SCHOLARLY START-UP PACKAGE PROGRAM

I. PURPOSE:

The Scholarly Start-Up Package program is offered by the USC Upstate Office of Sponsored Awards and Research Support (SARS). The program is intended to help new tenure track faculty members across all disciplines at USC Upstate advance their scholarly agenda at USC Upstate, and to encourage new hires to work toward applying for external funds to support their research and scholarship.

II. AMOUNT:

The program will award up to *$5,000.00* to the faculty member to support their scholarly agenda. Examples of allowable costs include course reallocations (one course reallocation = $2,500.00), student research assistants (one research assistant = $1,500.00), project equipment and/or supplies, and summer salary (for a period when the faculty member is not teaching). Unspecified uses of the funds will be considered if the expenditures are justifiably related to scholarly productivity. However, funds may not be used to support costs in connection with faculty or student degree requirements.

III. ELIGIBILITY AND TIME LINE:

Only tenure track hires in their first **FOUR** years are eligible to apply for this award. The application deadline is in spring semester (see SARS calendar for specific date) and awards will be announced in May. The awardee must use all the monies in the upcoming academic year. A faculty member can only win this award once.

IV. POST AWARD EXPECTATIONS:

Successful applicants are expected to complete the following activities:
  A. Have at least one external scholarship outcome (for example, journal publication, book chapter, presentation, performance, exhibition, health outcomes report/legislation, or grant submission). The work must acknowledge the Office of Sponsored Awards and Research Support for the partial funding of the project.
  B. 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.*
  C. Complete a final report form; a link to the form will be emailed to the awardee at the close of the grant period and the awardee will have 30 days to complete the form. Faculty members may not be eligible to apply for future support through the SARS office if this Final Report Form is not completed. <u>Note</u>: Successful applicants that spread support across the entire academic year must submit a progress report at the end of the fall semester and a final report at the end of the grant period.

V. APPLICATION PROCESS:

You should discuss applying to this program with your Department Chair or Dean *before* applying. If you are applying for a course reallocation as part of your Scholarly Start Up award you should make your Chair or Dean aware of this before applying as well. Once your application is submitted, the system will require your Chair or Dean to approve moving the submission forward for review by the Research Advisory Council.

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 entering information into the application:

   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** (complied and uploaded as a single PDF document)
   a. **Title Page** (containing the following):
      i. Project Title
      ii. Faculty Information
         1. Name
         2. Title
         3. College & Unit
         4. Email
         5. Hire Date
      iii. Abstract. (Maximum 250-words) Provide an overview/summary of proposed work.
   b. **Project Narrative** (Maximum 1 page): Describe the project background, importance of the work, methods, and your project objectives.
      (As needed) References section/bibliography can be included as a separate page following the project narrative.
   c. **Budget & Budget Justification** (Maximum 1 page): Detail how the requested budget (**$5,000**) will be used to support your research.
      i. Student assistantships should be budgeted as $1,500 per semester per student.
      ii. Course reallocations should be budgeted as $2,500.
      iii. Summer salary requests for the faculty must include fringe using the current rate.
      iv. Requests for supplies must include an itemized list and justification outlining how the funds are being used to directly support the work.
   d. **Timeline *** (Maximum 500-words) Give an approximate timeline for project activities during the grant.
   e. **Expected Results*** (Maximum 500-words): Include as many details as possible regarding external scholarship that will result from support through the scholarly start-up program (e.g., external grant submission, peer-reviewed journal publication, book chapter, presentation, performance, exhibition, or various forms of public scholarship).
   f. **Faculty Vita** (Maximum 2 page): At minimum, include educational background, professional appointment history (e.g., work history) and evidence of scholarly activity.

   * 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 expectation.

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 for additional information.

VI. APPROVAL CRITERIA:

This is a competitive program, and we will not be able to fund all applications. It is very important that the faculty member clearly articulates how a Scholarly Start-Up Package will significantly increase their research, scholarly, or creative productivity. Proposals will be evaluated by the Research Advisory Council based primarily on the following four criteria: (1) the merit of the project; (2) all parts of the application form are completed, clearly written, and submitted by the deadline; (3) likelihood that the work will lead to external scholarship (e.g., external grant submission, peer-reviewed journal publication, book chapter, presentation, performance, exhibition, public scholarship); and (4) the faculty member's qualifications and background that will make them successful in the project. The following secondary criteria will also be taken into consideration (*for tie-breaking situations*): (1) date of hire; and (2) equitable distribution of awards across disciplines. Scoring rubric is available on the USC Upstate Research Support website.