed to the faculty member and they will have approx. 30 days to complete the report. Faculty members may not be eligible for future support through the SARS office if the Final Report is not completed.

**V. APPLICATION PROCESS:**

Complete ALL parts of the application and upload your proposal as a single PDF document by the deadline using the [SARS Funding Opportunities Portal](#). All deadlines are available on the SARS calendar. We suggest developing the application pieces in advance (see below):

### 1) Proposal Formatting

Use the following page formatting when preparing the proposal:

- a. Standard, single column format for the text
- b. Line spacing (single-spaced)
- c. Font Size: 11 point Arial (except for mathematical formulas, equations or special characters)

### 2) Proposal

- a. **Title Page** (containing the following):
  - i. Title
  - ii. Amount Requested
  - iii. Faculty Information
    1. Name
    2. Title
    3. College & Unit
    4. Email
  - iv. Student Information
    1. Name
    2. Major
    3. Email
- b. **Project Summary** (Maximum 500-words): Describe the project background, importance of the work, methods, and your project objectives.
- c. **Budget** (Maximum of 500 words) Provide an itemized budget and budget justification.
- d. **Expected Results\*** (Maximum 500-words): Include as many details as possible regarding external scholarship that will result from support through the mini-grant program (e.g., external grant submission, peer-reviewed journal publication, book chapter, presentation, performance, exhibition, or various forms of public scholarship).
- e. **Student Duties.** (Maximum 500-words) Explain what the student responsibilities will be and how the experience will benefit the participating student.
- f. **Student Qualifications.** (Maximum 500-words) At minimum, include why will the student be successful, **the student's GPA**, and the student's relevant previous course work.

*\* Make sure presentation at the SC Upstate Research Symposium is included in the project timeline and expected results sections, as the presentation is a post award requirement.*

#### **NOTE:** IRB or IACUC Approval

If your project involves human or other vertebrate animal subjects in any way, you will need IRB or IACUC approval. Funding will not be granted for such projects that have not been approved by the IRB or IACUC. You are responsible for compliance issues associated with the use of human or other vertebrate animal subjects consistent with USC IRB & IACUC protocols. *You may apply before approval is secured; however, if your proposal is awarded, funds **cannot** be distributed until the project is approved.*

See the website of the Office of Research Compliance –

[https://sc.edu/about/offices\\_and\\_divisions/research\\_compliance/index.php](https://sc.edu/about/offices_and_divisions/research_compliance/index.php) for additional information.

### **VI. APPROVAL CRITERIA:**

This is a competitive program and funding is limited. Proposals will be reviewed based on the following criteria: (1) the merit of the project itself; (2) the project's potential to provide real involvement and learning for the student; and (3) the likelihood of the project resulting in external publication, presentation, performance, exhibition, public scholarship or grant submission. Once funds have been exhausted from the Mini-Grant Program for the fiscal year no more awards will be approved.