



U N I V E R S I T Y O F
SOUTH CAROLINA
U P S T A T E

Creative Activities, Research, and Scholarship (CARS) Spring/Maymester 2007 Mini-Grants for Students

Deadline: Friday, February 23, 2007

The USC Upstate Center for Undergraduate Research and Scholarship (CURS) Office announces the next round of competition for student Mini-Grants designed to support USC Upstate undergraduate creative activities, research, and scholarship projects during the Spring and Maymester 2007 academic terms.

Eligibility: Full or Part-time USC Upstate undergraduate students in good standing working under the guidance of USC Upstate faculty or staff on independent scholarly, research, or creative projects with the potential to lead to significant contributions in their field. Students who have previously received a CARS Mini-Grant may apply for additional support and must provide evidence of satisfactory progress in their project to be considered for additional funding. Applications involving off-campus advisors are accepted. Students are encouraged to pursue Independent or Directed Study credit based upon their work.

Requirements: Students selected to receive awards will be expected to:

1. Complete a grant proposal (see application below);
2. Be registered with the CURS office as an undergraduate research fellow (submission of completed proposal constitutes registration);
3. Work on an approved project under the guidance of a USC Upstate faculty or staff advisor;
4. Make significant progress toward the completion of their projects within the 2006-2007 academic year; and
5. Present their work, either completed or in progress, to the University and greater Upstate community at the end of the academic year (April 6, 2007) as part of a CURS sponsored student symposium.

Amount: Up to \$300.00 for equipment, supplies, or travel related expenses required to complete the project. Ongoing support for continuation or completion of projects may be available in future semesters on a competitive basis. All funds should be expended by the middle of the Spring '07 semester.

Application Process: Students must complete and return a completed application and proposal (see below) to the Office of Academic Affairs on/by **Friday, February 23**. Applications after that date will be accepted on a rolling basis pending availability of unexpended funds.

Important: All applications must be accompanied by an original signed letter of support from the sponsoring faculty/staff member. Proposals should follow the attached application closely.

Incomplete proposals will not be reviewed.

Proposal Directions: CARS Spring 2007 Mini-Grants

All proposals* **must** include the following **separately titled** sections/forms:

Application Cover Page (see below): Word processed/typed with **all signatures and assurances**. Incomplete applications or those without signatures will be returned to the student for later submission.

Project Description: Provide a brief narrative describing of the project. The narrative must include the following:

- **Background information and purpose**;
- **Project design**;
- **Information on how completion of the proposed work will add to the body of knowledge in the field**;
- **Future directions of the work**;
- **Literature cited**
- **how the information will be disseminated to the wider professional community**.

Progress Report: If the student requesting funding has previously received CARS support for this or other projects then the student must provide a brief (< 1 page) summary of the progress to date on the previous supported project. Include in the report the amount of funds received and expended, the status of the project(s), and any papers or reports given or in preparation.

Time Frame: Briefly outline the expected time frame for completion of the project.

Budget: Provide a brief budget with total amount requested and **itemized costs** with justifications (i.e., brief statement of how and why the requested item is important for the completion of the proposed project).

NOTE: It is anticipated that support for ongoing projects will be available on a competitive basis in future semesters. For works that expect continuation in future semesters please indicate so in your project description.

Letter of Support: A letter of support on University Letterhead and in a sealed envelope from your Project Advisor must accompany the application. **Emailed letters or letters received separately will not be accepted**.

Deadline: Original project application must be received by the end of the business day on **Friday, February 23, 2007**. Send/bring completed applications to the Office of Academic Affairs, Administration Building 224.

Award Notification Process: VIP: Award notification will be via university email address as indicated on the project cover page. All awarded funds must be expended by the end of Maymester, 2007.

Questions: Please direct all questions regarding the application process or eligibility to:
Cindy Jennings, Associate Vice Chancellor for Academic Affairs
Administration Building 224
Phone: 503-5470
Email: cjennings@uscupstate.edu

* A proposal "Check List" is provided on the last page to assist in the completion of the application

**Creative Activities, Research, and Scholarship (CARS) Spring 2007 Mini-Grants
Application Cover Page**

| | |
|------------------------|-----------------------|
| (Office Use Only) | |
| Amount Requested _____ | Amount Approved _____ |
| Previous Support _____ | Amount Used _____ |
| IRC ? _____ | IACUC? _____ |

Applicant Name: _____

Project Title: _____

Student's University Email Address: _____

(Award notification will be via university email address only. Private/personal accounts will not be used)

Amount Requested: _____ (Should equal amount on project budget page)

Major _____

Academic Advisor _____

Project Advisor _____

Project Advisor Email _____

Has the applicant previously received CARS support? ___ Yes ___ No

If "Yes" see directions below for additional information.

ASSURANCES*:

Humans Subjects: Does this project involve Human Subjects or material requiring IRB approval?

___ Yes ___ No

If yes: Has the project been approved by the IRB?

___ Yes ___ No

If "Yes" attach a copy of the approval letter to this application.

Projects involving human subjects must have prior IRB approval for consideration.

Non-Human Vertebrates: Does this project involve non-human vertebrates or subject material requiring IACUC approval?

___ Yes ___ No

If yes: Has the project been approved by the IACUC?

___ Yes ___ No ___ In Process

If "Yes" attach a copy of the approval letter to this application.

Projects involving non-human vertebrates must have prior IACUC approval for consideration.

Signatures:

Student Signature _____

Date _____

Project Advisor _____

Date _____

Dept. Chair/Dean _____

Date _____

*These requirements must have been discussed with and approved by the project advisor.

CARS Mini Grant Check list:

Name: _____

Project title: _____

Application Cover Page:

Word Processed/typed _____ Incomplete _____ Complete

Applicant Information _____ Incomplete _____ Complete

Assurances _____ Incomplete _____ Complete

Signatures _____ Incomplete _____ Complete

Project Description:

Background Information and Purpose _____ Incomplete _____ Complete

Project Design _____ Incomplete _____ Complete

Addition/Contribution to Field of Study _____ Incomplete _____ Complete

Future Directions _____ Incomplete _____ Complete

Literature Cited _____ Incomplete _____ Complete

Dissemination _____ Incomplete _____ Complete

Progress Report:* _____ Incomplete _____ Complete

Time Frame: _____ Incomplete _____ Complete

Budget:

Total Amount Requested _____ Incomplete _____ Complete

Itemized costs _____ Incomplete _____ Complete

Justifications _____ Incomplete _____ Complete

Letter of Support Attached:** _____ Incomplete _____ Complete

* **Progress Report:** Required only for students who have previously received a CARS-Mini Grant.

** **Letters** must be on letterhead, must be in a sealed envelope, and must accompany the application.