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**SCHOLARLY COURSE REALLOCATION PROGRAM**

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**I. PURPOSE:** Increase a faculty member's research, scholarly, or creative productivity by reducing their course load for a semester by one course.

**II. AMOUNT:** This program will award up to \$2,500 to the faculty member's department to hire an adjunct instructor who will teach the course that the faculty member would have been teaching.

**III. ELIGIBILITY:** All full-time USC Upstate faculty members are eligible to apply for this program. A faculty member can only be awarded one course release per academic year through this program, and the funds cannot be used for degree requirements. Faculty previously awarded any grant through the Office of Sponsored Awards and Research support must have completed a final report as per the award terms and conditions to be eligible for a Scholarly Course Reallocation Program award.

**IV. EXPECTED OUTCOMES:** (1) REQUIRED: Funded projects must be presented at the Annual SC Upstate Research Symposium by the faculty member. (2) REQUIRED: Funded projects must lead to an external publication, presentation, performance or exhibition and must acknowledge this program for partial funding of the work. (3) REQUIRED: The faculty member must complete a short Final Report form at the end of the semester. Faculty members will not be eligible to re-apply for this program until this requirement is met (4) PREFERRED: The project leads to an external grant application.

**V. APPLICATION PROCESS:** 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 moving the submission forward for review by the Research Advisory Council. Complete ALL parts of the [online application form](#) and submit 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. Tenured
    1. When will you be applying? (if no)
  - iv. Department
  - v. Phone Number
  - vi. Email
- b. Department Information
  - i. Approver Chair or Dean (Last, First)
- c. IRB Approval

3.) Proposal narrative

- a. Title:
- b. Semester Applying for support:
- c. Abstract: (Maximum 250-words)



- d. Project Summary: (Maximum 1500-words.) Briefly describe the project background, importance of the work, and your objectives for the semester.
- e. Teaching Load: (Maximum 500-words.) List the courses that you will be teaching in the target semester and indicate which one will be likely dropped from your schedule if your application is successful.
- f. Time Line: (Maximum 500-words.) Give an approximate time line of what you will be doing for the semester.
- g. Expected Resulting External Publication, Presentation, Performance or Exhibition: (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. Expected External Grant Application: (Maximum 500-words.) Include as many details as possible (e.g. name of funding source, deadline to apply, amount of funding request, etc.)
- i. Faculty Vita: (2 page maximum length) At minimum, include educational background, professional appointment history (e.g., work history) and evidence of scholarly activity.

NOTE: A PDF of the application will be generated and emailed to you once the application is complete and you press submit.

**VI. REVIEW CRITERIA:** This is a competitive program and we will not be able to fund all applications. Proposals will be evaluated based primarily on the following five criteria: (1) The merit of the project itself; (2) All parts of the application form are completed, clearly written, and submitted before the deadline; (3) Projects that are most likely to lead to high-quality external publication, performance, or exhibition will be given high priority; (4) Projects that are likely to lead to external grant application will be given high priority; and (5) The faculty member's qualifications and background that will make him/her successful in the project. The following secondary criteria will also be taken into consideration (for tie breaking situations): (1) Applications by non-tenured faculty in tenure track positions will be given preference; and (2) Equitable distribution of awards across campus departments.

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

*Revised 3/31/2017*