
SCHOLARLY STUDENT ASSISTANTSHIP PROGRAM

I. PURPOSE:

The Scholarly Student Assistantship Program is offered by the USC Upstate Office of Sponsored Awards and Research Support (SARS). The program supports faculty members and students in their pursuit of research, scholarship, and creative collaborations. The program allows faculty members to compete for financial support for student assistants; the award is to the faculty mentor, but the funds are distributed to the student assistant. Thus, the faculty mentor submits an application for funding to support their assistant. It is very important that the faculty member clearly articulates how a student assistant will significantly increase the faculty member's research, scholarly, or creative productivity.

The award has two categories:

- A. **STUDENT RESEARCH ASSISTANT.** The student is directly and substantively involved in assisting the faculty member with a scholarly or creative project. Completion of faculty degree requirements is not an acceptable project outcome. The faculty member must very clearly articulate the specific ways that his/her scholarly efforts will be **substantially** improved with the help of this research assistant **and** how the experience will professionally benefit the participating student.

- B. **STUDENT TEACHING ASSISTANT.** The student is indirectly involved in assisting the faculty member with a scholarly project by alleviating the faculty member's teaching-related duties. Completion of faculty degree requirements is not an acceptable project outcome. **NOTE:** In this category, the student cannot perform lecture or regular classroom duties. The student is only allowed to help in teaching-related duties (e.g., grading, study sessions, etc.). The faculty member must very clearly articulate the specific ways that his/her scholarly efforts will be **substantially** improved with the help of this teaching assistant **and** how the experience will professionally benefit the participating student.

II. AMOUNT:

A total of **\$1,500.00** of student compensation is provided for a semester. The compensation is to cover approximately 10 hours of work per week for 14 weeks, although the 140 hours of work could be distributed differently across the semester. The student will be a university employee and will receive their compensation in equal installments over the semester – time cards will not be required.

III. ELIGIBILITY:

Full-time faculty members are eligible to apply for student assistants. Full-time or part-time undergraduate and graduate students are eligible to become student assistants. ***At most one award can be funded per faculty advisor per semester.***

IV. Post Award Requirements:

A. Funded projects must be presented at the Annual SC Upstate Research Symposium by either the faculty member or the student; *presentation at the symposium must be acknowledged in the timeline and expected outcomes sections of the application.*

B. Any external publications, presentations, performances or exhibits resulting from the funded project must acknowledge the Office of Sponsored Awards and Research Support for partial funding of the work. The faculty member must notify us if the funded project leads to external publication, presentation, performance, or exhibition.

C. At the end of the semester, the faculty member must complete a final report form; a link to the form will be emailed to the faculty member and they will have 30 days to complete the report. 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:

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

- 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. Student Information
 - i. Name (**First Middle Last**)
 - ii. Major
 - iii. Status (i.e. undergraduate or graduate student)
 - iv. Phone Number
 - v. Email
- b. 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
- c. Department Information
 - i. Chair/Dean/Director (Last, First)

d. 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, Spring, or Summer)
- d. Assistantship Category
- e. Abstract. (Maximum 250-words) Provide an overview/summary of proposed work.
- f. Summary. (Maximum 1500-words) Describe the project background, importance of the work, and your project objectives.
- g. Expected Results*. (Maximum 500-words) Include as many details as possible regarding external scholarship that will result from support through the student assistantship program (e.g., publications, book chapters, presentations, performances, exhibitions, health reports/legislation, and/or external grant submissions).
- h. Student Duties. (Maximum 500-words) Explain what the student responsibilities will be and how the experience will benefit the participating student.
- i. Student Qualifications. (Maximum 500-words) At minimum, include why will the student be successful, **the student's GPA**, and the student's relevant previous course work.
- j. Timeline*. (Maximum 500-words) Give an approximate timeline for project activities during the course of the semester.
- k. Faculty Vita. (2 page maximum length) At minimum, include educational background, professional appointment history (e.g., work history) and evidence of scholarly activity.
- l. 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 student assistant will significantly increase the faculty member's research, scholarly, or creative productivity **and** how the participating student will professionally benefit from the experience. Proposals will be evaluated by the Research Advisory Council based primarily on the following six 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); (4)

the project's potential to provide real involvement and learning opportunities for the student assistant; (5) the student's qualifications and background that will make them successful in the project, and (6) 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. Joshua Ruppel, (864) 503-5720, ruppelj@uscupstate.edu

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