
SCHOLARLY START UP PACKAGE

I. PURPOSE: The Scholarly Startup Package Program is offered by the USC Upstate Office of Sponsored Awards and Research Support (SARS). This award is intended to assist new tenure track faculty members 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: A total of **\$5,000.00** is provided to the faculty member to use in any manner that best supports their research, including:

- A. Two course reallocations for research (\$2,500 each).
- B. One course reallocation for research, and two student research assistantships (\$1,250 each).
- C. One course reallocation for research and \$2,500 for research-related equipment purchase.
- D. Unspecified uses will be considered if the expenditures are justifiably related to scholarly productivity.

III. ELIGIBILITY AND TIME LINE: Only tenure track hires in their first three years are eligible to apply for this award. The application deadline is late in the spring semester. The winner must use all of the monies in the upcoming academic year. A faculty member can only win this award once.

IV. REQUIREMENTS: Successful applicants are expected to complete the following activities before applying for further SARS funding:

- A. Present at the Annual SC Upstate Research Symposium.
- B. Publish in a peer-reviewed external publication, present at an external conference, present a performance or exhibit. The work must acknowledge the Office of Sponsored Awards and Research Support for the partial funding of the project.
- C. Year-long SARS recipients must complete a progress report and submit a final report.

V. APPLICATION PROCESS:

Note: You should discuss your intent to apply for this program with your Department Chair or Dean before applying. Once your application is submitted, the system will require your Chair or Dean to approve the submission before it is moved forward for review by the Research Advisory Council.

Complete ALL parts of the [online application form](#) and your application **before** the deadline. All deadlines are available on the Office of Sponsored Awards and Research Support [website](#). We suggest developing the application pieces (see below) in word, then copy and paste the application pieces into the appropriate parts of the form. The form will request the following information from you:

- 1) Application 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.) Contact Information
 - a. Faculty Information
 - i. Name (Last, First)
 - ii. Title



- iii. When will you be applying for tenure?
 - iv. Department
 - v. Phone Number
 - vi. Email
 - b. Department Information
 - i. Approver Chair or Dean (Last, First)
 - ii. Admin. Assistant Name (Last, First)
 - c. IRB Approval
- 3.) Proposal narrative
- a. Title:
 - b. Hired Date:
 - c. Brief Overview: (Maximum 250-words)
 - d. Project Information: (Maximum 1500-words.) Briefly describe the project background, importance of the work, and your objectives for the year.
 - e. Budget: (Maximum 500-words.) List all items in your budget along with a BRIEF description if needed.
 - f. Time Line: (Maximum 500-words.) Give an approximate time line of what you will be doing for the year.
 - g. Expected Resulting External Publication, Presentation, Performance or Exhibition and/or Grant: (Maximum 500-words.) Include as many details as possible (e.g., manuscript submission type and target publication venue, name and date of presentation or name and date of performance or exhibition).
 - h. Faculty Vita: (2 page maximum length) At minimum, include educational background, professional appointment history (e.g., work history) and evidence of scholarly activity.

VI. APPROVAL CRITERIA: This is a competitive program. Proposals will be reviewed based on the following four criteria: (1) The merit of the project; (2) The likelihood that the project will lead to high-quality peer-reviewed external publication, performance, or exhibition; (3) The likelihood that the project will result in an external funding; (4) The written quality of the proposal.

VII. QUESTIONS: Please direct questions regarding this program and the application process to: Dr. Melissa Pilgrim; (864) 503-5781; mpilgrim@uscupstate.edu.

Revised 3/31/2017