
SCHOLARLY COURSE REALLOCATION PROGRAM

I. PURPOSE:

The Scholarly Course Reallocation Program is offered by the USC Upstate Office of Sponsored Awards and Research Support (SARS). The program is intended to increase a faculty member's research, scholarly, or creative productivity by reducing their course load for a semester by one course.

II. AMOUNT:

The 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.

IV. POST AWARD REQUIREMENTS:

- A. Have at least one external scholarship outcome (e.g., journal publication, book chapter, presentation, performance, exhibition, health outcomes report/legislation or grant submission). The work must acknowledge the Office of Sponsored Awards and Research Support for the partial funding of the project.
- B. Present at the Annual SC Upstate Research Symposium; *presentation at the symposium must be acknowledged in the timeline and expected outcomes sections of the application.*
- C. Submit a final report form; a link to the form will be emailed at the close of your grant period and you will have 30 days to complete the form. Faculty members will not be eligible to apply for future support through the SARS office if this Final Report Form is not completed.

V. APPLICATION PROCESS:

You should discuss applying to 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 by the deadline. All deadlines are available on the SARS calendar. 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 or IACUC Approval

Note: If your project involves human or other vertebrate animal subjects in any way, you will need IRB or IACUC approval. Funding will not be granted for such projects that have not been approved by the IRB or IACUC. You are responsible for compliance issues associated with the use of human or other vertebrate animal subjects consistent with USC IRB & IACUC protocols. *You may apply before approval is secured; however, if your proposal is awarded, funds **cannot** be distributed until the project is approved.*

See the website of the Office of Research Compliance – https://sc.edu/about/offices_and_divisions/research_compliance/index.php for additional information.

3) Project Information

- a. Title
- b. SARS Application Deadline (Fall or Spring)
- c. Expected Grant Start Date (Fall or Spring)
- d. Abstract. (Maximum 250-words) Provide an overview/summary of proposed work.
- e. Project Information. (Maximum 1500-words) Describe the project background, importance of the work, and your project objectives.
- f. Teaching Load. (Maximum 500-words) List the courses that you will be teaching in the target semester and indicate which one will be dropped from your schedule if your application is successful.
- g. Timeline.* (Maximum 500-words) Give an approximate timeline for project activities during the course of the grant.
- h. Expected Results.* (Maximum 500-words) Include as many details as possible regarding external scholarship that will result from support through the scholarly course reallocation program (e.g., publications, book chapters, presentations, performances, exhibitions, health reports/legislation, and/or external grant submissions).
- i. Faculty Vita. (2 page maximum length) At minimum, include educational background, professional appointment history (e.g., work history) and evidence of scholarly activity.
- j. A references section/bibliography can be uploaded as a pdf at the end of the application form.

** Make sure presentation at the SC Upstate Research Symposium is included in the project timeline and expected results sections, as the presentation is a post award requirement.*

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

VI. APPROVAL CRITERIA:

This is a competitive program and we will not be able to fund all applications. It is very important that the faculty member clearly articulates how a course reallocation will significantly increase their research, scholarly, or creative productivity. Proposals will be evaluated by the Research Advisory Council based primarily on the following four criteria: (1) the merit of the project; (2) all parts of the application form are completed, clearly written, and submitted by the deadline; (3) likelihood that the work will lead to external scholarship (e.g., journal publication,

book chapter, presentation, performance, exhibition, public scholarship, and/or external grant submission); and (4) the faculty member's qualifications and background that will make them successful in the project. The following secondary criteria will also be taken into consideration (*for tie-breaking situations*): (1) faculty rank (applications by non-tenured faculty in tenure track positions will be given preference); and (2) equitable distribution of awards across disciplines.

VII. QUESTIONS:

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

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