

# Guidelines and Forms

## Teaching and Productive Scholarship

### Faculty Grant Application

The purpose of the USC Upstate Teaching and Productive Scholarship (TAPS) Fund is to promote good scholarship, including teaching. To this end, the Teaching Excellence Committee (TEC) annually recommends the awarding of internal grants from the TAPS fund. Specifically, TAPS grants support faculty projects that improve pedagogy and which further traditional and innovative research, scholarship and creativity.

The fiscal year of the TEC runs from July 1 to June 15. Deadlines for submission of proposals will be published in *The Register* and will be strictly observed.

#### Eligibility and Awards

Eligible applicants are the following:

Any tenured faculty member or any tenure-track faculty member who is not on terminal notice, retired, has resigned, has accepted a position in another institution, or is on leave of absence, or any full-time instructor, for a maximum of \$1500 per year.

#### Eligible Projects

##### 1. Research

Funding in this category supports the scholarship process with the goal of, and including, formal presentation and/or publication.

##### 2. Teaching

Funding in this category supports scholarly activity designed to improve pedagogy at USC UPSTATE, such as active participation in special courses, workshops, or institutes. (Note: Merely attending a conference, which is passive participation/learning, will not meet the criterion for funding). Applications must state clearly how the proposed activity will improve pedagogy and contribute to the overall mission and vision of the University and School/College where the faculty resides.

##### 3. Professional Service

Funding in this category supports travel for major service in a professional organization requiring application of scholarly and/or professional knowledge.

## **Proposal Format**

### **1. Project Description**

To be considered for funding, the applicant must submit a description of the problem/activity, the procedures/methodologies used, the expected result and further direction and, if applicable, strategies for assessment of the project's results (as for example in activities to enhance pedagogy).

Narratives should be attached to the applicant's application page.

### **2. Human/Vertebrate Animal Subjects Review**

In accordance with University Guidelines (SPAR 1.10 and ACAF 1.03) all laws, regulations, and ethical principles applicable to the protection of human and vertebrate animal subjects in research will be followed. All projects seeking funding through the Teaching Excellence Committee involving humans and/or vertebrate animals as research subjects must have approval by the appropriate committee (humans, the USC UPSTATE Ethics Committee; vertebrate animals, the USC UPSTATE Animal Welfare Committee). A statement of such approval must be submitted with the grant request.

### **3. Budget**

The proposal must include a detailed itemized budget. If relevant, the budget should be divided into the following categories: Student salaries; equipment; publishing costs; expendable supplies; and so on. Each item, such as each piece of equipment should be justified as to its use in the described budget.

If travel is involved, applicants must include a completed Request for Travel (TA) form. The budget should clearly list the itemized expenses for accommodations, registration, transportation, and other costs.

The following items are not allowed: Membership dues; student travel; retroactive expenses; research expenses in connection with a faculty member's degree requirements; textbook writing for financial gain; conference travel not specifically covered under "Eligible Projects", above.

### **3. Documentation**

Project proposals must include the proper documentation to confirm the applicant's participation in a conference, workshop, committee, etc. The applicant should include the conference program and/or acceptance letter and other pertinent materials including an abstract. Only complete proposals will be considered.

### **4. Proposal Submission**

The applicant should submit the original and eleven (11) copies, of the proposal, including an application page containing signatures from the applicant, the appropriate division chair and the appropriate dean, and including an itemized budget and, if applicable, a TA form.

## **Final Report**

A short written report is due to the TEC chair within thirty (30) days of the conclusion of the project/activity. All recipients of TAPS grants are required to submit a final report to the chair and an electronic copy to Happy Montgomery (Faculty Senate Committee Assistant) within 30 days of the recipient's return from a trip. Any recipient of TAPS grants who fails to do so or fails to notify the committee of the cancellation of a trip within 30 days of the scheduled trip will NOT be eligible for another TAPS award during that particular fiscal year or for the next year if he/she exhausted the \$1500 limit in the fiscal year in question.

**TEACHING AND PRODUCTIVE SCHOLARSHIP (TAPS)  
FACULTY GRANT APPLICATION**

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(TITLE OF PROJECT)

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**Applicant Rank**

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Applicant Signature

Date

**Approvals:**

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Division Chair (if applicable) Date

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Dean, School Date

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Chair, Teaching Excellence Committee Date

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Executive Vice Chancellor Date  
for Academic Affairs

**Reminder:**

A complete TAPS application for presentation at a conference must contain:

- (a) This cover sheet with required signatures
- (b) A detailed narrative proposal including an abstract.
- (c) An acceptance letter and/or listing in the program
- (d) A detailed budget
- (e) The original USC Travel Authorization (TA) form.

Research proposals involving the use of human subjects or vertebrate animals require prior approval from the USC UPSTATE Ethics Committee (for human subjects) or the USC UPSTATE Animal Welfare Committee (for vertebrate animals). Also a final report must be submitted before a faculty member can be eligible for a new TAPS Grant.

One original and eleven (11) copies of the completed TAPS Grant Application (a-e) should be received by the Chair, TEC, by the stated deadline.

Website address for guidelines:

[www.USCpstate.edu/issues/documents.htm](http://www.USCpstate.edu/issues/documents.htm).

TAPS FINAL REPORT FORMAT

**A short written report is due to the TEC chair within thirty (30) days of the conclusion of the project/activity. All recipients of TAPS grants are required to submit a final report to the chair and an electronic copy to Happy Montgomery (Faculty Senate Committee Assistant) within 30 days of the conclusion of the project/activity/ trip. Any recipient of TAPS grants who fails to do so or fails to notify the committee of the cancellation of a trip within 30 days of the scheduled trip will NOT be eligible for another TAPS award during that particular fiscal year or for the next year if he/she exhausted the \$1500 limit in the fiscal year in question.**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Project: \_\_\_\_\_

Amount of TAPS Grant: \_\_\_\_\_

Amount of Reimbursement: \_\_\_\_\_

Regarding a conference or workshop, applicants may wish to discuss the benefits of participating in the conference; the presentation or workshop experience; professional contacts solidified or made; information or resources found, i.e. the bookroom, other sessions attended; future ramifications of funded project in terms of research, professional development, and teaching.

Regarding TAPS grants for equipment, applicants may wish to discuss what progress has been made toward the final intended result.

Faculty are not eligible for a new TAPS grant until a final report is submitted and reimbursement is underway unless the two TAPS requests fall within the same month and prior arrangements have been made with the TEC.