

Teaching and Productive Scholarship (TAPS)

Faculty Grant Policies and Guidelines

A. Purpose

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

B. Eligibility and Awards

Tenured faculty members, tenure-track faculty members, and full-time instructors may apply for eligible projects in research, teaching, and service. Currently, each faculty member may apply for up to \$2,250 in domestic expenses (including Canada) or \$2,750 in international expenses (or a combined maximum of \$2,750) per year. These limits are reviewed periodically by the Committee for Faculty Excellence and depend on available funds.

C. TAPS Grant Criteria

Successful applications:

- Include a concise narrative with clear organization, cohesion, and a clearly-defined statement of purpose, goals, and objectives. **Limited to 250 words.**
- Support institutional and/or unit goals and objectives.
- Demonstrate the proposed project's potential to contribute to the individual's professional development and/or scholarly/creative agenda.
- Demonstrate the significance and/or potential of the proposed project to contribute to the field, the knowledge domain, and/or society.

D. Eligible Projects

The main purpose of TAPS funding is to support individual faculty members in their faculty development. Eligible projects are aligned with promotion and tenure, administrative review, and post-tenure review categories of teaching, research, and service.

Eligible	Ineligible
<p>Research: Research, scholarly, and creative activities that <u>contribute to the faculty member's scholarly agenda</u>, especially with the goal of publication and/or formal presentation at conferences significant in the faculty member's discipline.</p> <ul style="list-style-type: none">• Activities may include travel, research equipment and expendables, or salaries for support of research projects.	<ul style="list-style-type: none">• Note limitations of travel expenses below.• Equipment that is not specific to an individual faculty member's research activity should be obtained through other university sources (e.g. the University technology fund, etc.)• Merely attending a conference, which is passive participation/learning, will not meet the criteria for funding.• When more than one faculty member applies to complete the same activity in support of research, applicants must explain the necessity

	<p>and benefit of funding more than one USC Upstate faculty member. Each applicant should discuss his or her individual role in the research project or presentation. Without such justification, only one USC Upstate faculty member will receive TAPS funding for a single research activity.</p>
<p>Teaching: Scholarly activities designed to <u>improve an individual faculty member’s pedagogy and curriculum</u> at USC Upstate and those that <u>contribute to University and/or unit mission</u> (such as active participation in special courses, workshops, or institutes)</p>	<ul style="list-style-type: none"> • Merely attending a conference, which is passive participation/learning, will not meet the criteria for funding. • When more than one faculty member applies to complete the same activity in support of teaching, applicants must explain the necessity and benefit of funding more than one USC Upstate faculty member. 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. • Collaborative teaching projects undertaken by a college or department with the aim of improving a program rather than individual faculty member’s teaching activities should seek funding through other avenues. • Technology and other equipment for pedagogy or curricular development should seek funding through other avenues. • Students attending conferences should seek funding through Student Affairs and/or SARS.
<p>Service: Major service activities in a professional organization requiring application of scholarly and/or professional knowledge. Applicants for the Teaching and Productive Scholarship Grants are encouraged but not required to present research in addition to completing service at conferences.</p>	<ul style="list-style-type: none"> • Merely attending a conference, which is passive participation, will not meet the criteria for funding. • 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. 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 that service activity.

E. Deadlines

- TAPS applications are accepted on a rolling basis, but should be submitted no less **than three weeks** prior to domestic travel (including Canada) or **four weeks** for travel advances and prior to international travel. There are several levels of approvals both before and after the committee vote, including additional steps for international travel and travel advances. Therefore, you are encouraged to submit your TAPS application as soon as possible, ideally a month or two in advance of travel or the beginning of a project.
- TAPS cannot fund projects retroactively
- All travel expenditures must be submitted to the grant recipient’s administrative assistant within **thirty (30) days** of travel.
- For recipients of TAPS grants who fail to submit receipts 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.

F. Policies

1. Only complete proposals will be considered, including notification of acceptance for presentations.
2. All applications for TAPS Grants will be accepted through the SharePoint online application system.
3. Projects requiring IRB approval or exemption cannot be funded without appropriate IRB documentation.
4. All receipts must be submitted before a faculty member can be eligible for a new TAPS grant, unless the two TAPS requests fall within thirty days of each other and prior arrangements have been made with the Committee for Faculty Excellence.
5. Observe all reporting and reimbursement deadlines.
6. The University of South Carolina system limits some expenses. Please consult the following table.

G. Expenses

ALLOWABLE EXPENSES	EXCLUDED EXPENSES
<ul style="list-style-type: none"> • Conference or institute registration • Accommodations and lodging for travel over 50 miles from Upstate or place of residence (NOTE: nightly total for accommodation cannot exceed \$300 a night) • Transportation (airline, baggage fees, parking, and ground transportation. OR, if driving, MapQuest, Google Maps or similar printout showing mileage with beginning and ending destinations at state mileage rates* (current rate on TAPS application form) 	<ul style="list-style-type: none"> • Membership dues, • Specific conference meals or entertainment not included in registration fees • Student travel • Retroactive expenses • Research expenses in connection with faculty member’s degree requirements • Textbook writing for financial gain • Air travel at rates above economy class • Rental car fees are not refunded in addition to air travel without detailed justification • Travel for merely attending a conference with no related presentation, workshop, or major

<ul style="list-style-type: none"> • Per diem (see in state, out of state and international allowances on TAPS application form) • Student/other salaries plus fringe benefits • Equipment plus sales tax • Publishing costs • Expendable supplies plus sales tax 	<ul style="list-style-type: none"> • professional service activity (see “eligible Projects” above). • Tips for services (restaurant, transportation, etc.), particularly if indicated in the receipt
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***NOTE:** University procedure for FINA 1.00 states, “If a private vehicle is authorized the University will pay mileage or economy airfare whichever is less.”

H. Application Instructions

All applications for TAPS grants will be accepted through the SharePoint online application system at <https://sp.uscupstate.edu/taps/Pages/Faculty-Grant-Application.aspx>.

Fill out Applicant Information, Project Title, Date of Project Completion, Inclusive dates of travel (if applicable), and Destination. Select Project Type; in some cases, you may select more than one (for example, both presenting and conducting professional service at a conference).

Project Description (maximum 250 words)

Offer evidence of the ways the proposal fits the eligible projects criteria in research, teaching, and/or service (see above). To be considered for funding, the applicant must address the following:

1. a description of the activity, including dates, location, and amount requested in the first line;
2. the procedures/methodologies used;
3. the expected result and further direction; and,
4. if applicable, strategies for assessment of the project’s results (e.g., in activities to enhance pedagogy).
5. 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.
6. For presentation of co-authored posters, papers, presentations, and workshops, applicants must explain the necessity 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.

Sample Project Descriptions

Sample 1

I am requesting \$1625.00 to reimburse the costs of printing and presenting a poster entitled “The Impact of Contact Frequency on Accuracy in Personality Judgment” at the 19th annual meeting of The Society for Personality and Social Psychology to be held on March 1-3, 2018 at the Hyatt Regency Atlanta-Downtown, Atlanta, GA. This conference is the most significant meeting of scholars in my discipline and offers an opportunity to network with others in my field. My own presentation is part of my ongoing research in early stages of personality impression formation and will contribute to a manuscript in progress. Supporting documentation of paper acceptance, conference registration, and other costs are provided below.

Sample 2

I am requesting \$484 from TAPS to reimburse the cost of attending Integrative Teaching International's pedagogy focused workshop to be held on June 8-11 at Montana State University, Bozeman, Montana. Think Tank 9 brings together art and design master and emerging teachers and administrators to address thematic issues of higher education, and is a significant meeting of scholars in my discipline and offers an opportunity to network with others in my field. During this event, I will participate in several workshops addressing Art Studio Foundations curriculum development, teaching, and coursework. Supporting documentation are provided below.

Itemized Budget

Indicate Method of Purchase, whether budget includes travel, non-travel, or both, and whether travel is domestic (including Canada) or international.

Use the Sample Itemized Budget as a guide for filling out your budget on the TAPS application form. The current mileage reimbursement and daily per diem rates for domestic and international travel are found on the sample budget. The actual reimbursement for per diem depends on your times of departure and return as outlined in FINA 1.00 Procedure and at <http://adminfin.sc.edu/control/meal.html>. In filling out the budget, show total mileage for mileage reimbursement, number of days for per diem, and number of days and nightly rate + taxes for lodging in the line describing the item. Hotel parking, airport parking, and airline baggage fees should be included as separate lines on the budget. You can insert as many items as you need. If you have received TAPS funding for another project within the same fiscal year, indicate Yes at the end of the budget.

Project Documentation

Include abstracts, acceptance letters/emails, any other important documentation, and documentation of all items in your budget, aside from per diem. It is helpful to the committee to include items in a logical order with files appropriately identified or to compile documentation in a single PDF or Word file. **Please highlight significant information**, such as titles and names in a conference program. You can also provide links to information found on websites, such as airport parking. Please note that the following items require documentation:

- Airport and hotel parking fees
- Airline baggage fees
- Taxi and Local Transportation estimates

IRB Information

If your project requires IRB approval or exemption, include the proper information here and the letter of approval or exemption in your project documentation.

Applicant Information & Signature

Click "Sign Form" to sign the form and then "Submit" to complete your application.

University Travel Policy and Procedure

FINA 1.00 Travel Policy, <http://www.sc.edu/policies/fina100.pdf>

FINA 1.00 Procedure for Travel Policy,
https://sc.edu/about/offices_and_divisions/controller/documents/procedure_fina100.pdf

USC Upstate Procedure, <https://www.uscupstate.edu/globalassets/the-dome/facultystaff/policies/travel.pdf>