

Teaching and Productive Scholarship (TAPS) Faculty Grant Application

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

The fiscal year of the Committee for Faculty Excellence runs from July 1 to June 15. Monthly deadlines for submission of proposals are published in *The Register* and online in the Faculty Governance Web pages (http://www.uscupstate.edu/faculty_staff/governance). Deadlines will be strictly observed.

Eligibility and Awards

Tenured faculty members, tenure-track faculty members, and full-time instructors are eligible for a maximum of \$1500 per year for eligible projects in research, teaching, and service.

TAPS Grant Criteria

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

Eligible Projects

1. **Research:** Funding in this category supports scholarly and creative activities with the goal of, and including, formal presentation and/or publication.
 - Applicants who are presenting at conferences should substantiate the significance of the conference in relationship both to their academic discipline and to their own professional development and/or scholarly/creative agenda.
 - For presentation of co-authored posters, papers, presentations, and workshops, applicants must explain the necessity and benefits of funding more than one USC Upstate author. In particular, each applicant should discuss his or her individual role in the scholarly work being presented. Without such justification, only one USC Upstate author will receive TAPS funding for the presentation.
2. **Teaching:** Funding in this category supports scholarly activity designed to improve pedagogy and curriculum 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 criteria for funding). Applications must state clearly how the proposed activity will improve pedagogy and curriculum development and contribute to the overall mission and vision of the University and School/College where the faculty member resides.
 - When more than one faculty member applies to complete the same activity in support of teaching, applicants must explain the necessity and benefits of funding more than one USC Upstate faculty member. In particular, each applicant should discuss his or her individual role in the program and in the pedagogy or curriculum to be developed or improved. Without such justification, only one USC Upstate faculty member will receive TAPS funding for a single teaching activity.
3. **Professional Service:** Funding in this category supports travel for major service in a professional organization requiring application of scholarly and/or professional knowledge.
 - When more than one faculty member applies to complete the same activity in support of service, applicants must explain the necessity and benefits of funding more than one USC Upstate faculty member. In particular, each applicant should discuss his or her individual role in the program and in the professional service to be completed. Without such justification, only one USC Upstate faculty member will receive TAPS funding for a single service activity.

Proposal Format (Only complete proposals will be considered.)

1. **Project Description:** Narratives of the project description should be attached to the applicant's application page and should offer evidence of the ways the proposal fits the eligible projects criteria in research, teaching, or service. To be considered for funding, the applicant must submit the following:
 - 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 (e.g. in activities to enhance pedagogy).
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 Committee for Faculty Excellence involving humans and/or vertebrate animals as research subjects must have electronic approval by the USC IRB (<http://www.orc.research.sc.edu/irb.shtml>). A statement of such approval must be submitted with the grant request.
3. **Budget:** The proposal must include a detailed itemized budget, rounded to nearest dollar. Each item, such as each piece of equipment should be justified as to its use in the described budget. The budget should be divided into the following categories, as needed:
 - conference or institute registration;
 - accommodations and lodging;
 - transportation;
 - student salaries;
 - equipment;
 - publishing costs;
 - expendable supplies;
 - and other expenses.If travel is involved, applicants must also include a completed **Request for Travel (TA)** form. The budget should clearly list the itemized expenses for accommodations, registration, transportation, and other costs. Research proposals must include a **Purchase Requisition Request Form** for all research equipment and materials.

The following items are not allowed: membership dues; special conference meals or entertainment not included in registration fees; student travel; retroactive expenses; research expenses in connection with a faculty member's degree requirements; textbook writing for financial gain; conference travel not covered under "Eligible Projects" above.
4. **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 following:
 - conference program and/or acceptance letter
 - an abstract of research for presentations or seminars
 - documentation of budget items, including conference registration fees, hotel fees, estimated or actual airfare or rental car costs, and other expenses. Documentation can include receipts or fee statements from conference, hotel, rental car, or airline Web sites.
 - other pertinent materials.

Proposal Submission

The applicant should submit to the Faculty Senate Committee Assistant the original of the proposal, including an application page containing signatures from the applicant, the appropriate division chair, and the appropriate dean; an itemized budget; documentation of all expenses; and, if applicable, a TA or Purchase Requisition Request form.

Final Report

A short written report (form included below) is due to the Committee for Faculty Excellence chair within thirty (30) days of the conclusion of the project/activity. All recipients of TAPS grants are required to submit an electronic copy of the final report to the Committee for Faculty Excellence chair 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 the 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 Committee for Faculty Excellence will be decided based on their merits.

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

Submit one original of the completed TAPS Grant Application to the Faculty Senate Committee Assistant.
2009-2010 applications go to Renee O'Brien in Admin 224.

Title of Project

Project Type (check one main category):

<input type="checkbox"/>	Research	<input type="checkbox"/>	Teaching	<input type="checkbox"/>	Service
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Date of Project Completion:

Applicant Name

Applicant Rank

Applicant Signature

Date

Approvals:

Division Chair (if applicable)

Date

Dean, School

Date

Chair, Committee for Faculty Excellence

Date

Senior Vice Chancellor for Academic Affairs

Date

Application Checklist:

- This cover sheet with required signatures
- A detailed narrative of the project as described under Proposal Format in guidelines above.
- A detailed budget, listing itemized expenses for accommodations, registration, transportation, equipment, student salaries, and other costs. Please round the requested amount to the nearest dollar.
- An original USC Travel Authorization (TA) form for any applications requiring travel or Purchase Requisition Request Form for research equipment and materials.
- Documentation of participation in the proposed project, including conference abstract, acceptance letter/email, conference program, documentation of registration fees, hotel fees, estimated/actual transportation costs, or other pertinent materials.
- Documentation of IRB approval from the USC Upstate Ethics Committee or Animal Welfare Committee for any proposals involving human or vertebrate animal subjects.
- One original of all application materials.

NOTE: A final report must be submitted before a faculty member can be eligible for a new TAPS Grant. Failure to submit a final report will result in loss of funding for the next fiscal year.

For Committee for Faculty Excellence -TAPS Grants information, go to http://www.uscupstate.edu/faculty_staff/governance.

TAPS FINAL REPORT FORMAT

A short written report is due to the Committee for Faculty Excellence chair within thirty (30) days of the conclusion of the project/activity. All recipients of TAPS grants are required to submit an electronic copy of the final report to the Committee for Faculty Excellence chair 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 fail to notify the committee of the 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 Committee for Faculty Excellence will be decided based on their merits.

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 Committee for Faculty Excellence.

Date:

Name:

Project:

Amount of
TAPS Grant
Awarded:

Amount of
Reimbursement
(if less than
Amount
Awarded):

Provide a Brief Narrative of the Outcomes of the TAPS Grant Project

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.

Project Completion Narrative (continue on next page):
