SCHOLARLY START-UP PACKAGE PROGRAM

I. PURPOSE:

The Scholarly Start-Up Package program is offered by the USC Upstate Office of Sponsored Awards and Research Support (SARS). The program is intended to help new tenure track faculty members across all disciplines at USC Upstate 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:

The program will award up to ***$5,000.00*** to the faculty member to support their scholarly agenda. Examples of allowable costs include course reallocations (one course reallocation = $2,500.00), student research assistants (one research assistant = $1,500.00), project equipment and/or supplies, and summer salary (for a period when the faculty member is not teaching). Unspecified uses of the funds will be considered if the expenditures are justifiably related to scholarly productivity. However, funds may not be used to support costs in connection with faculty or student degree requirements.

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 in late April (see SARS calendar for specific date) and awards will be announced in late May. The awardee must use all of the monies in the upcoming academic year. A faculty member can only win this award once.

IV. POST AWARD REQUIREMENTS:

Successful applicants are expected to complete the following activities:
   A. Have at least one external scholarship outcome (for example, 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. Complete a final report form; a link to the form will be emailed to the awardee at the close of the grant period and the awardee 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. *Note*: Successful applicants that spread support across the entire academic year must submit a progress report at the end of the fall semester and a final report at the end of the grant period.

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. When will you be applying be applying for Tenure?
       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. Date Hired
   c. Abstract. (Maximum 250-words) Provide an overview/summary of proposed work.
   d. Project Information. (Maximum 1500-words) Describe the project background, importance of the work, and your project objectives.
   e. Budget. (Maximum 500-words) List all items in your budget along with a description if needed.
   f. Timeline.***** (Maximum 500-words) Give an approximate timeline for project activities during the course of the grant.
   g. 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 outcomes report/legislation, and/or external grant submissions).
   h. Faculty Vita. (2 page maximum length) At minimum, include educational background, professional appointment history (e.g., work history) and evidence of scholarly activity.
   i. 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.

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 Scholarly Start-Up Package 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.

Revised 8/14/2019